

## How to Configure Mail (for Mac) for yourdomainname.com E-mail

**Email Type:**  
**@yourdomainname.com**



**Use this document if:**

- You need to configure Mail for yourdomainname.com e-mail.

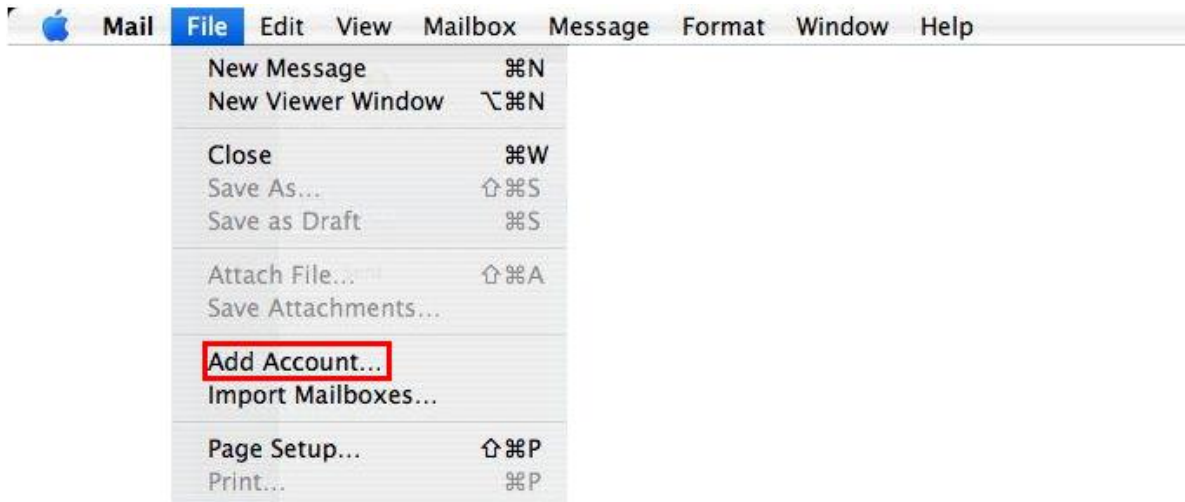
**This document assumes:**

- You know your yourdomainname.com e-mail address and password.
- Your yourdomainname.com e-mail address is associated to a Qwest DSL® account.
- You have a working copy of mail.
- You have a working Internet connection.

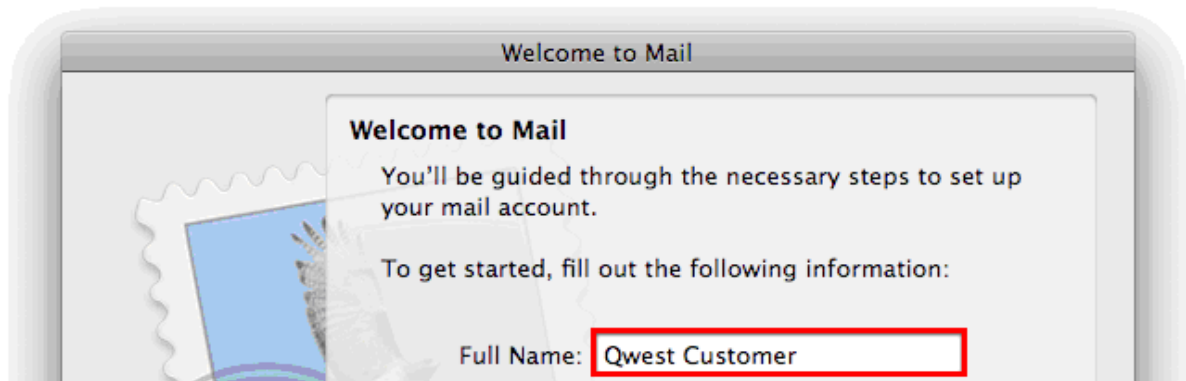
1. Open Mail using the icon on your dock.



2. If this is your first time using Mail, you will see a 'Welcome to Mail' screen. Otherwise, select **File** then **Add Account...**



3. At the 'Welcome to Mail' screen, enter your full name as you would like it to appear on your outgoing email.



Welcome to Mail

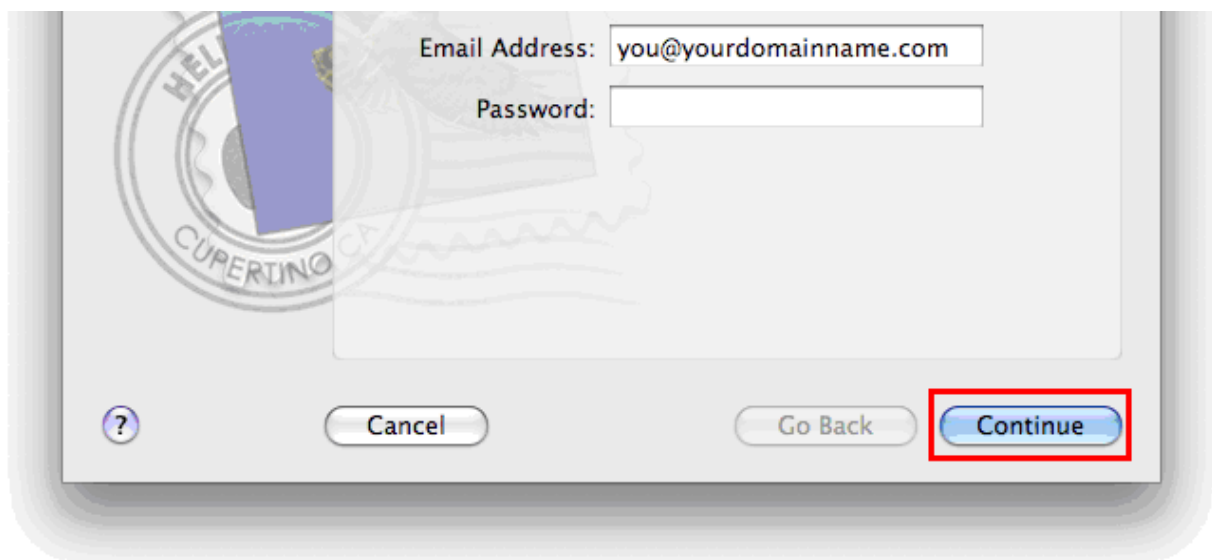
**Welcome to Mail**

You'll be guided through the necessary steps to set up your mail account.

To get started, fill out the following information:

Full Name:


4. Enter your full @yourdomainname.com email address. Then, select **Continue**.

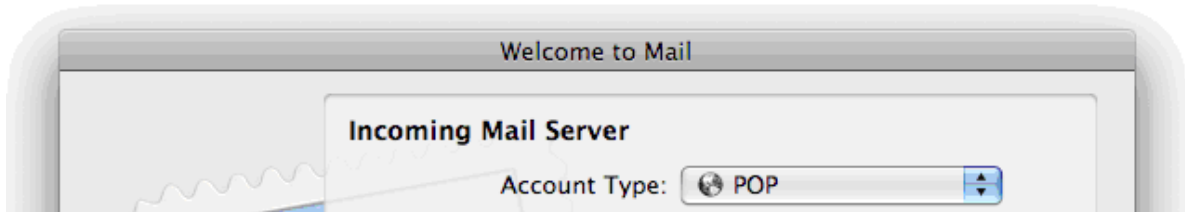


Email Address:

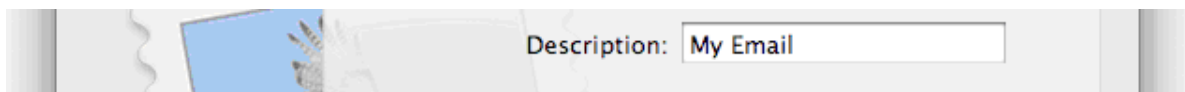
Password:

? Cancel Go Back **Continue**

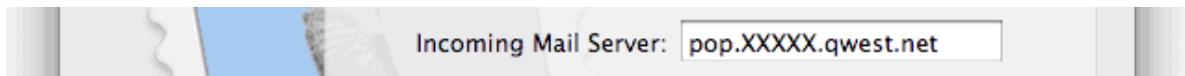
5. Make sure the 'Account Type' shows  POP.



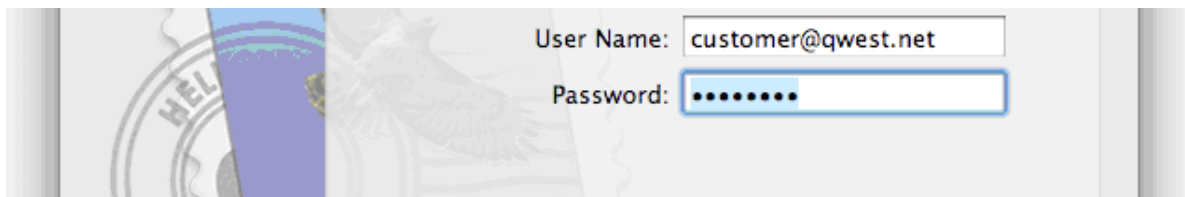
6. In the 'Description' field, enter the name you would like for this incoming server. This can be helpful when using multiple servers or email accounts within Mail.



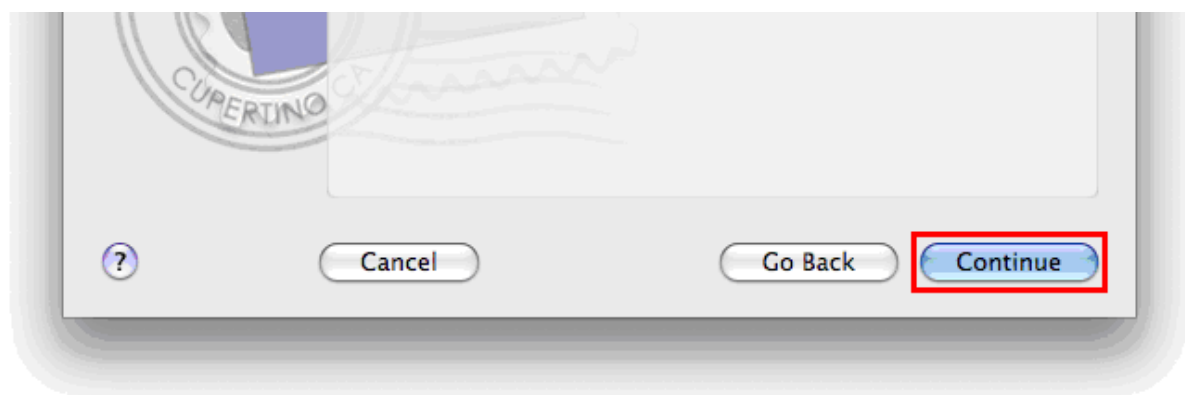
7. In the 'Incoming Mail Server' field, type in the closest mail server on the list located at the end of this document.



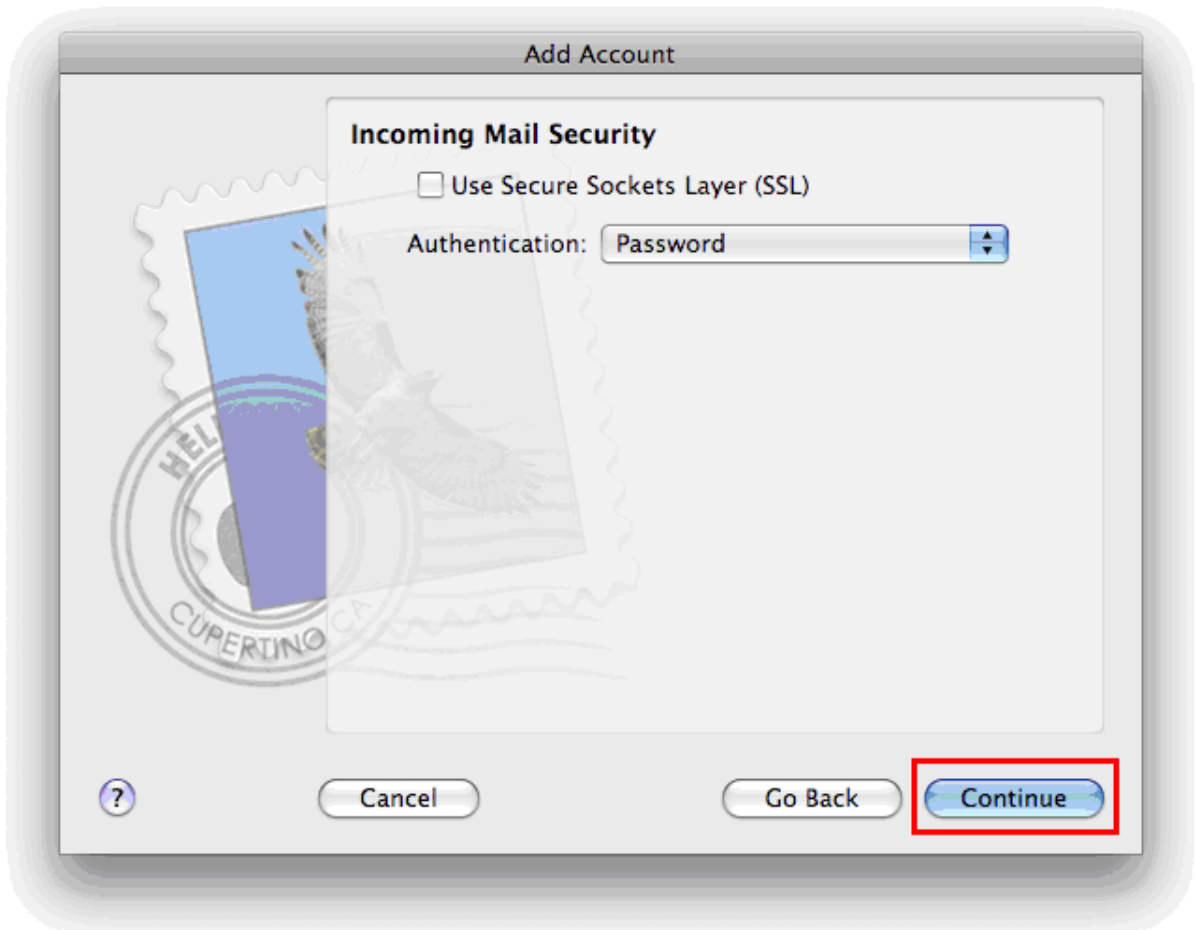
8. In the 'User Name' field, type your account name (This is not the same as your email address). Then, type your password associated with the account.



9. Select **Continue**.



10. Do not change anything on this screen and select **Continue**.

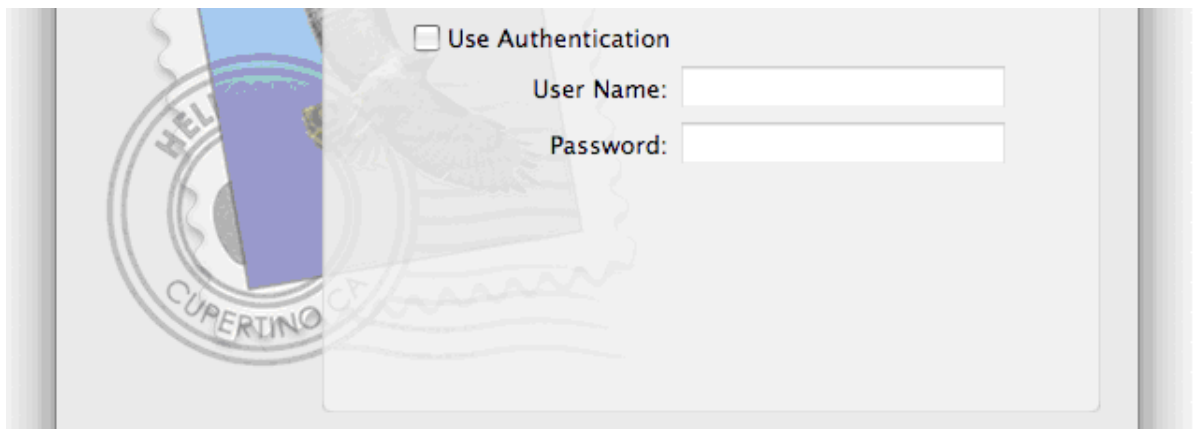


11. In the 'Description' field, enter the name you would like for this outgoing server. This can be helpful when using multiple servers or email accounts within Mail.

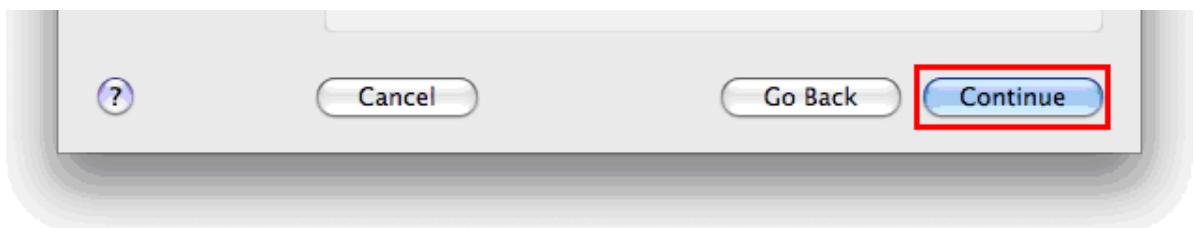
Then, in the 'Outgoing Mail Server' field, enter in the closest mail server on the list located at the end of this document.



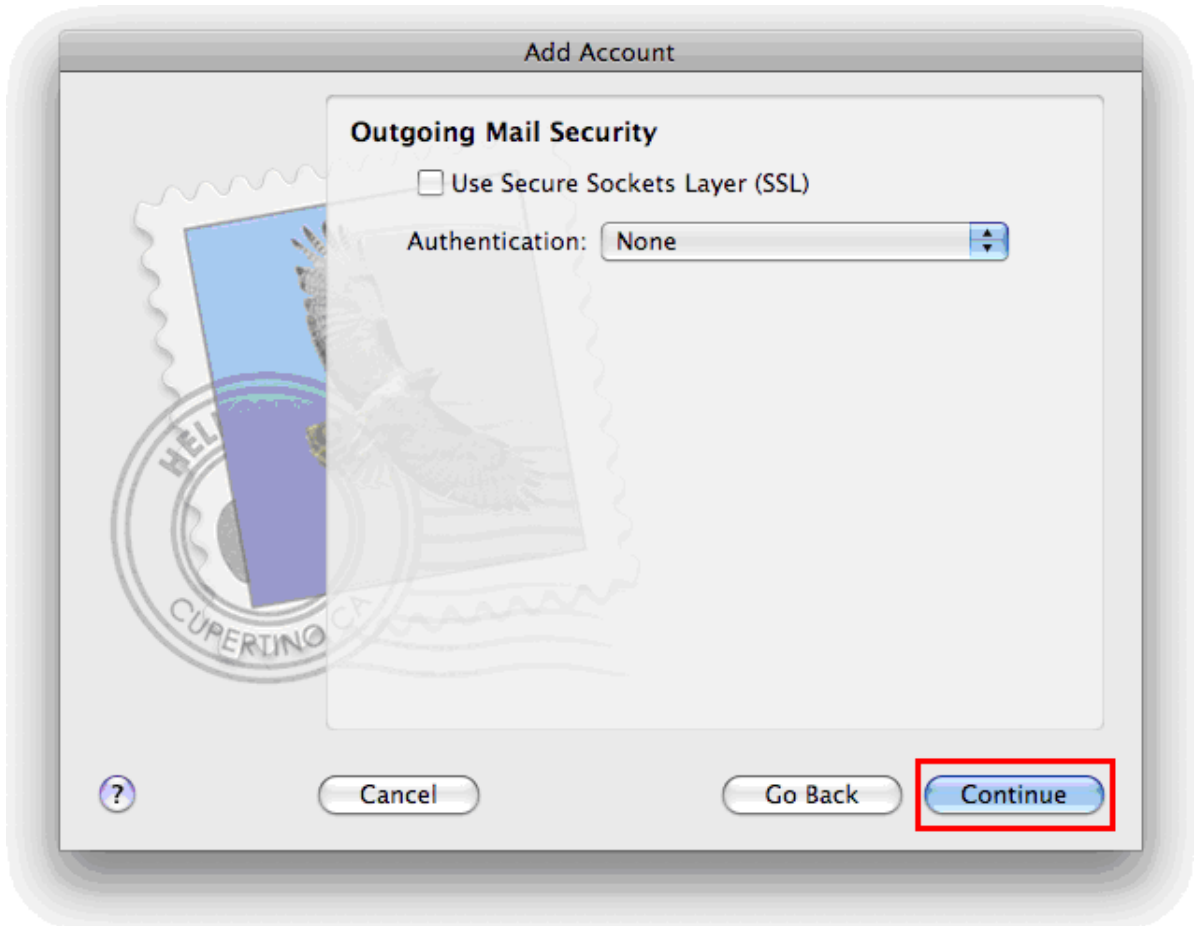
12. Do **NOT** Check **Use Authentication**.



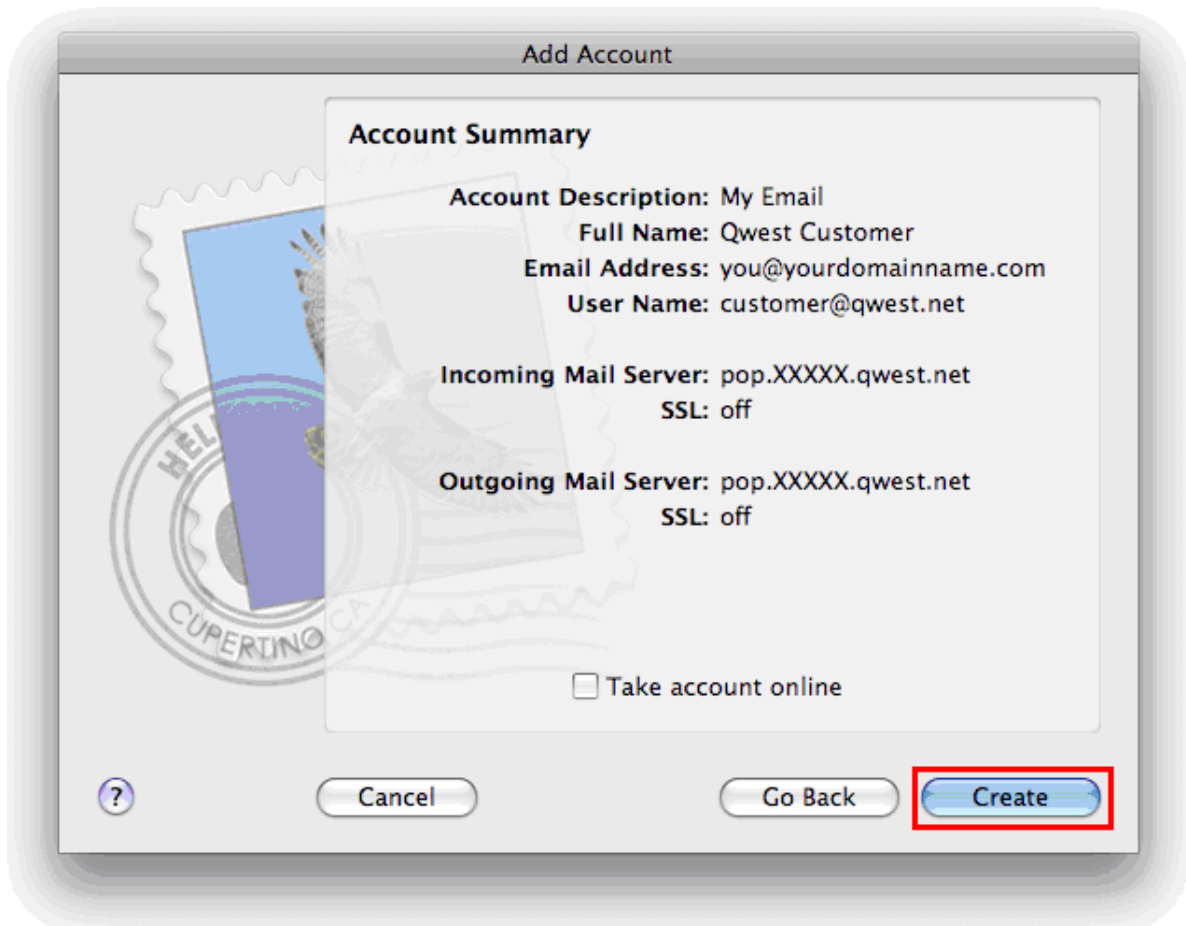
13. Select **Continue**.



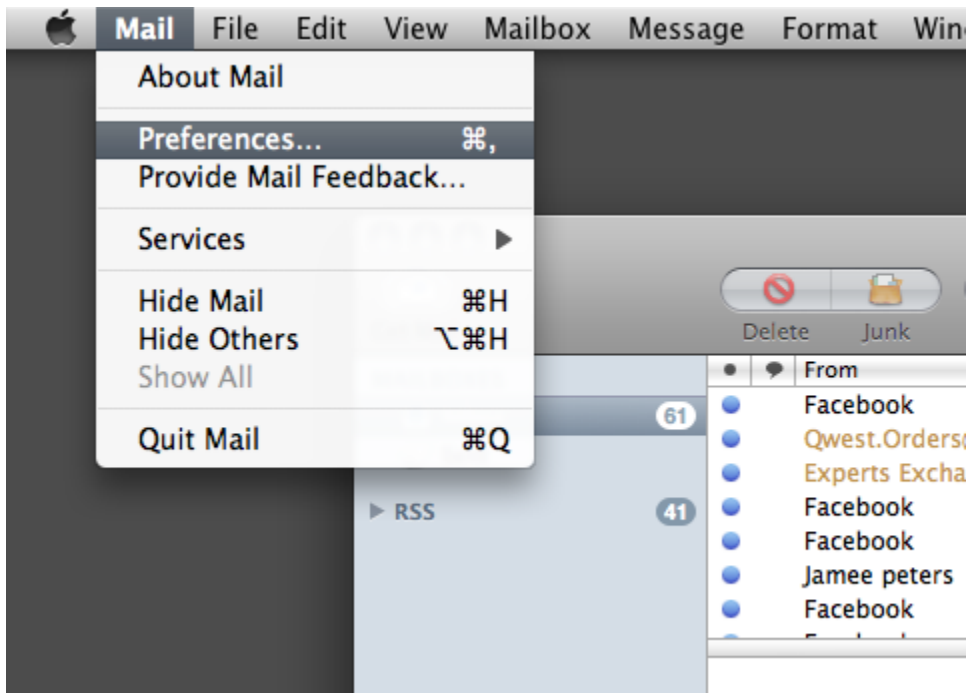
14. Do not change anything on this screen and select **Continue**.



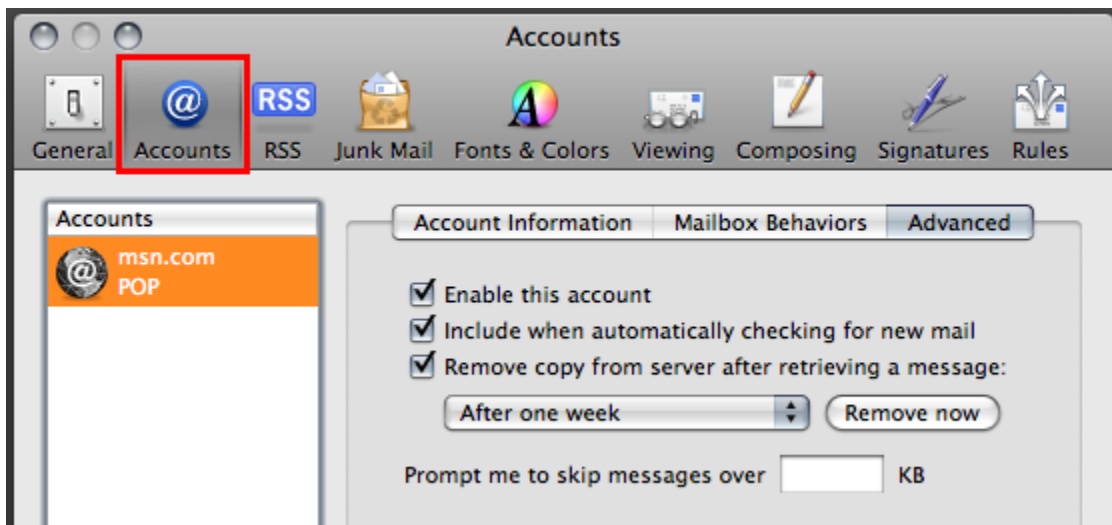
15. Confirm all the information on the 'Account Summary' screen is correct and select **Create**.



16. Select **Mail**, then **Preferences**.

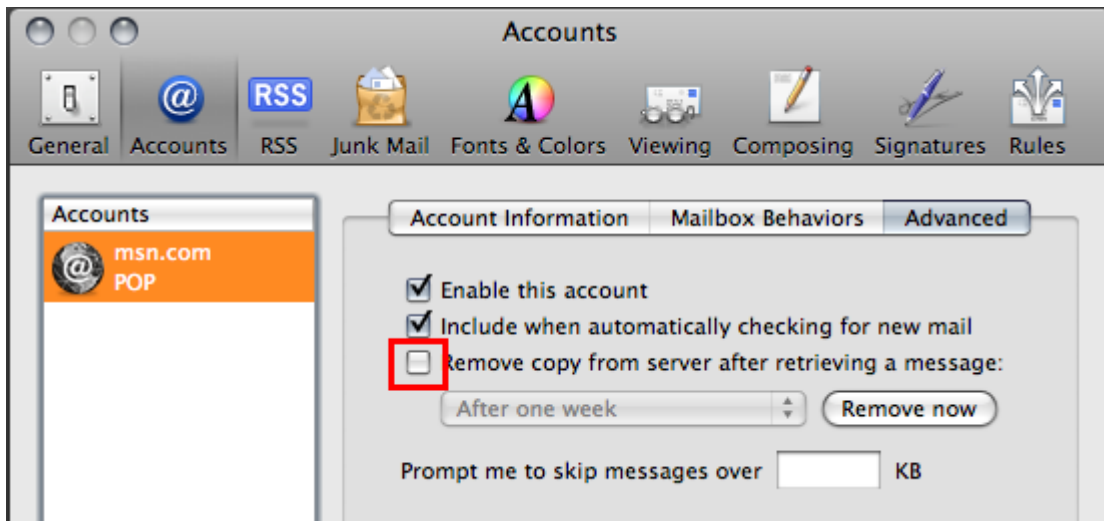


17. Select **Accounts**.

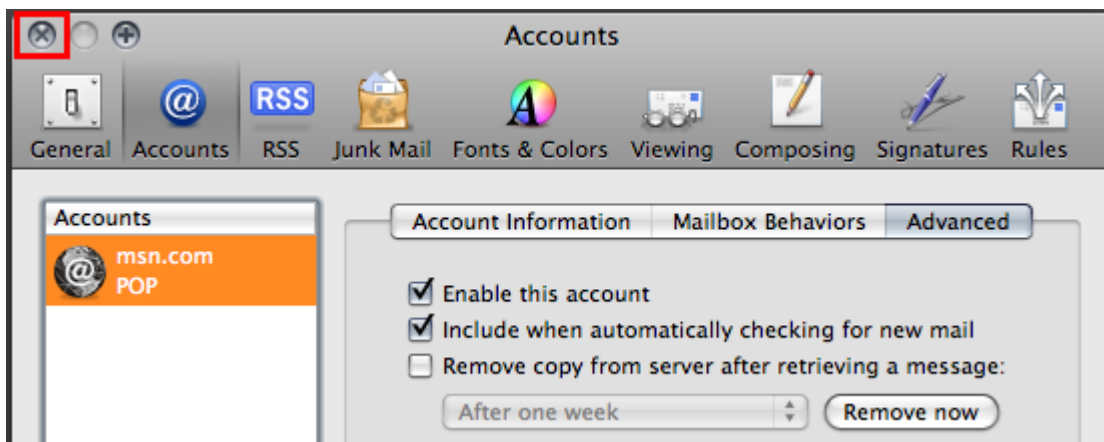


18. Uncheck **Remove copy from server after retrieving a message**.

This setting allows you to maintain a backup copy of your email on the Qwest e-mail server. Otherwise, your e-mail client will download all e-mail to your local computer and remove it from the Qwest server. Once downloaded, these e-mails can no longer be obtained or viewed from another computer.



19. Close this window. Congratulations, you have configured Mail (for Mac) for your yourdomainname.com e-mail.





## **Qwest Mail Servers**

### **Arizona**

- Tucson- pop.tcsn.qwest.net
- Phoenix- pop.phnx.qwest.net

### **Colorado**

- Colorado Springs- pop.clsp.qwest.net
- Denver- pop.dnvr.qwest.net

### **Idaho**

- Boise- pop.bois.qwest.net

### **Iowa**

- Des Moines- pop.desm.qwest.net
- Cedar Rapids- pop.cdrr.qwest.net
- Davenport- pop.dvnp.qwest.net

### **Minnesota**

- Duluth- pop.dlth.qwest.net
- Minneapolis/St. Paul- pop.mpls.qwest.net
- Rochester- pop.roch.qwest.net
- Saint Cloud- pop.stcd.qwest.net

### **Montana**

- Billings- pop.blng.qwest.net
- Missoula- pop.mssl.qwest.net

### **Nebraska**

- Omaha- pop.omah.qwest.net

### **New Mexico**

- Albuquerque- pop.albq.qwest.net

### **North Dakota**

- Bismarck- pop.bsmr.qwest.net
- Fargo- pop.farg.qwest.net

### **Oregon**

- Eugene- pop.eugn.qwest.net
- Portland- pop.ptld.qwest.net

### **South Dakota**

- Sioux Falls- pop.sxfl.qwest.net

### **Utah**

- Salt Lake City- pop.slkc.qwest.net

### **Washington**

- Seattle- pop.sttl.qwest.net
- Spokane- pop.spkn.qwest.net

### **Wyoming**

- Cheyenne- pop.chyn.qwest.net