

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

**Email Type:**  
**@q.com**



**Use this document if:**

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

**This document assumes:**

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

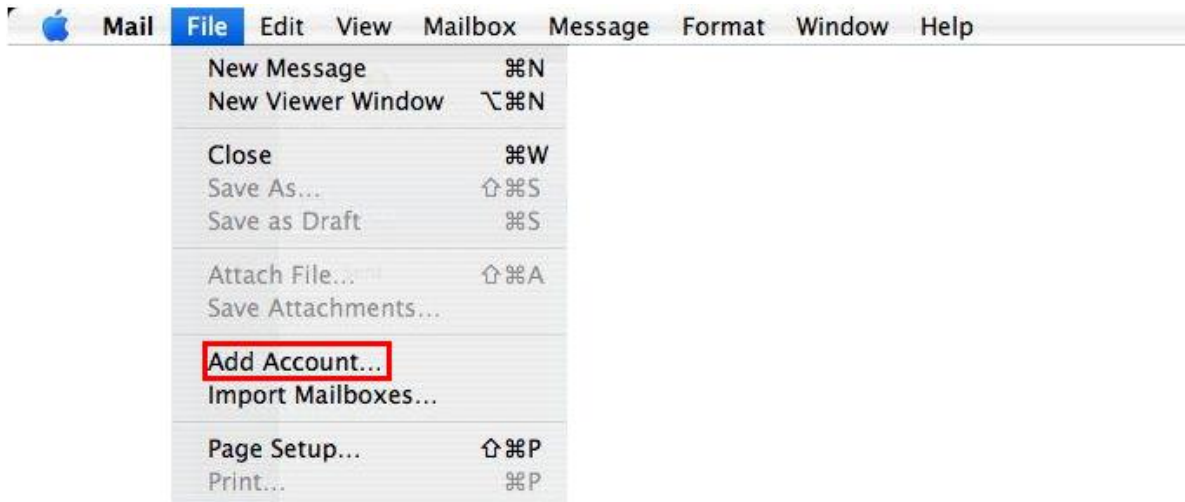
**Incoming/Outgoing server info:** If you are familiar with how to configure Mail, use the following information. If you need more help, continue reading.

- Incoming Server: pop3.live.com (SSL enabled)
- Outgoing Server: smtp.live.com (SSL enabled, requires authentication)

1. Open Mail using the icon on your dock.



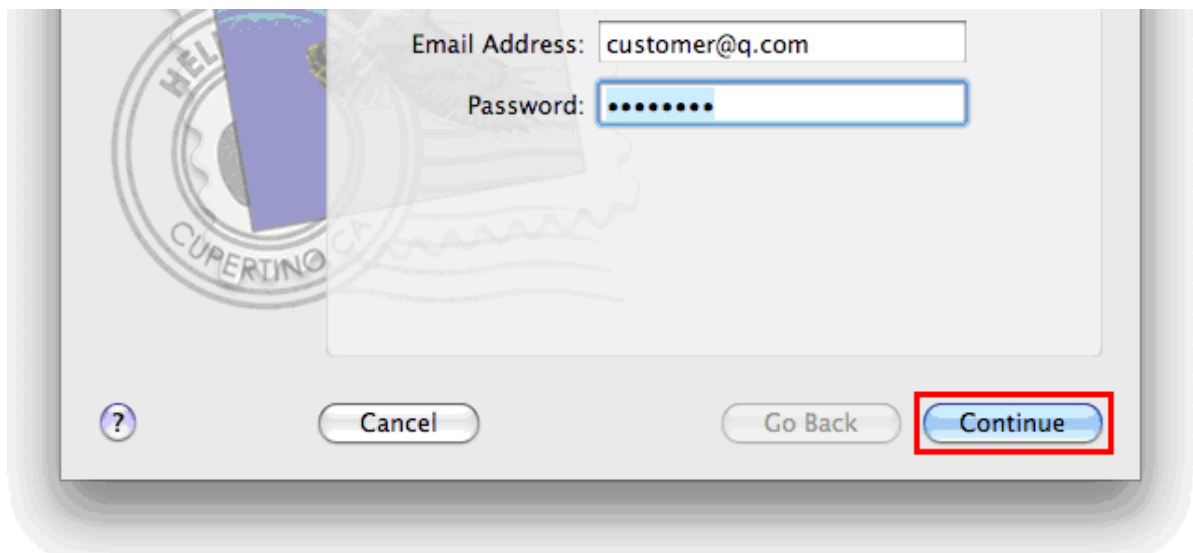
2. If this is your first time using Mail, you will see a 'Welcome to Mail' screen. Otherwise, select **File** then **Add Account...**




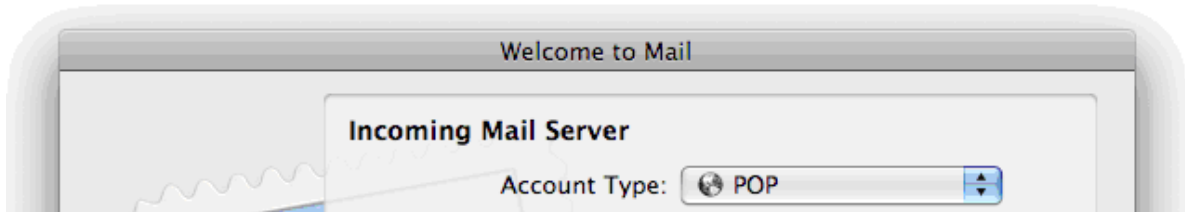
3. At the 'Welcome to Mail' screen, enter your full name as you would like it to appear on your outgoing email.



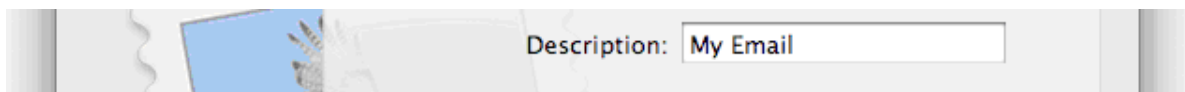
4. Enter your full @q.com email address and password. Then, select **Continue**.



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



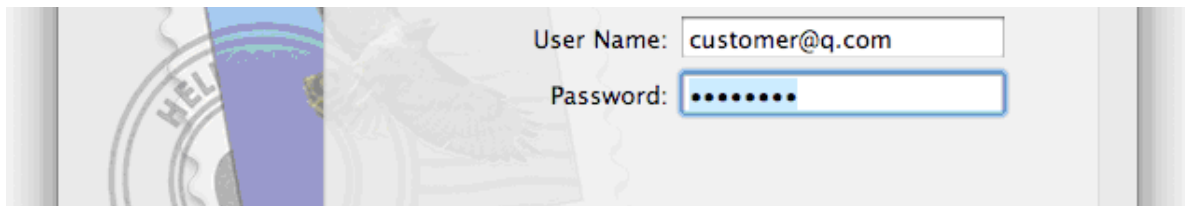
6. In the 'Description' field, enter the name you would like for this incoming server. This can be helpful when using multiple servers or email accounts within Mail.



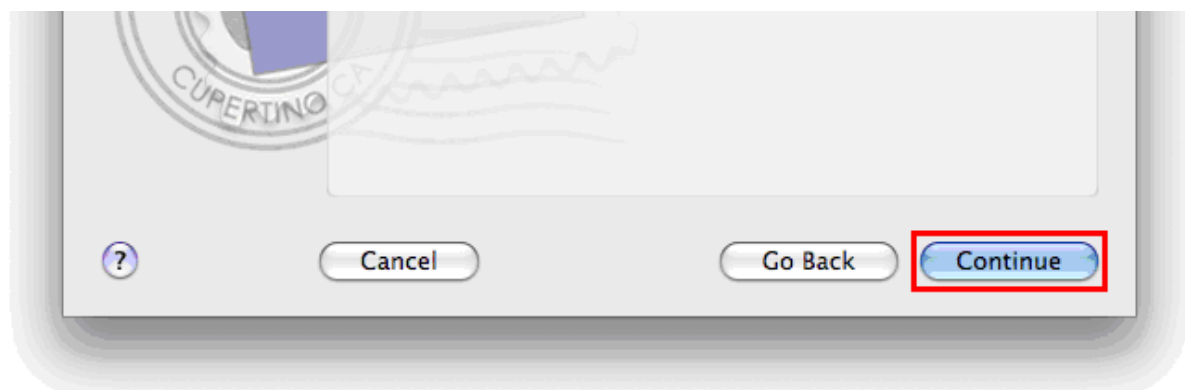
7. In the 'Incoming Mail Server' field, type **pop3.live.com**.



8. In the 'User Name' field, type your full @q.com email address. Then, type your password associated with the email. (*note: the password field may already be filled in if it was typed in the previous screen.*)

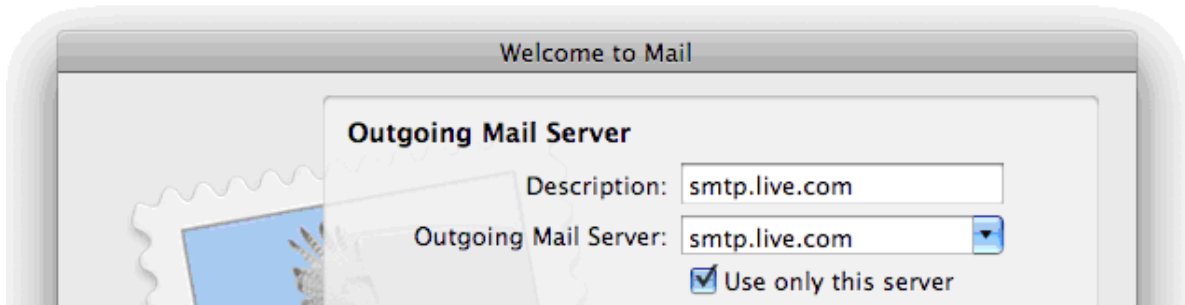


9. Select **Continue**.

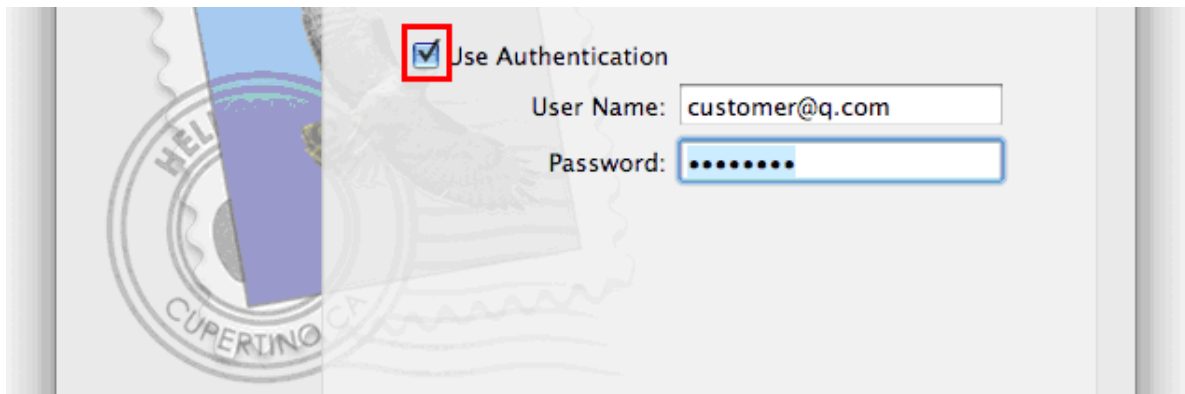


10. In the 'Description' field, enter the name you would like for this outgoing server. This can be helpful when using multiple servers or email accounts within Mail.

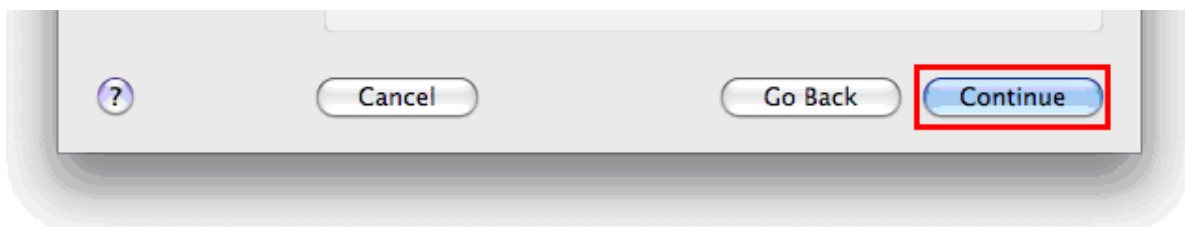
Then, enter **smtp.live.com** in the Outgoing Mail Server field.



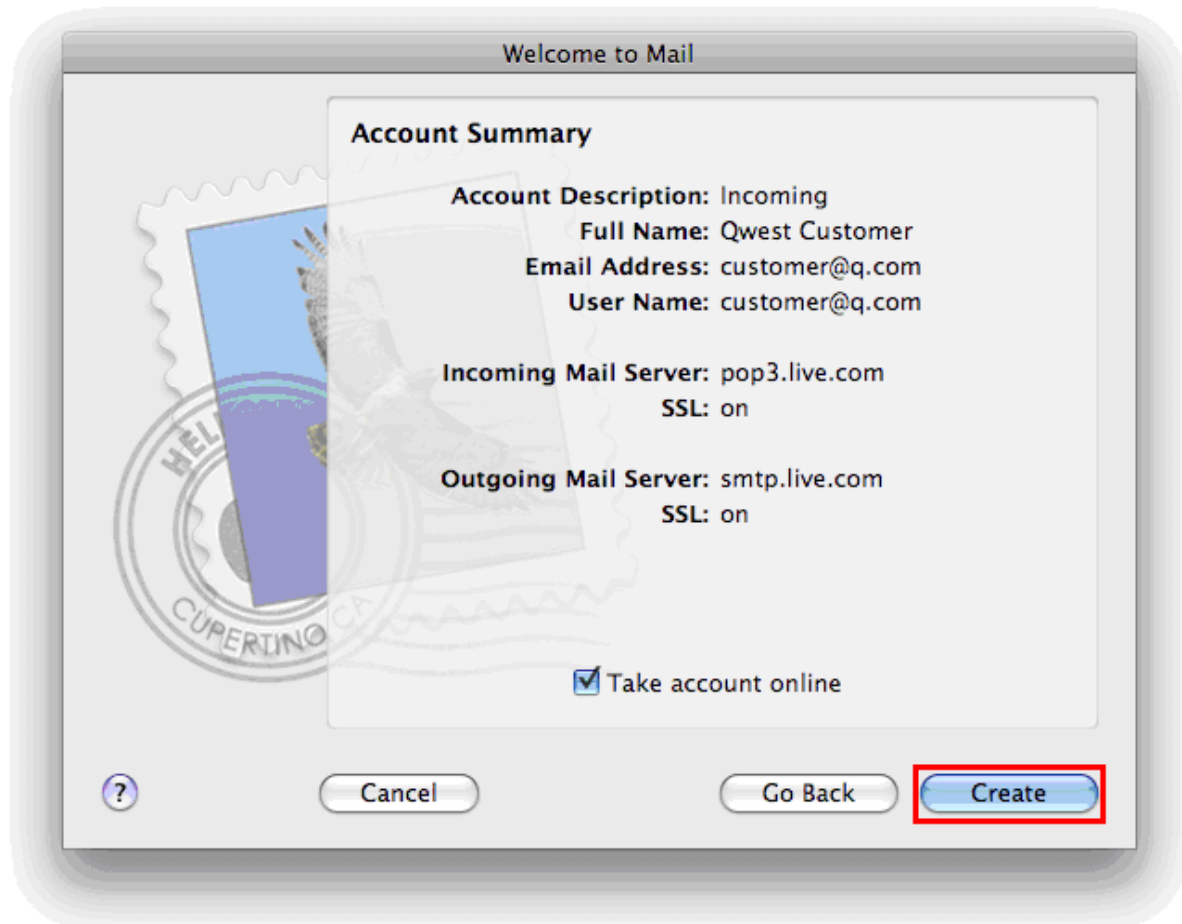
11. Check **Use Authentication**.



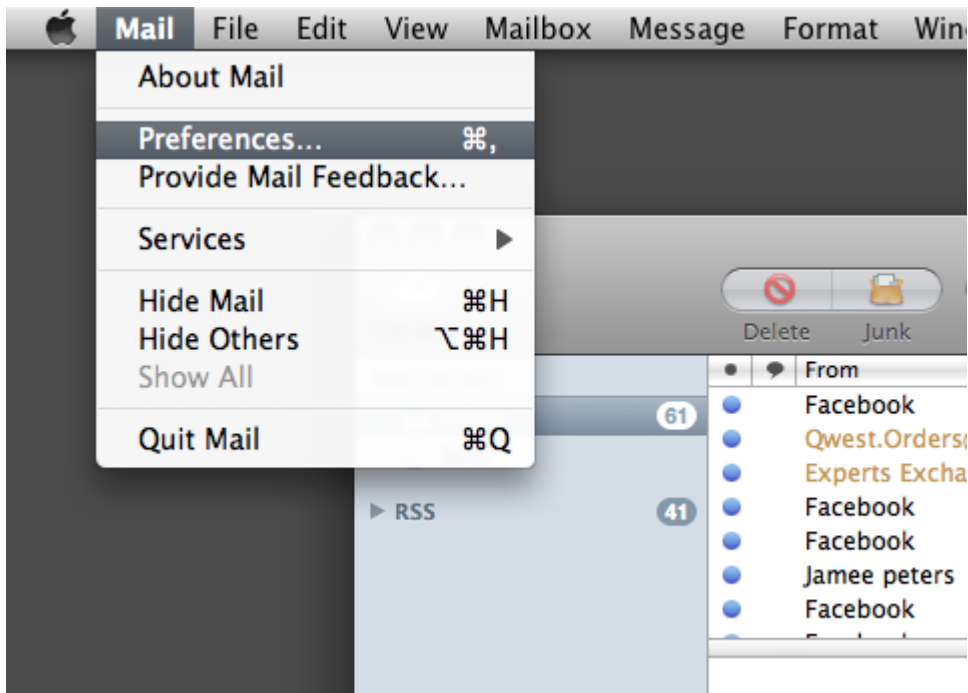
12. Select **Continue**.



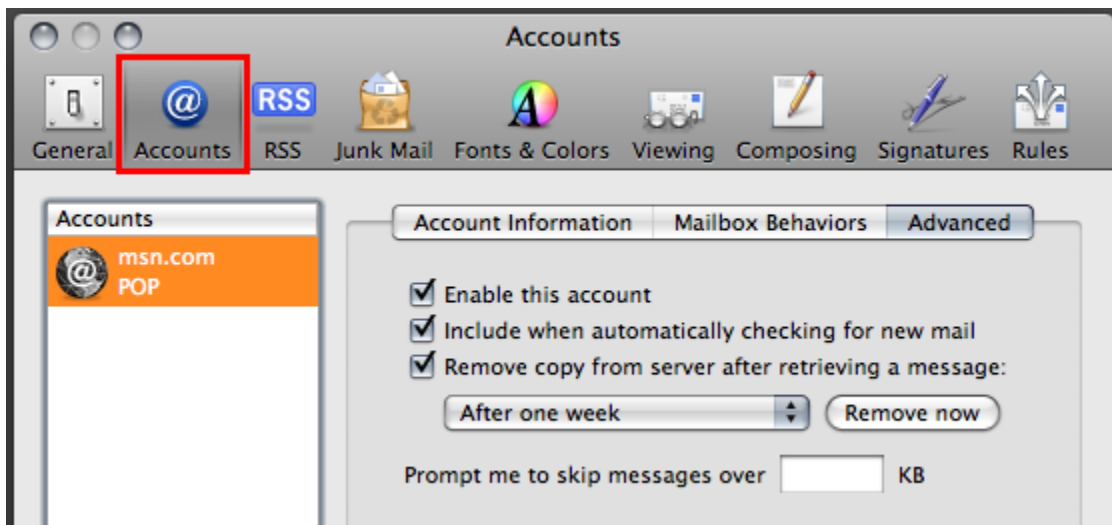
13. Confirm all the information on the 'Account Summary' screen is correct and select **Create**.



14. Select **Mail**, then **Preferences**.

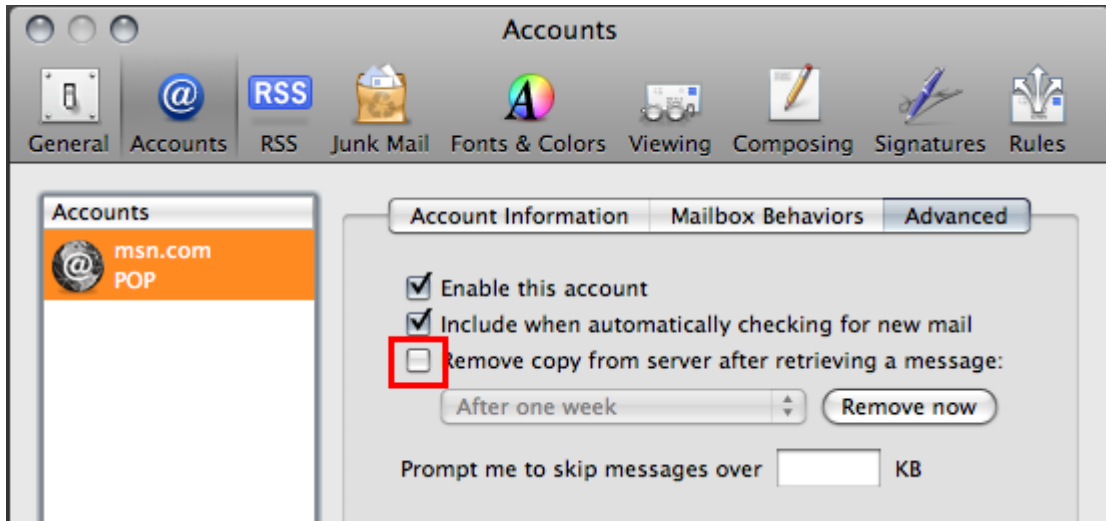


15. Select **Accounts**.



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

This setting allows you to maintain a backup copy of your email on the e-mail server, and will still be viewable using <http://mail.live.com> or <http://hotmail.com>. Otherwise, your e-mail client will download all e-mail to your local computer and remove it from the server. Once downloaded, these e-mails can no longer be obtained or viewed from another computer.



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

