Setting up Zimbra in Mac Mail with IMAP

The following guide will show you how to connect your Zimbra account through the Mac Mail client on Mac:

1. Open *Mac Mail* from the dock or Launchpad.

2. The *Choose a Mail account provider*… window will appear. Select *Other Mail Account* (see Figure 2).

3. Click *Continue* (see Figure 2).

4. The *Add a Mail account* window appears:
   a. In the *Name* field, enter your full name (see Figure 3).
   b. In the *Email Address* field, enter your KSU email address (see Figure 3).
   c. In the *Password* field, enter your Net ID password (see Figure 3).
   d. Click *Sign In* (see Figure 3).
5. A new window will appear. Your email address and Password will carry over from the previous window. Complete the following:
   a. In the User Name field, enter your KSU Net ID (see Figure 4).
   b. In the Account Type field, make sure IMAP is selected from the drop-down (see Figure 4).
   c. In the Incoming Mail Server field, enter email.kennesaw.edu (see Figure 4).
   d. In the Outgoing Mail Server field, enter zmta1.kennesaw.edu (see Figure 4).
   e. Click Sign In (see Figure 4). Mac Mail will begin setting up your account.

![Figure 4 - Complete Your Mailbox Information](image)

6. After Mac Mail sets up your account, select which apps you wish to use with your KSU account and click Done (see Figure 5).

![Figure 5 - Select The Apps You Want To Use With This Account](image)

7. Mac Mail will complete set-up and display your inbox. Mac Mail is now connected with your Zimbra account.
Setting Mac Mail as the Default Email Application

1. From Mac Mail, click on Mail in the menu bar (see Figure 6).
2. Click on Preferences (see Figure 6).

![Figure 6 - Access Mail Preferences](image)

3. Click the General tab (see Figure 7).
4. In the Default email reader field, select a preferred email application from the drop-down (see Figure 7).

![Figure 7 - Set Default Email Reader](image)