


Setting up your RRU E-mail Account in Apple Mail while Off-Campus

1. Start **Mail** (may be located on your Dock).
2. Click the **Mail** menu and choose **Preferences**
3. Click the **Create an account (+)** icon
4. To add an account, click the **Add Account** button
5. Choose **POP** in the **Account Type** drop down
6. Enter a meaningful description in the **Description** field
7. In the **Email Address** field enter your RRU email address (i.e. pat.maltie@community.royalroads.ca)
8. Enter your full name in the field provided. (i.e. Pat Maltie).
9. Type **learnerpop3.royalroads.ca** in the **Incoming Mail Server** field
10. Enter your account name (first initial + last name, i.e. pmaltie) in the **User Name** field.

11. 

To fill in the last field you will need to use your Internet Service Provider's Outgoing Mail Server

- Click on the **Outgoing Mail Server** drop down. If you already have an existing Outgoing (SMTP) server you can select it in the drop down list.

Follow these steps if you do not already have a non-RRU outgoing (SMTP) server.

- Click the **Add Server** option in the **Outgoing Mail Server** drop down
- Type your **ISP's SMTP** server name in the **Outgoing Mail Server** field
- Choose **Password** in the drop down box for **Authentication** if required by your ISP.
- Enter your username and password in the fields provided if required.