Configuring Apple Mail for Mac OS X (El Capitan)

This document assumes that you already have Apple Mail installed on your computer and you are ready to configure Apple Mail.

Table of Contents

Configuring Apple Mail for Mac OS X (El Capitan) ................................................................. 1
Table of Contents ...................................................................................................................... 1
Enabling Gmail for IMAP ........................................................................................................ 2
Enabling Less Secure Apps for Gmail ................................................................................... 6
Configuring a New Email Account ......................................................................................... 9
Configuring Access to the LDAP Directory ......................................................................... 16
How to Search Using the LDAP Directory ............................................................................ 20
Adding an Additional Email Account ................................................................................... 21
Contact Info ........................................................................................................................... 27
Enabling Gmail for IMAP

Before Apple Mail can be configured, IMAP must be enabled in Gmail. To enable IMAP, follow the instructions below.

1) Go to gmail.com.
2) You may or may not see the following image. If you do, click Sign in near the top right of the page. If you do not, proceed to the next step.
4) Enter your **Email**, **Password**, and then click **Sign in**.
5) Click the gear icon in the top right of the Gmail page.
6) Select Settings.
7) Select the Forwarding and POP/IMAP tab.
8) Select Enable IMAP.
9) Click Save Changes.
10) Select the **Labels** tab.

11) Next to the **All Mail** label, uncheck **Show in IMAP**. This will stop duplicate emails from appearing when using the search function in Apple Mail.
Enabling Less Secure Apps for Gmail

Before Apple Mail can be configured, less secure apps may need to be enabled in Gmail. To enable less secure apps, follow the instructions below.

1) From the Settings screen, select the Accounts tab.
2) Under Change account settings:, select Google Account settings.
3) A new tab will open with the following window.

4) Under the **Sign-in & security** heading, on the left-hand side, select **Connected apps & sites**.
5) The following window appears. On the bottom right-hand side, toggle *Allow less secure apps:* to **ON** by clicking the slider to the right.
6) Close the current tab and click **Inbox** to return to your email.
Configuring a New Email Account

1) Click the apple icon in the top left corner of the desktop.
2) Click on System Preferences….
3) Click on Internet Accounts.
4) Click on the **Google** option.

![Internet Accounts screenshot](image)

5) A pop up window appears.
6) In the Sign in window, enter your email address in the Enter your email field, then click Next.

7) At the next window, type your password in the Password field and click Next.
8) A new window appears.
9) Uncheck *Contacts, Calendar, Messages* and *Notes*.
10) Click *Done*.
11) Close the *Internet Accounts* window by clicking on the red button.

12) Open Apple Mail by clicking on the icon on the dock.
13) From the menu bar, click the Mail button.
14) Click Preferences….
15) Click Accounts.
16) Make sure your SDSU email is highlighted to the left, then click on Outgoing Mail Server (SMTP): at the bottom right of the page.
17) Select Edit SMTP Server List…. The following page will appear.
18) Click the **Advanced** tab. Under **Advanced** tab, enter:
   a. **Authentication**: select Password.
   b. Leave **Allow insecure authentication** unchecked.
   c. Enter **User Name**:
   d. Enter **Password**: *(if you would like it to be saved).*

19) Click **OK**.
20) Send a test message to yourself to confirm settings.
Configuring Access to the LDAP Directory

1) Click the apple icon in the top left corner of the desktop.
2) Click on *System Preferences*…

3) Click on *Internet Accounts*.
4) Scroll down to the bottom on the right-hand side.
5) Click *Add Other Account*…

6) Select *LDAP account*. 
7) On the *Add a Contacts account* page:
   a. Enter SDSU Phonebook in *Description*.
   b. Enter `dc=phonebook,dc=sdsu,dc=edu` in *Search base*.
   c. Select Subtree under *Scope*.
   d. Enter `phonebook.sdsu.edu` in *Server Address*.
   e. Enter 389 as the *Port* and leave *Use SSL* unchecked.

8) Click *Sign In*. 
9) Click **SDSU Phonebook** on the right and confirm that **Enable This Account** is checked.

10) Close the **Internet Accounts** window by clicking on the red button.
How to Search Using the LDAP Directory
You can search the LDAP Directory in Contacts or Mail. This guide will detail how to search
the directory and add the results to a message in Mail.

1) Click the **Compose new message** button.
2) In the **To:** field, search your name.
3) Mails will either autocomplete the address or show a drop-down menu with selections.
Adding an Additional Email Account

This is an example for rohan.sdsu.edu. The settings are different for other mail systems (hotmail, yahoo, etc...).

1) Open Apple Mail.
2) From the toolbar, click Mail to the right of the apple icon.
3) Click Preferences….
4) Click Accounts.
5) Click + on bottom left of Accounts screen.
6) Select *Other Mail Account...* and click *Continue.*
7) Enter your name in Name:.
8) Enter your email address in Email Address:.
9) Enter your password in Password:.
10) Click Sign In.
11) You may receive a message that says **Unable to verify account name or password.** If so, simply proceed to the next few steps to sign in.

12) Under **Account Type:** select IMAP.

13) Enter the incoming mail server in **Incoming Mail Server:**.

14) Enter the outgoing mail server in **Outgoing Mail Server:**.

15) Click **Sign In.**
16) A new window appears.
17) Uncheck Notes.
18) Click Done.
19) Mail will sign in to the mail server using the provided credentials.
20) Close the **Internet Accounts** window.

21) Open Apple Mail by clicking on the 📥 icon on the dock.

22) Send a test message to yourself using your secondary email account to confirm settings by clicking the 📧 **Compose new message** button.

23) Click the 📩 **Send Message** button.

24) If you received your test message, you have successfully set up your secondary email account.
Contact Info

If you are having problems please call the ETS Help Desk at (619) 594-5261 or e-mail us at etshelpdesk@mail.sdsu.edu.