Configuring Apple Mail for Mac OS X (Yosemite)

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

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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.
3) Enter your **Email, Password**, and then click **Sign in**.

4) Click the gear icon in the top right of the Gmail page.
5) Select Settings.
6) Select the Forwarding and POP/IMAP tab.
7) Select Enable IMAP.

8) Click Save Changes.
9) Select the **Labels** tab.
10) 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.

11) Click **Inbox** to return to your email.
Configuring a New Email Account

1) Click on 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.
5) A pop up window appears, type in the appropriate values for the fields.
6) Enter **Name**:.
7) Enter **Email Address**:.
8) Enter **Password**:.
9) Click **Set Up**.
10) A new window appears.
11) Uncheck *Contacts, Calendar, Messages* and *Notes*. 
12) Click **Done**.
13) Wait until spinning wheel finishes.

14) Close the *Internet Accounts* window.
15) Open Apple Mail.
16) Send a test message to yourself to confirm settings.
Configuring Access to the LDAP Directory

1) Click on 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 *Add an LDAP account*.

7) Click *Create*…
8)  On the *Add an LDAP Account* page:
9)  Enter *SDSU Phonebook* in *Description*:
10) Enter *dc=phonebook,dc=sdsu,dc=edu* in *Search base*:
11) Enter *phonebook.sdsu.edu* in *Server Address*:
12) Click *Create*. 
13) Click **SDSU Phonebook** on the left and confirm **Enable This Account** is checked.

14) Close the **Internet Accounts** window.
**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) Mail will either autocomplete the address or show a dropdown menu with selections.
4) Type **Test** into the subject.
5) Click the **Send Message** icon.
6) Check to see if you received your message.
7) If it works, this completes the search LDAP directory function.
Adding an Additional Email Account
This is an example for rohan.sdsu.edu. The settings are different for other mail systems.

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 + icon.
6) Select *Add Other Mail Account…* and click *Continue.*
7) A pop up window appears, type in the appropriate values for the fields.
8) Enter **Name:**.
9) Enter **Email Address:**.
10) Enter **Password:**.

11) Click **Create.**
12) You may receive a message that says *Account must be manually configured.*

13) Click *Next.*
14) In the *Incoming Mail Server Info* pop-up window, select your *Account Type*.
15) Enter the incoming mail server in *Mail Server*.
16) Enter your user name in *User Name*.
17) Enter your password in *Password*.

18) Click *Next*.
19) Apple Mail will sign in using the provided credentials.
20) In the *Outgoing Mail Server Info* pop-up window, enter the outgoing mail server in *SMTP Server*. For this example we will use *rohan.sdsu.edu* as the server.
21) Enter your user name in *User Name*.
22) Enter your password in *Password*.

23) Click *Create*.
24) Close the *Accounts* window.
25) Send a test message to yourself using your secondary email account to confirm settings by clicking Compose.

26) In the To: field type your secondary email address with the Subject: Test.

27) Click the Send Message icon.

28) 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 email us at etshelpdesk@mail.sdsu.edu.

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