Configuring Apple Mail for Mac OS X (Mountain Lion)

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) Enter your Email, Password and then click Sign in
3) Click the gear icon in the top right of the Gmail page.
4) Select **Settings**
5) Select the **Forwarding and POP/IMAP** tab.
6) Select **Enable IMAP**
7) Click **Save Changes**
8) Select the **Labels** tab.
9) 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.
Configuring a New Email Account

1) Click the apple in the top left of the desktop.
2) Click on *System Preferences*…
3) A pop up window appears.
4) Click on *Mail, Contacts & Calendars*
5) Click on the **Gmail** option.

6) A pop up window appears.
7) Enter **Name:**
8) Enter **Email Address:**
9) Enter **Password:**
10) Click **Set Up**
11) A new window appears.
12) Uncheck Calendar & Reminders
13) Uncheck Messages and Notes
14) Click Add Account
15) Wait until spinning wheel finishes.
16) Close the window.
17) Open Apple Mail.
18) Send a test message to yourself to confirm settings.

**Configuring Access to the LDAP Directory**

1) Go to Mail > Preferences…
2) A pop up window appears.
3) Click Composing
4) Check Automatically complete addresses
5) Click Configure LDAP…
6) A pop up window appears.
7) Click +
8) A pop up window appears.
9) Enter **Name: SDSU Phonebook Directory**
10) Enter **Server: phonebook.sdsu.edu**
11) Enter **Port: 389**
12) Enter **Search Base: dc=phonebook,dc=sdsu,dc=edu**
13) Click **Save**
14) Click **Done**
15) Close the **Composing** window.

**How to search using the LDAP Directory**

1) Click the **Compose new message** button.
2) A pop up window appears.
3) Begin typing an SDSU Affiliate’s name in the **To:** field.
4) The LDAP Directory list will appear.
5) Click on an affiliate’s name to insert their email address in the To: field
Adding an Additional Email Account

This is an example for rohan.sdsu.edu

1) Open Apple Mail.
2) Go to Mail > Preferences…
3) A pop up window appears.
4) Click Accounts
5) Click +

A pop up window appears.

6) Enter Full Name:
7) Enter Email Address:
8) Enter Password:
9) Click Continue
11) A new window appears.
12) Select your **Account Type**: You can select **IMAP** (recommended) or **POP3**. IMAP is a mirror image of your Webmail account online. POP downloads a copy of your e-mail messages from the server and saves it to your computer.
13) Enter **Description**:
14) Enter secondary **Incoming Mail Server**: (e.g. rohan.sdsu.edu, yahoo.com, hotmail.com)
15) Enter **User Name**:
16) Enter **Password**:
17) Click **Continue**
18) A new window appears.

19) Enter **Description**:

20) Enter secondary **Outgoing Mail Server**: (e.g. rohan.sdsu.edu, yahoo.com, hotmail.com)

21) Check **Use only this server**

22) Check **Use Authentication**

23) Enter **User Name**:

24) Enter **Password**:

25) Click **Continue**
26) A new window appears.
27) Click Create
28) Close Accounts window.
29) Send a test message to yourself using your secondary 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
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