Configuring Apple Mail for Mac OS X (Snow Leopard)

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) The following window appears.
8) Select **Enable IMAP**
9) Click **Save Changes**
10) Select the **Labels** tab.
11) The following window appears.
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) Open Apple Mail.
2) The following window appears.
3) Enter **Full Name**: This is the name that will be displayed to people when you send messages to them.

4) Enter your full email address for **Email Address**:

5) Enter **Password**:

6) Click **Continue**

7) The following window appears.
8) Select your **Account Type**: You can select **IMAP**, which is recommended (remote folders) or **POP3** (keep mail on your computer). 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.

9) Enter **Description**:

10) Enter **Incoming Mail Server**: imap.gmail.com

11) Enter your full email address for **User Name**:

12) Enter **Password**:

13) Click **Continue**

14) The following window appears.

![Outgoing Mail Server window](image)

15) Enter **Description**:

16) Enter **Outgoing Mail Server**: smtp.gmail.com

17) Check **Use only this server**

18) Check **Use Authentication**

19) Enter your full email address for **User Name**:

20) Enter **Password**:

21) Click **Continue**

22) The following window appears.
23) Uncheck *Take account online*

24) Click *Create*

25) The following window appears
26) Select Mail > Preferences…

27) The following window appears.
28) Select *Accounts*
29) Select the *Account Information* tab.
30) The following window appears.
31) Select your **Outgoing Mail Server (SMTP):**
32) A secondary menu appears

33) Select **Edit Server List…**
34) Select the **Advanced** tab.
35) The following window appears.
36) Set **Server port:** to **587**
37) Verify that **Use Secure Sockets Layer (SSL)** is checked.
38) Select **Authentication:** to **Password**
39) Enter your full email address for **User Name:**
40) Enter **Password:**
41) Click **OK**
42) You will return to the **Preferences…** window.
43) Select the **Advanced** tab.
44) The following window appears.
45) Verify the Port: is set to 993 (if using IMAP configuration) or 995 (if using POP configuration) and Use SSL is checked.

46) Select Authentication: to Password

47) Close Preferences

48) A pop up window appears.

49) Click Save

50) Send a test message to yourself by clicking on the New Message icon.

51) In the To: field enter your email address

52) In the Subject: field, enter the body of the message to test.

53) Click Send
Configuring the LDAP Directory

1) Go to Mail > Preferences…
2) The following window appears.

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

16) Close the Composing window.

How to search using the LDAP Directory

1) Click New Message
2) The following 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. You can also apply steps 3 through 5 to the **Cc:** field.

**Adding an Additional Email Account Personality**

1) Open Apple Mail.
2) Go to **Mail > Preferences**…
3) Select **Accounts**
4) The following window appears.
5) Click +
6) The following window appears.
7) Enter **Full Name**:
8) Enter your full email address for **Email Address**:
9) Enter **Password**:
10) Click **Continue**
11) The following window appears:

This is an example of rohan.sdsu.edu
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) The following window appears.

![](image)

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) The following window appears.
27) Check *Take account online.*
28) Click *Create*
29) You will return to the *Preferences…* window.
30) Select the *Account Information* tab.
31) The following window appears.
32) Select your secondary **Outgoing Mail Server (SMTP):**
33) A secondary menu appears.

34) Select **Edit Server List**…
35) The following window appears.
36) Select the Advanced tab.
37) Set Server port: to 587.
38) Verify Use Secure Sockets Layer (SSL) is checked.
39) Select Authentication: to Password.
40) Enter User Name:
41) Enter Password:
42) Click OK
43) You will return to the Preferences… window.
44) Select the Advanced tab.
45) The following window appears.
46) Verify the port is set to 993 (if using IMAP configuration) or 995 (if using POP configuration). If not, set Port: to 993 for IMAP configurations or 995 for POP.

47) Verify Use SSL is checked.

48) Select Authentication: to Password

49) Close Preferences

50) Click Save

51) 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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