

Help Sheet: How to Configure Apple Mail 3.0 for Gmail

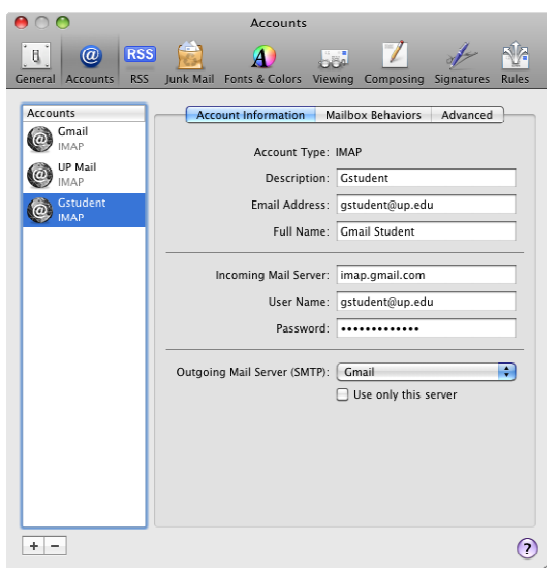
Introduction

This will guide you through the steps of creating an IMAP account to view your University of Portland Gmail account using Apple Mail.

Steps

1. Enable IMAP within your Gmail Settings.
2. Go to the **Apple Mail Control Preferences**.
3. Click on **Accounts**.
4. Open up the “**Mail**” section and click on “**E-mail Accounts.**” Click on the (+) sign to add a new account.

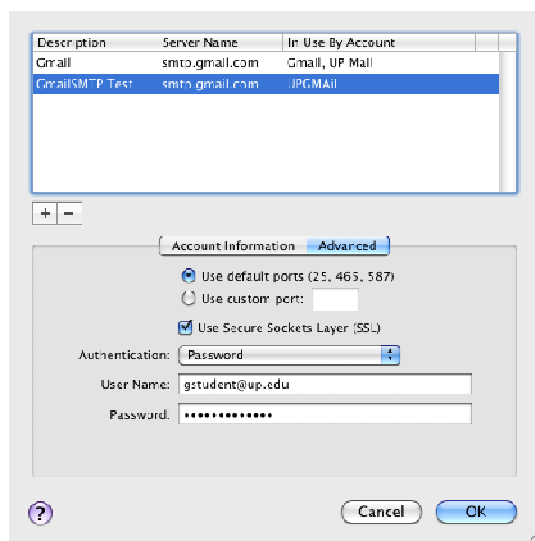
5. On the **Settings** screen, enter in the following information:
 - User Information
 - Your Name: Your Name (ex. John Pilot)
 - Email address: Your UP email (ex. pilot10@up.edu)
 - Server Information
 - Account type: **IMAP**
 - Incoming mail server: **imap.gmail.com**
 - Outgoing mail server: **smtp.gmail.com**
 - Logon Information
 - User Name: Your UP email address (ex. pilot10@up.edu)
 - Password: This password you will get by visiting the Help Desk with photo ID. It is not the same password as the one you use to get into PilotsUP.



6. Under the **Advanced**:
 - Incoming server (IMAP): Change the option next to **Use the following type of encrypted connection** to SSL by checking the box. The default server port for this option should be **993**.

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- Under the **Outgoing Server** drop down, select **“Edit SMTP server settings.”** Make **sure that outgoing server (SMTP) requires authentication type Password** Username will be your full email address. The password will be the one you get by visiting the Help Desk with photo ID.



- Exit from the **Preference Pane.**
- To view your mail, open Apple Mail 3.0

Note: It may take a while for your folders to sync up, so don't panic if all your email doesn't show up right away.

End Help Sheet