Central College

Google Mail & Mac Mail

*Mac Mail*

To use your mail app on a Mac, follow these instructions.

1. Make sure you have enabled **IMAP** in your **Google Mail Settings**.
   a. Open a web browser
   b. On your computer, using any browser, log into the portal at: https://my.central.edu
   c. Verify that the **Student Home** tab is selected
   d. Login to your **Email** account found under **Cloud Services**
   e. Click the gear icon in the upper right
   f. Select **Settings**
   g. Select **Forwarding and POP/IMAP**

2. Select **Enable IMAP**

3. On your Mac, click on **Mail** in the top left corner and then select **Preferences**.

4. Select the **Accounts** screen.

5. Click on the ‘+’ icon.

6. Enter your **Full Name** as you would like it to appear on messages sent by you.

7. Enter your e-mail address {ex: studentn1@central.edu}

8. Click **Continue**, but note...
   a. If you have an Exchange account, you will need to simply press **Continue** again when you get an error.
   b. If you don’t have an Exchange account, press **Cancel** immediately after pressing **Continue**, then press **Continue** again.

9. Select **IMAP** as the **Account Type**.

10. Enter **Central Google Mail** as the **Account Name**.

11. Enter **imap.gmail.com** for the **Incoming Mail Server**.

12. Enter your Central email (studentn1@central.edu) as the **Username**.

13. Enter your Central College password.

14. Enter **Central SMTP** for the **Description**.

15. Enter **smtp.central.edu** for the **Outgoing Server**.

16. Check the box to **Use only this server**.
17. Check the **Use authentication** box.

18. Enter your Central login name (ex: *studentn1*)

19. Enter your Central College password.

20. Click **Continue**.

21. Click **Create**.

22. You should now be all set to begin using Mail with your Central Google Apps account, but might find helpful the additional settings outlined at:  
   [http://mail.google.com/support/bin/answer.py?answer=78892](http://mail.google.com/support/bin/answer.py?answer=78892).