

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 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>.