

Set up Mac Mail

Google Reference Sheet Set up Mac Mail to receive CWRU Google Mail

Concept

Use this document to set up a Mac Mail client to receive CWRU Google Mail through either a POP or IMAP server. It can be used by both current and new users of the Mac Mail client.

Procedure

Use these directions to set up Mac Mail to receive CWRU Google Mail.

Step	Action
1.	From the Dock or Finder, open Mail.
2.	If this is the first time you have opened Mail, the Welcome to Mail screen appears. If you do not see a Welcome to Mail screen, click on the Mail menu. Click on the Preferences menu item. Click on the Accounts button. Click the + sign to add an account.
3.	Enter your name as you'd like it to appear in your emails into the Full Name field.
4.	Enter your email address as you'd like it to appear in email correspondence - either your CWRU Net ID@case.edu or first.last@case.edu - into the Email Address field.
5.	Enter your Google Apps password into the Password field.
6.	Click the Continue button.
7.	If a Verify Certificate window appears, click the Connect button.
8.	The Incoming Mail server screen appears. In the Account Type dropdown list, select IMAP or POP, depending on how you set up your CWRU Google Mail.
9.	Enter " CWRU Google Mail " into the Description field.



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10.	Enter the appropriate server path into the Incoming Mail Server field. If you set up your CWRU Google Mail for an IMAP server, enter " imap.gmail.com ". If you set up you CWRU Google Mail for a POP server, enter " pop.gmail.com ".
11.	Enter your CWRU Network ID followed by " @case.edu " into the User Name field.
12.	Click the Continue button.
13.	The Outgoing Mail Server screen appears. Enter " Case SMTP " into the Description field.
14.	Enter " smtp.cwr.edu " into the Outgoing Mail Server field.
15.	Click the Use Authentication checkbox option.
16.	Enter your CWRU Net ID into the User Name field.
17.	Enter your CWRU Net ID password into the Password field.
18.	Click the Continue button.
19.	The Account Summary screen appears. Verify that all information is correct. If an error appears, use the Go Back button to locate and correct the error.
20.	Click the Create button.
21.	Click the Mail menu.
22.	Click the Preferences list item.
23.	The Preferences screen appears. Click the Accounts tab.
24.	The Accounts screen appears. It contains the information that was entered to set up Mail to receive CWRU Google Mail. Changes can be made from this screen on the Account Information , Mailbox Behaviors , and Advanced tabs.
25.	Close the Accounts screen.
26.	Your CWRU Google Mail inbox can be viewed under the Mailboxes header. The Inbox will display only the messages in your CWRU Google Mail inbox.

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Step	Action
27.	Your CWRU Google Mail account appears in the left-hand pane of the Mail window. If the IMAP server was used, any folders or labels that were created in your iPlanet or Google mailbox will appear under the CWRU Google Mail header.
28.	Click on the [Gmail] folder to see the All Mail, Drafts, Sent Mail, Spam, Starred, and Trash folders that are stored on the Google Mail server.
29.	This completes the process of setting up Mac Mail to receive CWRU Google Mail. End of Procedure.