Mac OS X 10.9: Setup your Appstate Google Account in Apple Mail

You must enable IMAP in order to setup your ASU Gmail account in Apple Mail. Log in to mail.google.com with your ASU Email Address and password. In the top right corner of the screen, click the Gear icon, then Settings. On the Settings screen, click the Forwading and POP/IMAP tab, under IMAP Access, click Enable IMAP. Then, at the bottom on the screen, click Save Changes.

This guide is for any apple laptop or desktop running OS X version 10.9. You should check to see which version of OS X you are running before you proceed. To check which version of OS X you are currently running click the Apple icon in the top left side of your screen and select About This Mac. In the About This Mac window you will see which version of OS X you are running at the top.

1. From your dock or the Apple menu, open System Preferences and select Internet Accounts.
2. In the Internet Accounts window you need to remove your old Appstate email account if you have it setup. Do this by highlighting the account in the left column and clicking on the minus (-) sign in the bottom of that column.
3. Next select the Add Other Account option on the right side column and then choose Add a Mail Account.
   a. In the Name field, enter Your Name.
   b. In the Email Address field, enter Your Full Appstate Email Address. (username@appstate.edu).
   c. In the Password field, enter Your current Appstate Password.
4. Once all of this information is entered select Create.
5. You will be notified that the account must manually be configured, select Next.
6. You will then need to enter the incoming server settings which are:
   a. **Account Type:** IMAP
   b. **Mail Server:** imap.gmail.com
   c. **User Name:** Your entire email address ([username@appstate.edu](mailto:username@appstate.edu))
   d. **Password:** Your current Appstate password.
   e. Click **Next**

7. Next you will need to enter the outgoing server settings which are:
   a. **SMTP Server:** smtp.gmail.com
   b. **Username:** Your entire email address ([username@appstate.edu](mailto:username@appstate.edu))
   c. **Password:** Your current Appstate password.
   d. Then select **Create**.

8. You may need to remove the old outgoing mail server in order to send mail properly. To do this, in the menu bar, click **Mail > Preferences**.
9. In the Preferences window you need to select the Accounts tab.

10. Next to Outgoing Mail Server (SMTP), click the dropdown list and select Edit SMTP Server List…

11. In the Edit SMTP Server List window you should highlight the old outgoing server (this may be titled mail.appstate.edu or appstate outgoing or something similar) then click on the minus (-) in the bottom of the window. This will remove the old outgoing mail server.

Once you have completed all of these steps you should open Apple Mail and be able to send and receive emails through your Appstate Gmail Account.

If you have any questions, feel free to submit a support request at support.appstate.edu, or call the Help Desk at 2626266.