## Apple Mail for Cal Lutheran Gmail

• Sign into your Cal Lutheran Gmail. Click on the gear icon, located in the upper right hand corner, then select Settings. Click on Forwarding and POP/IMAP and select Enable IMAP. Click Save Changes at the bottom of the page.

General Labels Inbox Accou	nts Filters Forwarding and POP/IMAP Chat Labs Offline Themes				
Forwarding: Learn more	Add a forwarding address				
	Tip: You can also forward only some of your mail by creating a filter!				
POP Download: Learn more	<ol> <li>Status: POP is enabled for all mail that has arrived since 4/3/05</li> <li>Enable POP for all mail (even mail that's already been downloaded)</li> </ol>				
	Enable POP for mail that arrives from now on				
	O Disable POP				
	2. When messages are accessed with POP keep California Lutheran University Mail's copy in the Inbox				
	3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions				
IMAP Access: (access California Lutheran University Mail from	Status: IMAP is enabled Enable IMAP				
other clients using IMAP) Learn more	O Disable IMAP				
	When Imark a message in IMAP as deleted: (Auto-Expunge on - Immediately update the server. (default)				
	Auto-Expunge off - Wait for the client to update the server.				
	When a message is marked as deleted and expunged from the last visible IMAP folder: Archive the message (default)				
	Move the message to the Trash				
	Immediately delete the message forever				
	Folder Size Limits O not limit the number of messages in an IMAP folder (default)				
	◯ Limit IMAP folders to contain no more than this many messages 1,000 ∨				
	Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions				
	Save Changes Cancel				

• Open Apple Mail in the *Menu Bar, click File, then Add Account.* 

	Mail	File	Edit	View	Mailbox	Messa
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		New	w View	er Wind	low	₹%N
		Op	en Me	ssage		жO
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-		Ad	d Acco	unt		
		Imp	port M	ailboxe	s	
		Prin	nt			ЖP

## Enter your Account Information:

- Full Name: Cal Lutheran Username
- Email Address: Cal Lutheran email address
- Password: Your Cal Lutheran password

Welcome to Main You'll be guide account. To get started,	il In through the steps to set up your mail provide the following information:
Full Nam Email Addres Passwor	ne: CLU Username ss: username@callutheran.edu rd: ••••••
Cancel	Go Back Continue

• You will get a warning " Trying to log into the Exchange server..." Ignore this and click Continue.

Add Account		
You'll be guided the additional account	hrough the steps to set up an t.	
To get started, pro	ovide the following information	:
Full Name:	CLU Username	]
Email Address:	username@callutheran.edu	]
User name:	username	0
Password:		]
Trying to log in "autodiscover.c address and pa Continue.	n to the Exchange server callutheran.edu" failed. Make sure the issword you entered are correct, then	e email n click
Cancel	Go Back	Continu

Setup the Incoming mail settings and click Continue.

- Account Type: IMAP
- Incoming Mail Server: imap.gmail.com
- Username: Cal Lutheran email address
- Password: Cal Lutheran password

In	coming Mail Server		
www.	Account Type:	IMAP	\$
S ML	Description:	(optional)	
2 6	Incoming Mail Server:	imap.gmail.com	
TOP	User Name:	username@calluther	an.edı
CORRENG OF	Password:		

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Setup the Outgoing mail and click on Continue.

- Outgoing Mail Server: smtp.gmail.com (check for Use only this serve)
- Use Authentication: check box
- Username: Cal Lutheran email address
- Password: Cal Lutheran password

	Outgoing Mail Server	
	Description:	(optional)
5	Outgoing Mail Server:	smtp.gmail.com
2	No.	Use only this server
3	Use Authentication	
10	User Name:	username@callutheran.edu
13	Password:	
COMERT	NO	
	Cancel	Go Back Continu

Click Continue to finish creating the account.

A	ccount Summary
MANA L	Account Description: username@callutheran.edu
111.	Full Name: CLU Username
	Email Address: username@callutheran.edu
5 2	User Name: username@callutheran.edu
	Incoming Mail Server: imap.gmail.com
NO FR	SSL: on
132	
Y	Outgoing Mail Server: smtp.gmail.com
I A C	SSL: on
PERUNO	
-	Take account online