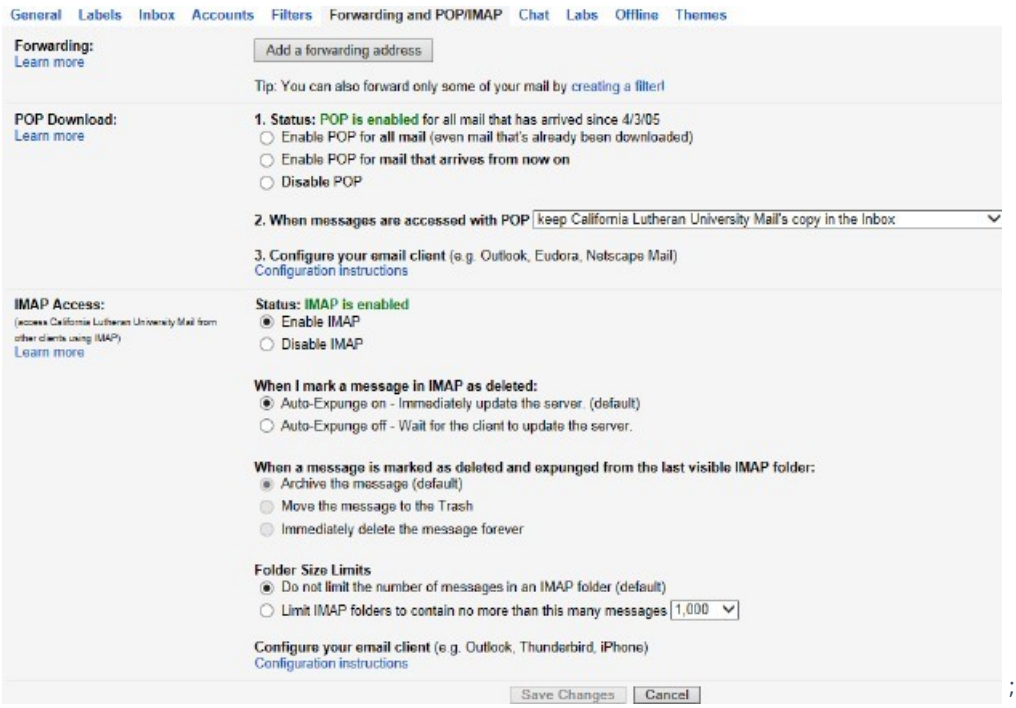
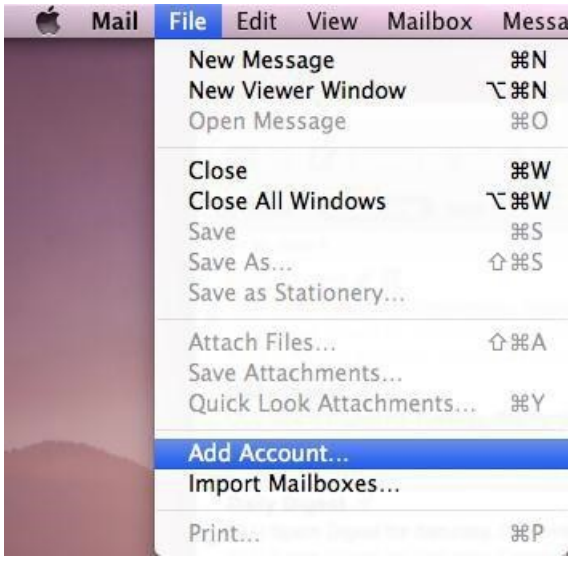
Apple Mail for Cal Lutheran Gmail

Last Modified on 10/19/2022 10:26 am PDT

- 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.**



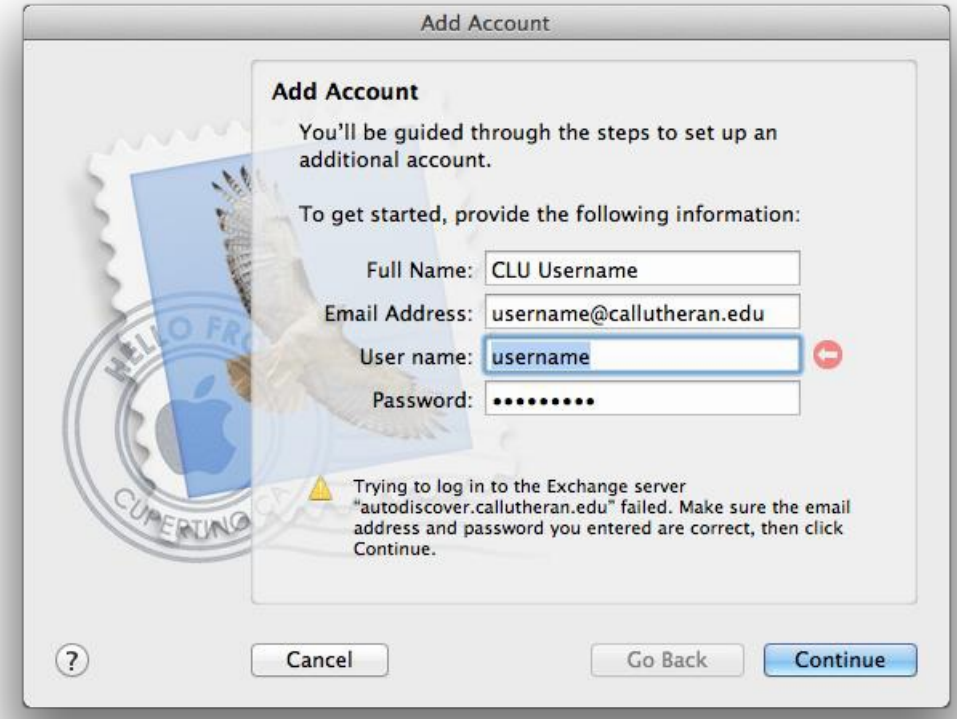
- **Open Apple Mail in the *Menu Bar, click File, then Add Account.***



Enter your Account Information:

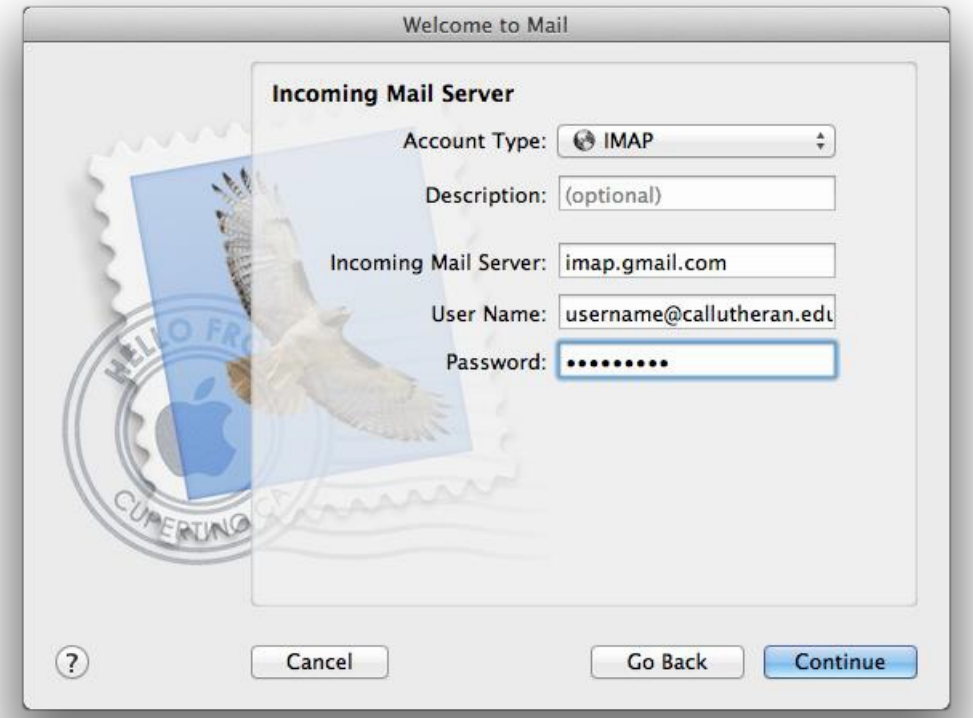
- ***Full Name: Cal Lutheran Username***
- ***Email Address: Cal Lutheran email address***
- ***Password: Your Cal Lutheran password***

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



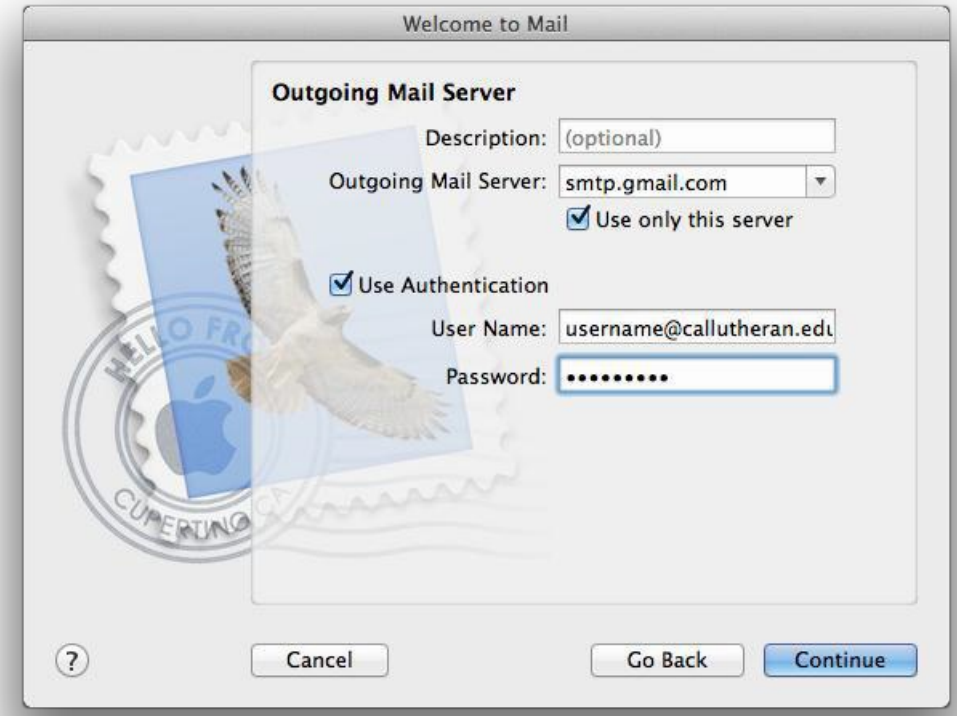
Setup the Incoming mail settings and click Continue.

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



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***



Click Continue to finish creating the account.