# Initial Setup of Mac® Mail with IMAP for OS X® Lion

Concept

This document describes the procedures for setting up the Mac Mail client to receive messages from Google Mail™ using Internet Message Access Protocol (IMAP) with the Mac OS X Lion operating system. IMAP synchronizes the actions you take in the Mac Mail client with Google Mail so if you read or delete a message in the client, it will be marked as such in the Google Mail web interface. These instructions are intended for users that already have an active CWRU Google Mail account and want to set up the Mac Mail client for the first time.
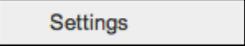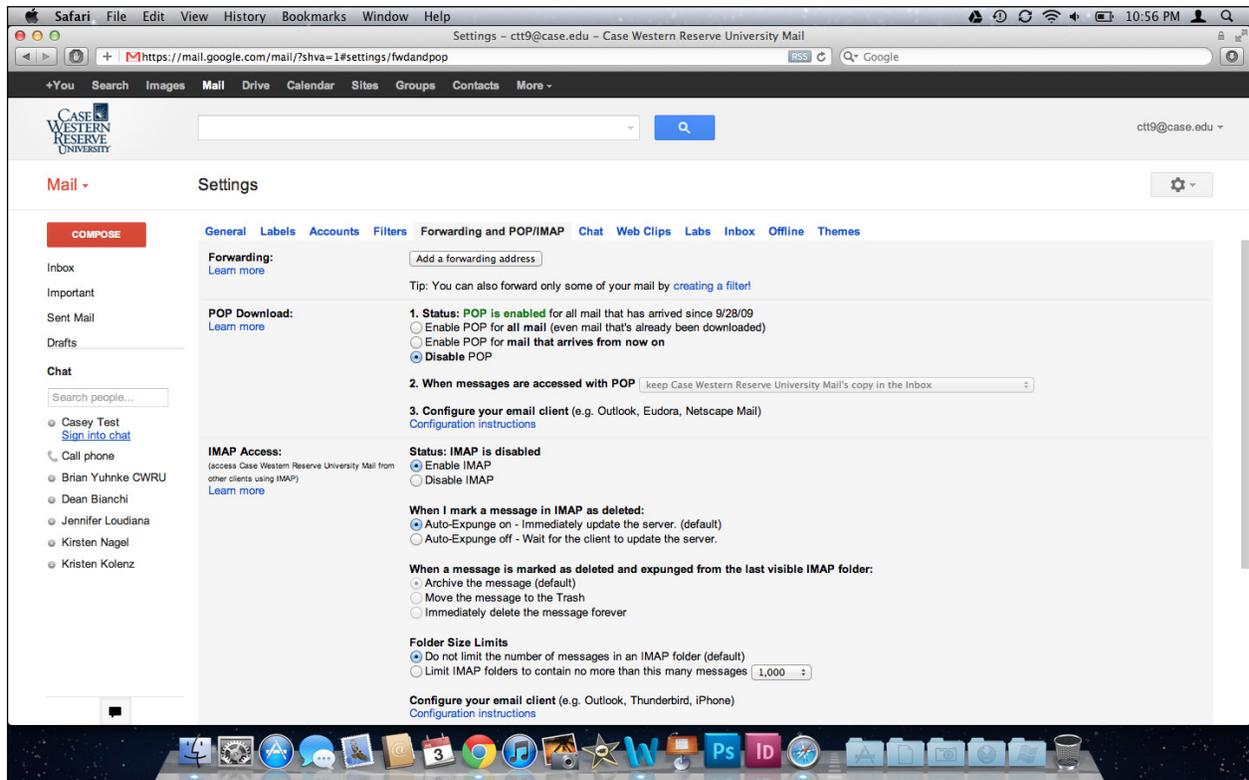
Procedure
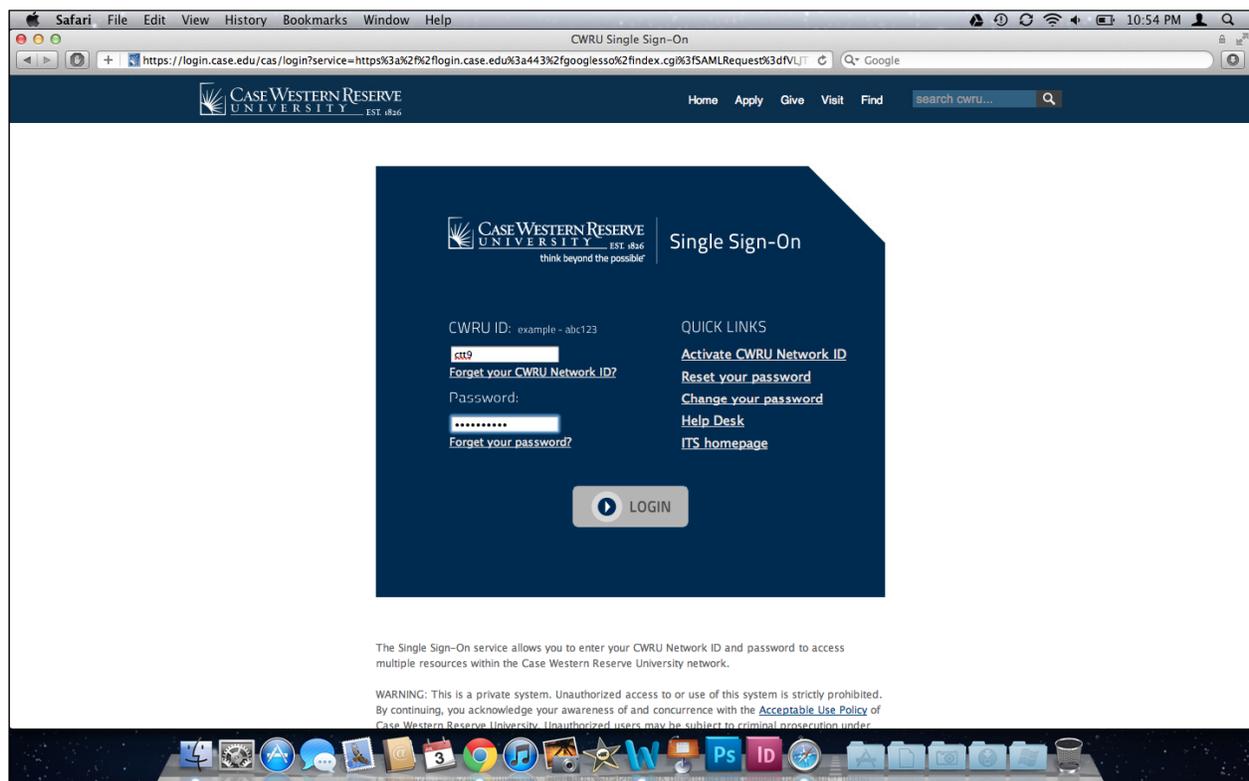
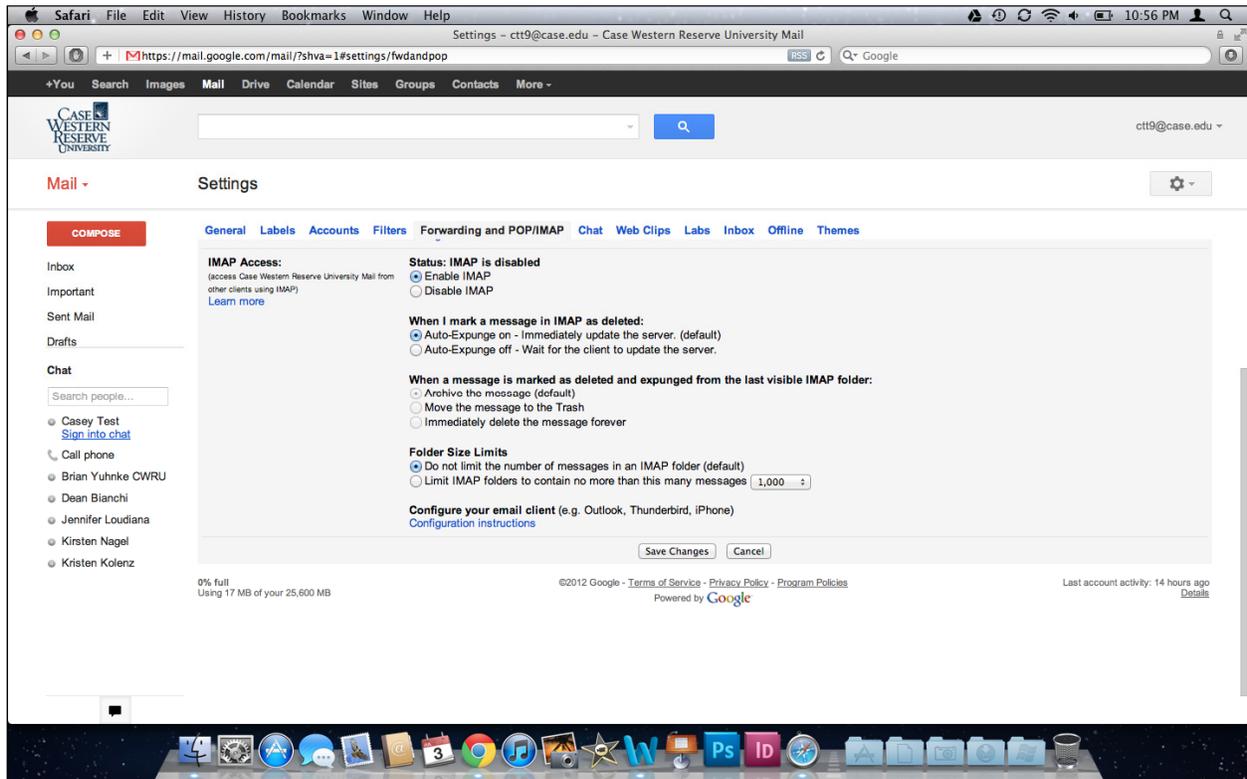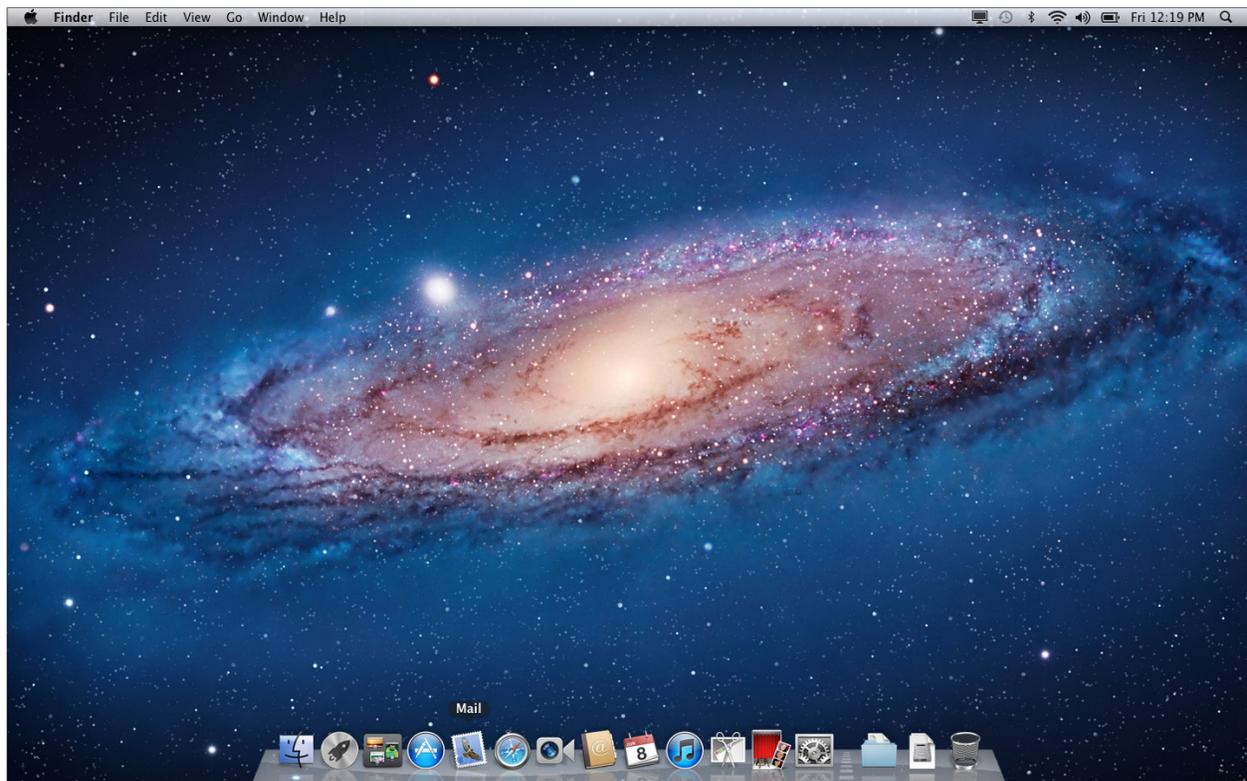| Step	Action
1.	Open your web browser and navigate to: "**webmail.case.edu**". Enter your CWRU Network ID and password and then click the **LOGIN** button.
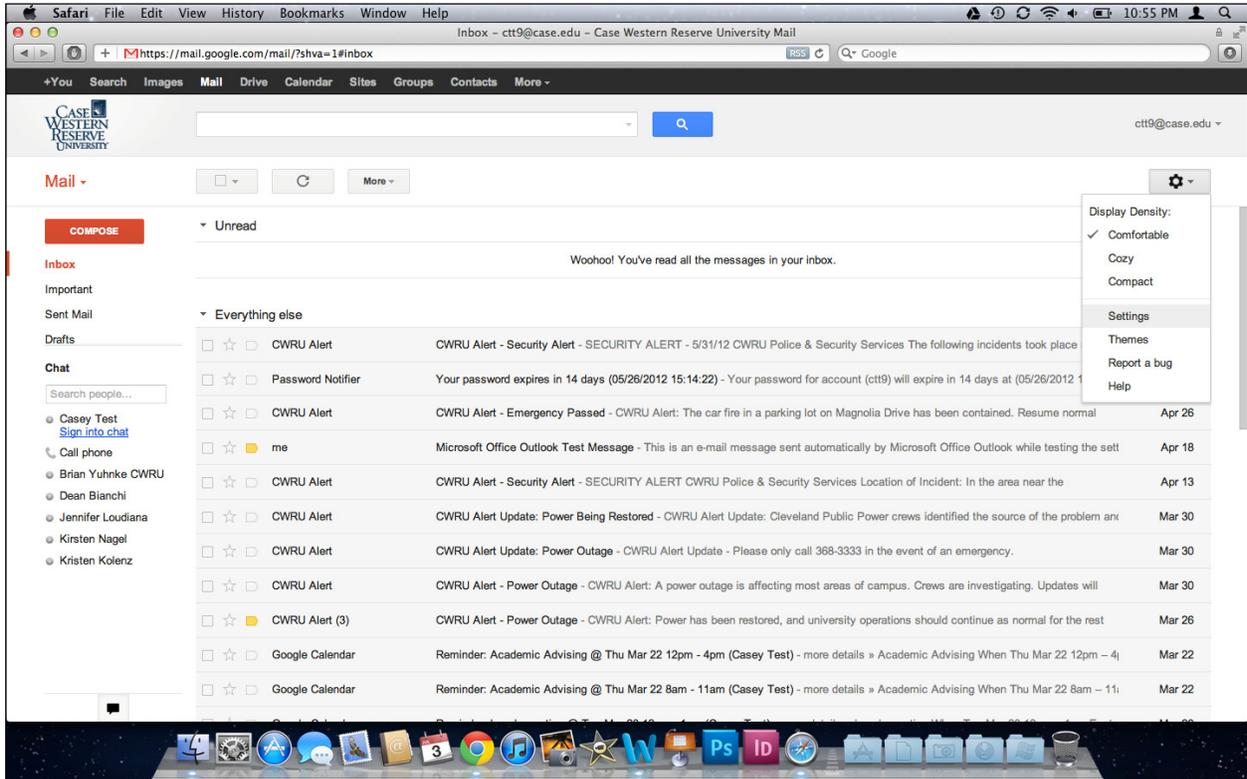
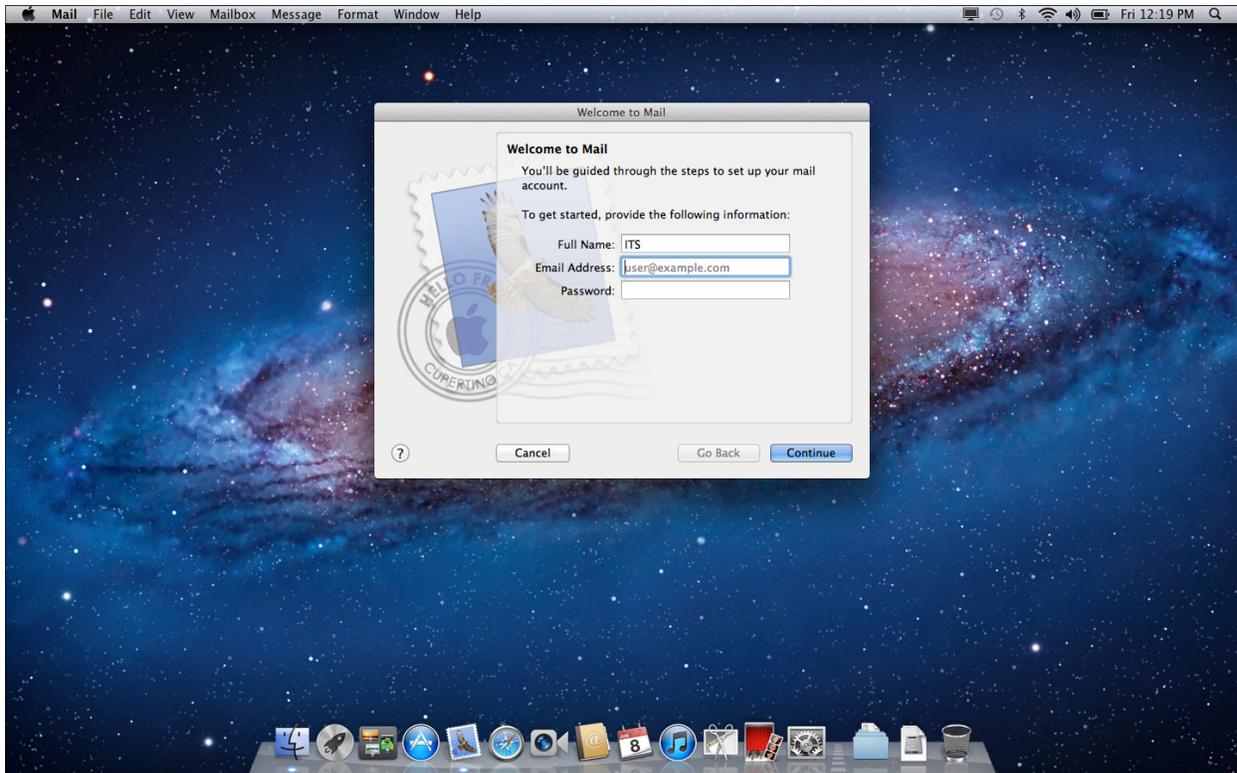| Step	Action
2.	The Google Mail inbox will open. Click the **Settings** icon (resembling a gear) in the top right corner of the screen.
3.	Select the **Settings** menu option.

Step	Action
4.	Click the **Forwarding and POP/IMAP** menu option.
5.	Click the **Disable POP** radio button to select it
6.	Click the **Enable IMAP** radio button to select it.

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Step	Action
7.	Click the **Save Changes** button at the bottom of the **Forwarding and POP/IMAP** settings window. Sign out of the Google Mail web interface. ![Save Changes]

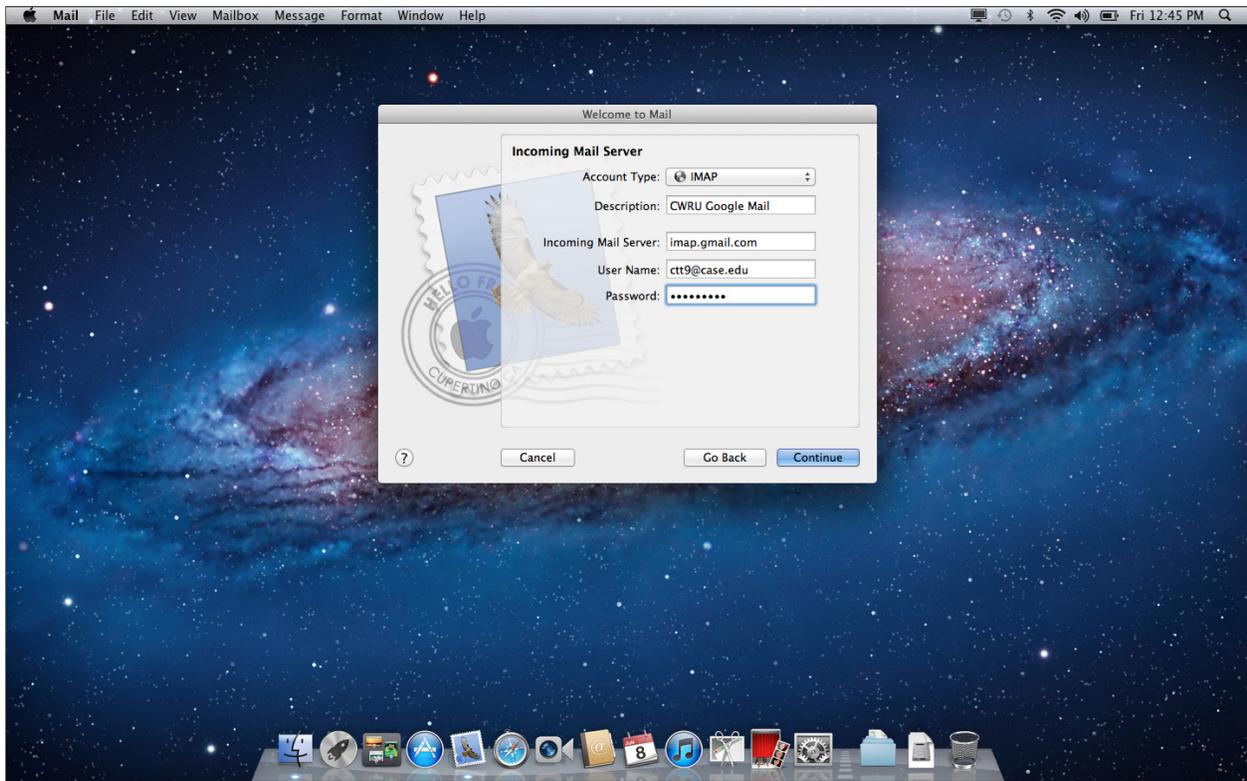| Step	Action
8.	From the Dock or Finder, open Mail.

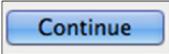| Step	Action
9.	If you are opening Mail for the first time, the **Welcome to Mail** screen will appear. **Note**: If you do not see a Welcome to Mail screen, click on the **Mail** menu. Click on the **Preferences** menu item. Click on the **Accounts** button. Click the **+** sign to add an account.
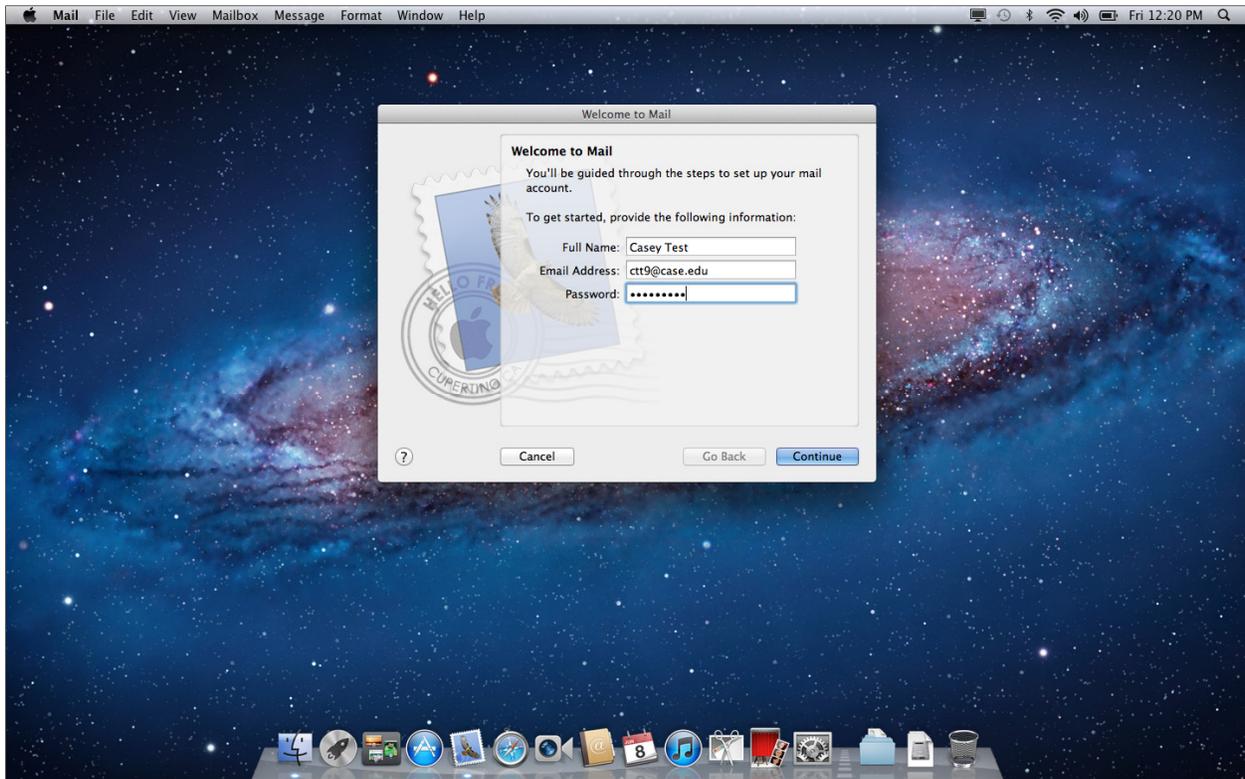
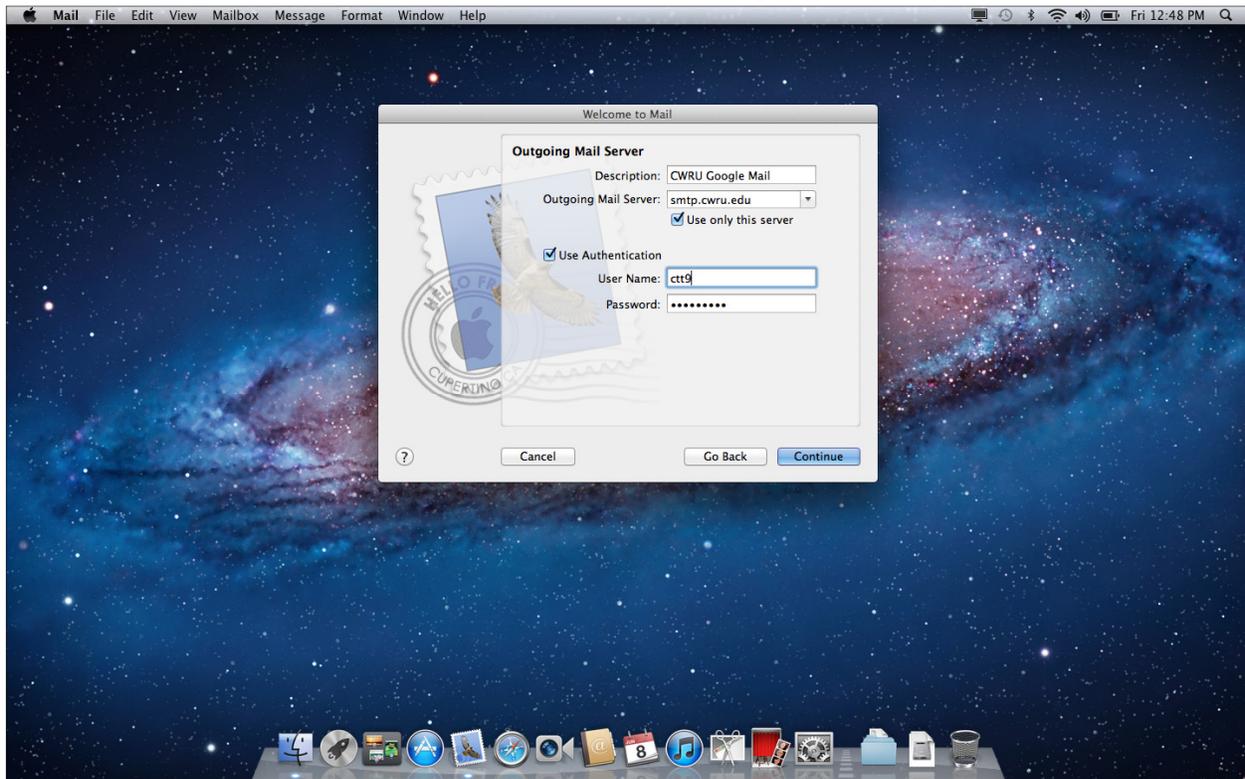| Step	Action
10.	In the **Full Name** field, enter your name as you would like it to appear on your outgoing email.
11.	In the **Email Address** field, enter your CWRU email address. **Note**: Either the CWRU Network ID version (*abc123@case.edu*) or Personal Name version (*firstname.lastname@case.edu*) can be used for this purpose.
12.	In the **Password** field, enter your CWRU email password.
13.	Click the **Continue** button. Continue
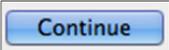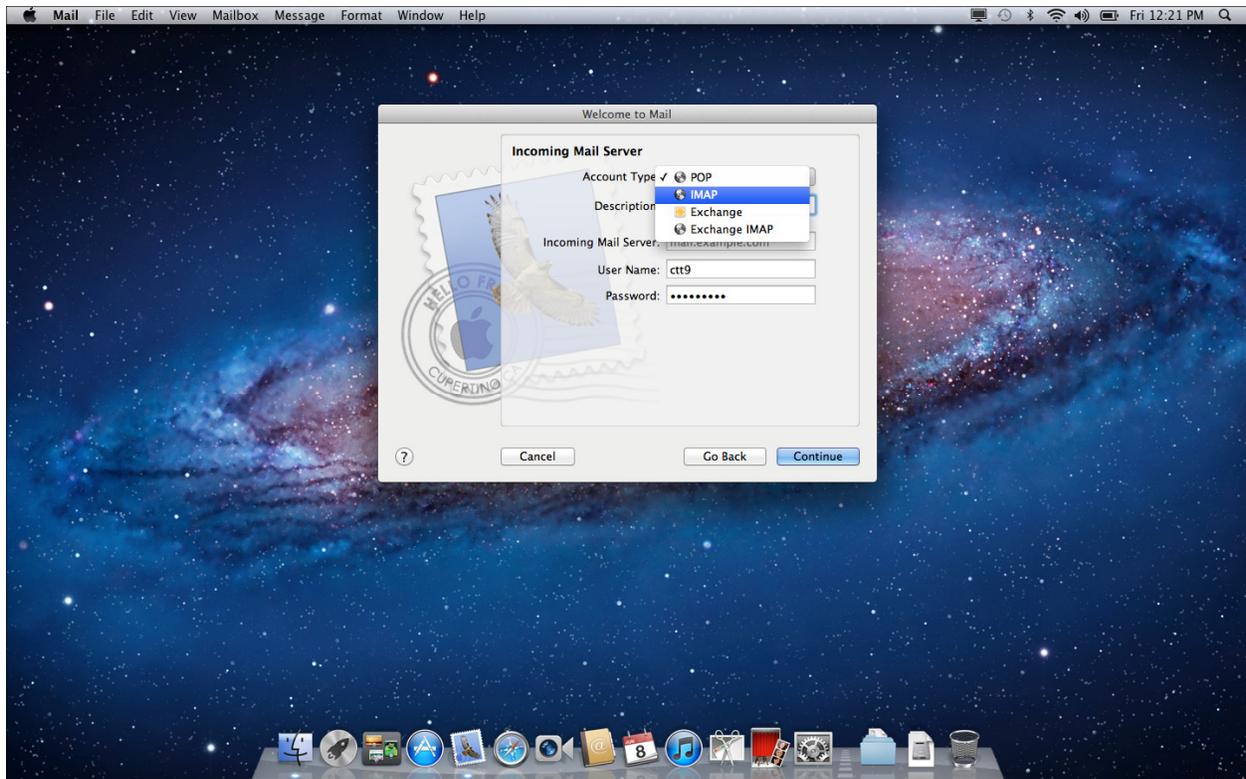
Step	Action
14.	The **Incoming Mail Server** screen appears. From the **Account Type** dropdown list, select **IMAP**.

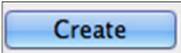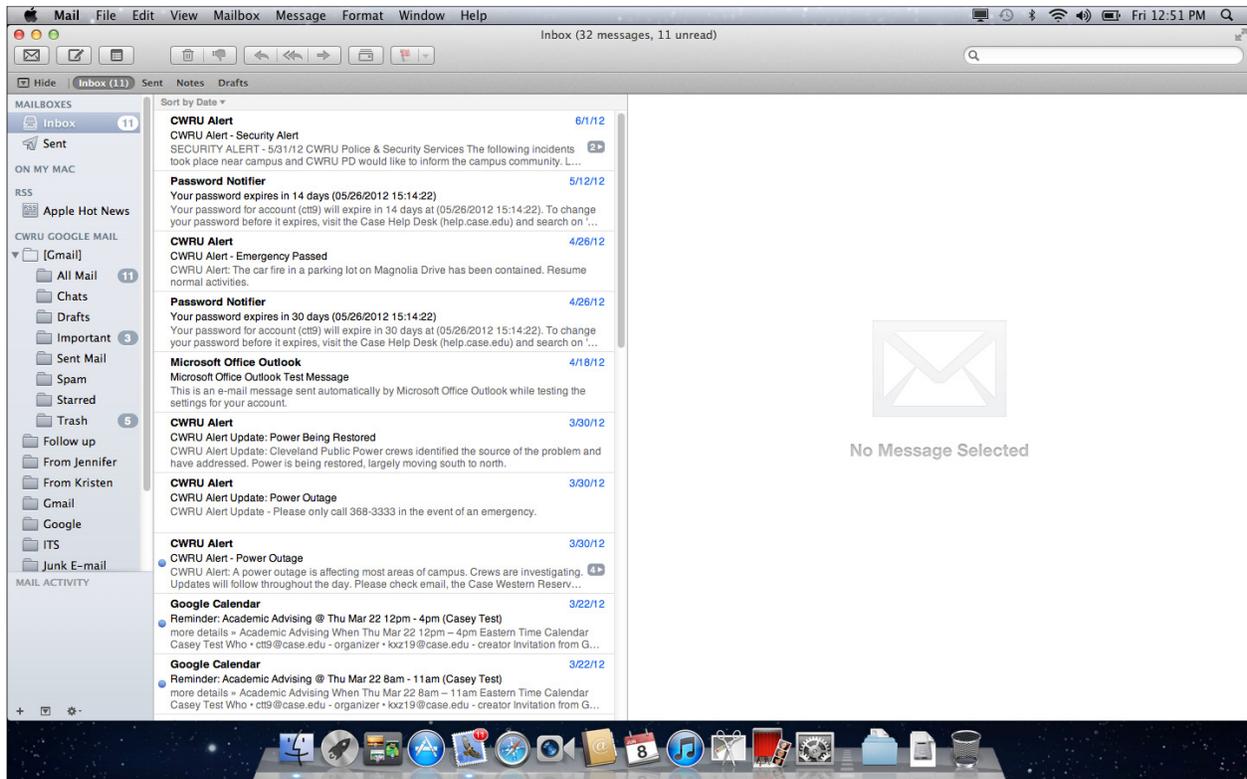| Step	Action
15.	In the **Description** field, enter "**CWRU Google Mail**".
16.	In the **Incoming Mail Server** field, enter "**imap.gmail.com**".
17.	In the **User Name** field, enter the CWRU Network ID version of your email address (abc123@case.edu).
18.	In the **Password** field, enter your CWRU Single Sign-On password.
19.	Click the **Continue** button.

Step	Action
20.	In the **Description** field, enter "**CWRU Google Mail**" (if the field is not already populated).
21.	In the **Outgoing Mail Server** field, enter "**smtp.cwru.edu**" and check the box next to **Use only this server**.
22.	Check the box next to **Use Authentication**.
23.	In the **User Name** field, enter your CWRU Network ID.
24.	In the **Password** field, enter your CWRU Single Sign-On password.
25.	Click the **Continue** button. Continue
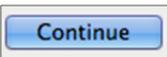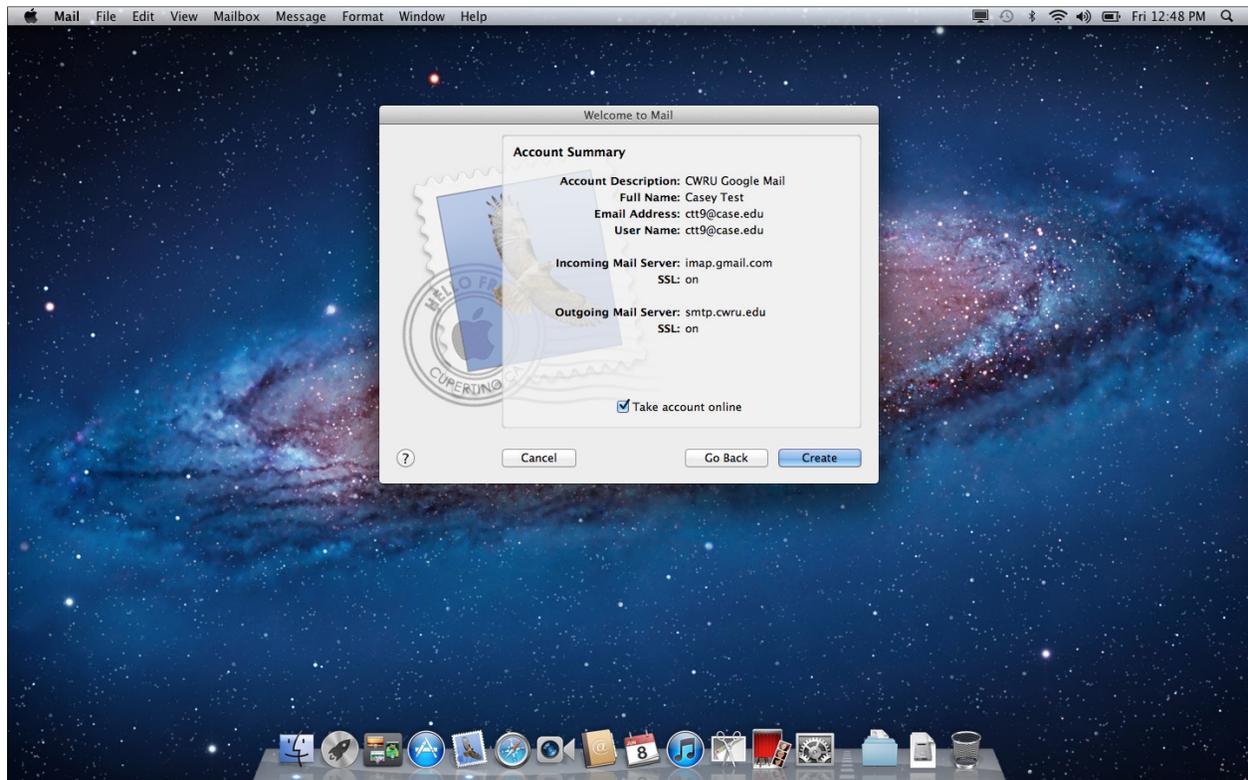
Step	Action
26.	The Account Summary window appears. **Note**: The Secure Sockets Layer (SSL) feature is automatically set to **ON** for the **Incoming** and **Outgoing Mail Servers** by the mail client.
27.	Ensure the box next to **Take account online** is checked.
28.	Click the **Create** button.

Step	Action
29.	Your CWRU Google Mail will now synchronize with Mac Mail. When the synchronization has completed, the folders shown on the left of the Mac Mail dialogue box will correspond with the labels appearing in your Google Mail web interface.
30.	**End of Procedure.**