

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.



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COMPOSE	✓ Unread		Display Density: ✓ Comfortable
Inbox		Woohoo! You've read all the messages in your inbox.	Cozy
Important Sont Mail	 Eventhing else 		Compact
Drafts	CWRU Alert	CWRU Alert - Security Alert - SECURITY ALERT - 5/31/12 CWRU Police & Security Services The following incidents took place	Themes
Chat	A Password Notifier	Your password expires in 14 days (05/26/2012 15:14:22) - Your password for account (ctt9) will expire in 14 days at (05/26/2012	Report a bug Help
Casey Test	CWRU Alert	CWRU Alert - Emergency Passed - CWRU Alert: The car fire in a parking lot on Magnolia Drive has been contained. Resume nor	nal Apr 26
Call phone	□ ☆ <mark>> me</mark>	Microsoft Office Outlook Test Message - This is an e-mail message sent automatically by Microsoft Office Outlook while testing	the sett Apr 18
 Brian Yuhnke CWRU Dean Bianchi 	CWRU Alert	CWRU Alert - Security Alert - SECURITY ALERT CWRU Police & Security Services Location of Incident: In the area near the	Apr 13
Jennifer Loudiana	CWRU Alert	CWRU Alert Update: Power Being Restored - CWRU Alert Update: Cleveland Public Power crews identified the source of the prob	lem and Mar 30
 Kirsten Nagel Kristen Kolenz 	CWRU Alert	CWRU Alert Update: Power Outage - CWRU Alert Update - Please only call 368-3333 in the event of an emergency.	Mar 30
	CWRU Alert	CWRU Alert - Power Outage - CWRU Alert: A power outage is affecting most areas of campus. Crews are investigating. Updates	will Mar 30
	CWRU Alert (3)	CWRU Alert - Power Outage - CWRU Alert: Power has been restored, and university operations should continue as normal for the	rest Mar 26
	Google Calendar	Reminder: Academic Advising @ Thu Mar 22 12pm - 4pm (Casey Test) - more details » Academic Advising When Thu Mar 22 12	pm – 4j Mar 22
-	Google Calendar	Reminder: Academic Advising @ Thu Mar 22 8am - 11am (Casey Test) - more details » Academic Advising When Thu Mar 22 8a	m – 11: Mar 22

Step	Action
2.	The Google Mail inbox will open. Click the Settings icon (resembling a gear) in the top right corner of the screen.
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3.	Select the Settings menu option.
	Settings





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



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Mail -	Settings			\$\$ ~
COMPOSE	General Labels Accounts Filter	s Forwarding and POP/IMAP Chat Web Clips La	os Inbox Offline Themes	
Inbox Important	IMAP Access: (access Case Western Reserve University Mail from other clients using IMAP) Learn more	Status: IMAP is disabled		
Sent Mail Drafts Chat		When I mark a message in IMAP as deleted: • Auto-Expunge on - Immediately update the server. (del Auto-Expunge off - Wait for the client to update the ser	ault) ver.	
Casey Test Sign into chat		When a message is marked as deleted and expunged Archivo the message (default) Move the message to the Trash Immediately delete the message forever	rom the last visible IMAP folder:	
 Call phone Brian Yuhnke CWRU Dean Bianchi 		Folder Size Limits • Do not limit the number of messages in an IMAP folder C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to D Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to C Limit IMAP folders to contain no more than this many to be the folders to contain the folders to be the folders to contain the folders to be the folder	(default) nessages 1,000 +	
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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.



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	Welcome to Mail	
	Welcome to Mail	
	You'll be guided through the steps to set up your mail	
	To get started, provide the following information:	
	To get started, provide the following mormation.	
	Full Name: 115	
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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.



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	Welcome to Mail	
	Welcome to Mail You'll be guided through the steps to set up your mail account. To get started, provide the following information: Full Name: Casey Test Email Address: Ctt9@case.edu Password: ••••••••	
And the second		
	Co Back Continue	
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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 (<i>abc123@case.edu</i>) or Personal Name version (<i>firstname.lastname@case.edu</i>) can be used for this purpose.
12.	In the Password field, enter your CWRU email password.
13.	Click the Continue button.



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	Welcome to Mail	
	Incoming Mail Server Account Type & @ POP Description & IMAP Description & Exchange MAP Incoming Mail Server. User Name: ttt9 Password:	
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Step	Action
14.	The Incoming Mail Server screen appears. From the Account Type dropdown list, select IMAP .



Mail File Edit View Mailbox Message Format	Window Help	💻 🕚 🕴 🎅 🜒 🖭 Fri 12:45 PM Q
	Welcome to Mail	
	Incoming Mail Server Account Type: IMAP ‡ Description: CWRU Google Mail Incoming Mail Server: Imap.gmail.com User Name: ctt9@case.edu Password: •••••••	
A CARLES AND A CARLES AND A CARLES	2 Cancel Co. Pack Continue	

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.
	Continue



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	Welcome to Mail	
	Outgoing Mail Server Description: CWRU Google Outgoing Mail Server: Use only t Use Authentication User Name: ctts Password:	Mail u v sis server
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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.





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.
	Create



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



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.