Configure Mail.app for Brandeis Gmail

These instructions detail how to configure Apple Mail to access Brandeis Gmail.

**Step 1: Enable IMAP in your Brandeis Gmail Account**

- Log into your Brandeis Gmail account
  - go.brandeis.edu/gmail
  - Use your Brandeis account and password
- Select Settings at the top of the page
- Next click Forwarding & Pop/Imap
- Click Enable IMAP
- Select Save Changes at the bottom of the page

To modify an existing Bmail accounts please use the following instructions. For instructions on how to create a new account in Mail.app, please navigate to step 5.
Step 2: Configure Incoming Mail

- Open Apple Mail
- Select Mail, and from the drop down menu select Preferences
- Next Select Accounts
- Change the Incoming Mail server to imap.gmail.com
- Change the username to your complete Brandeis Address
- Enter your new password

- Now Select Advanced
- Change the Port to 993 and select Use SSL
Step 3: Configure Outgoing Mail

- Go Back to the *Account Information* tab
- Click the drop down menu next to *Outgoing Mail Server (SMTP)* and select *Edit SMTP Server List*
- Select the mail.brandeis.edu entry from the list of servers and press the *Minus* button
- Now Select the *Plus* button to connect to a different server
- Under *Server Name*: enter smtp.gmail.com
- Now select *Advanced*, select *Use custom port* and enter 465
- Then check *Use Secure Sockets Layer (SSL)* and from the *Authentication* drop down menu select Password
- Under username enter your complete Brandeis.edu email address and password
- Now Click OK
- Now from the *Outgoing Mail Server (SMTP)* dropdown menu select the server you just created. By default it will be smtp.gmail.com:yourusername@brandeis.edu and then check *Use only this server*
Step 4: Fine Tuning Your Settings

From the Mail menu, click Preferences > Accounts > Mailbox Behaviors

**Drafts:**
Store draft messages on the server > do NOT check

**Sent:**
Store sent messages on the server > do NOT check

**Junk:**
Store junk messages on the server > checked
Delete junk messages when > Never

**Trash:**
Move deleted messages to the Trash mailbox > do NOT check
Store deleted messages on the server > do NOT check

When you finish selecting the appropriate settings close the window and Save the changes.

You are now finished configuring Mac Mail, close the Preferences window and Select Get Mail.
Step 5: How to set up a new Mac Mail Account

- Open Apple Mail
- Select Mail, and from the drop down menu select Preferences
- Next select Accounts
- Click the plus button at the bottom of the Accounts pane
- Enter your Name, full email address, and password
- Select continue, once you do this you will receive an error stating that no exchange 2007 server was found. Select continue again
- Change the Account Type to IMAP
- Change the Incoming Mail server to imap.gmail.com
- Change the User Name to your complete Brandeis email address and fill in your password
- Select Continue

  ![Incoming Mail Server](image)

- For Outgoing Mail Server: enter smtp.gmail.com and select Use only this server
- Next check use authentication and enter your full Brandeis email address and password
- Select Continue
- When the Account Summary screen appears check Take account online and select Create
- Now please navigate to Step 4 to fine tune your settings