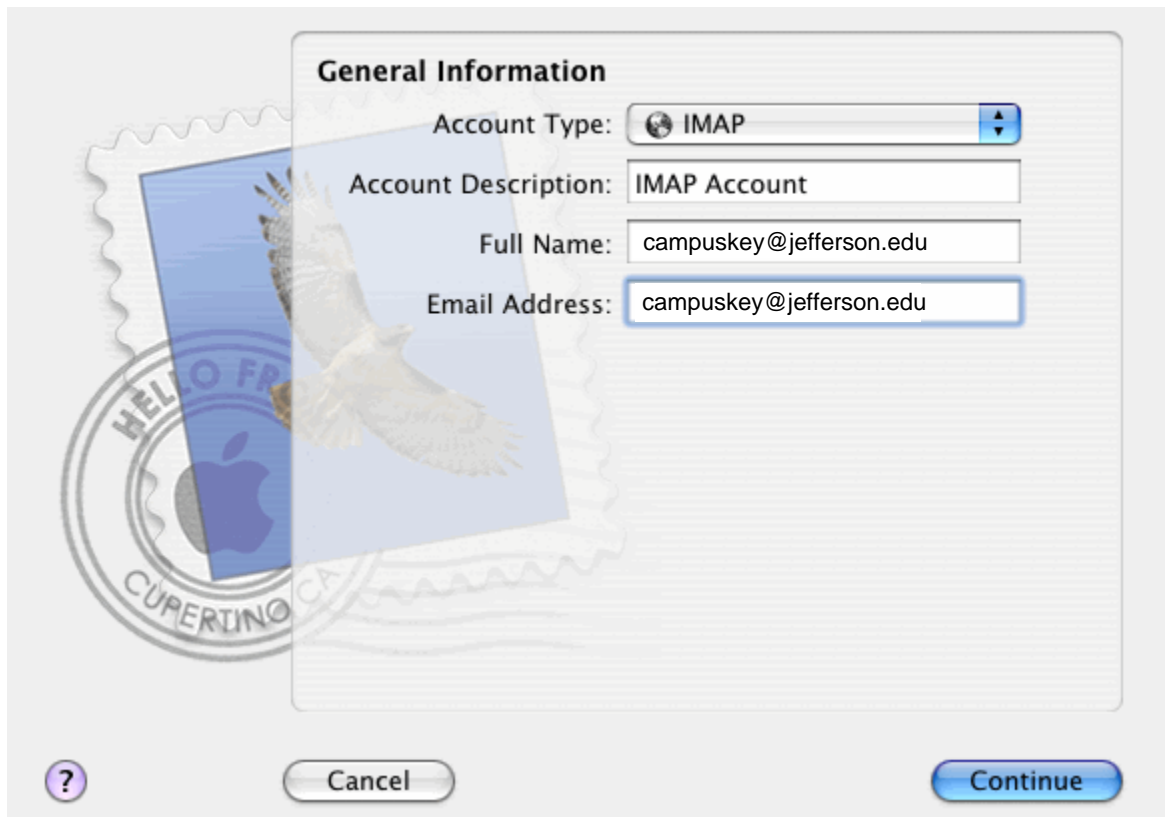
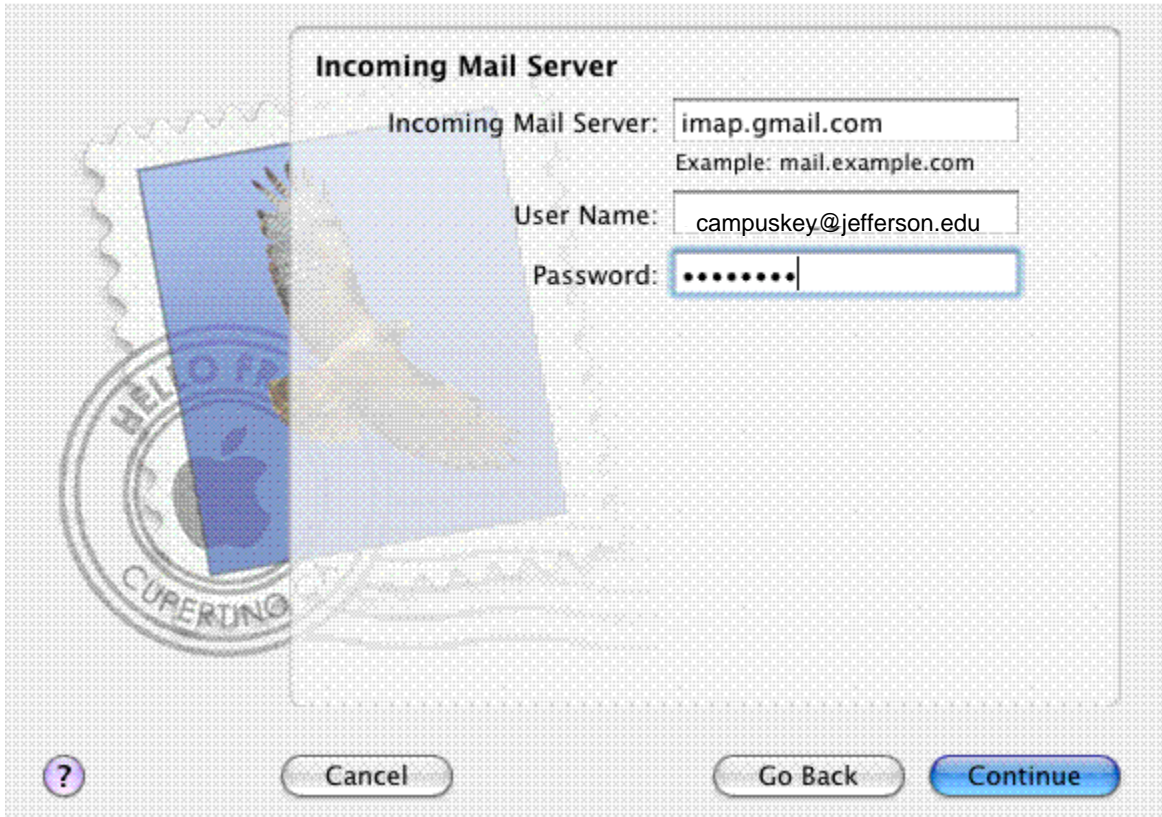


Apple Mail Client

1. [Enable IMAP in Gmail.](#)
2. Open Apple Mail.
3. Click 'Mail,' and select 'Preferences...'
4. Open the 'Accounts' tab, and click the plus sign (+) along the bottom to add a new account.
5. Select 'IMAP' in the 'Account Type' drop-down menu.
6. Enter your name and email address in the appropriate fields, then click 'Continue.'



7. Enter 'imap.gmail.com' next to 'Incoming Mail Server'; enter your full email address (campuskey@jefferson.edu) next to 'User Name'; enter your email password; then click 'Continue.'



The image shows a dialog box titled "Incoming Mail Server" with a background featuring a postage stamp with an eagle and an Apple logo. The dialog box contains three input fields: "Incoming Mail Server" with the value "imap.gmail.com", "User Name" with the value "campuskey@jefferson.edu", and "Password" with a masked password of seven dots. Below the input fields are three buttons: a question mark icon, "Cancel", "Go Back", and "Continue".

Incoming Mail Server

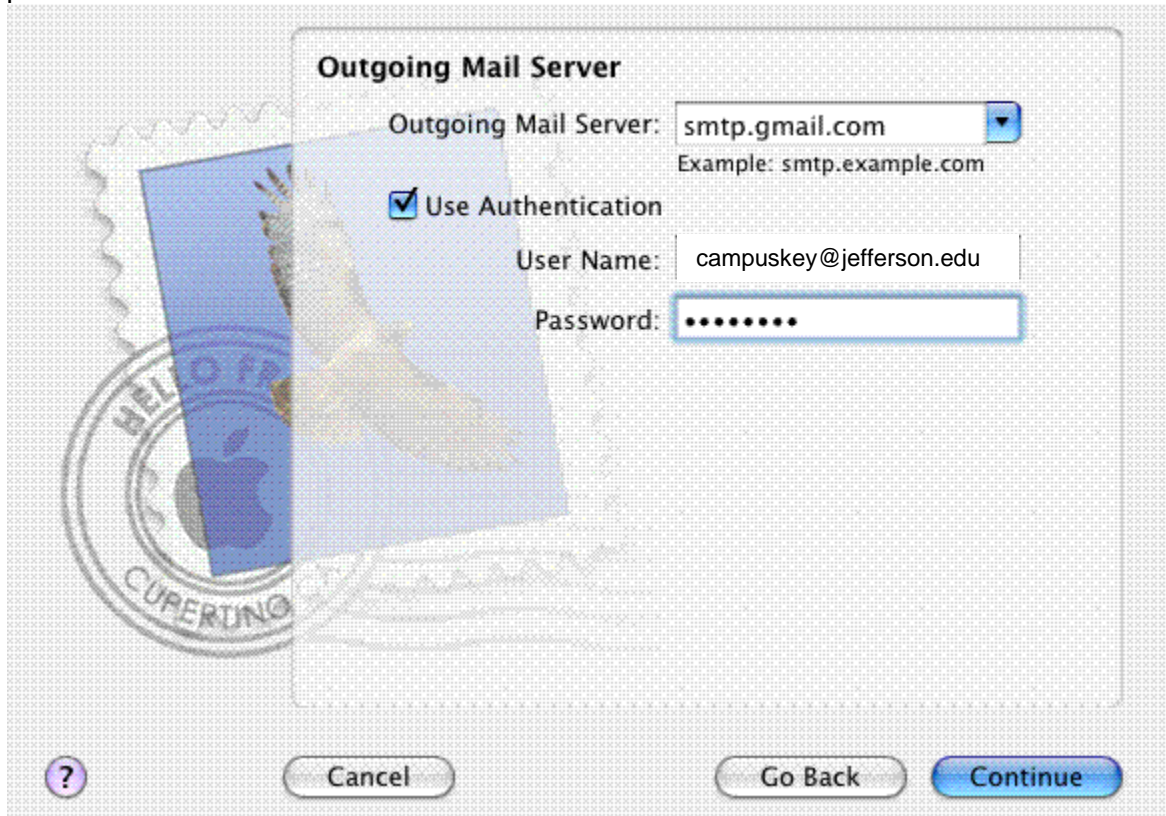
Incoming Mail Server:
Example: mail.example.com

User Name:

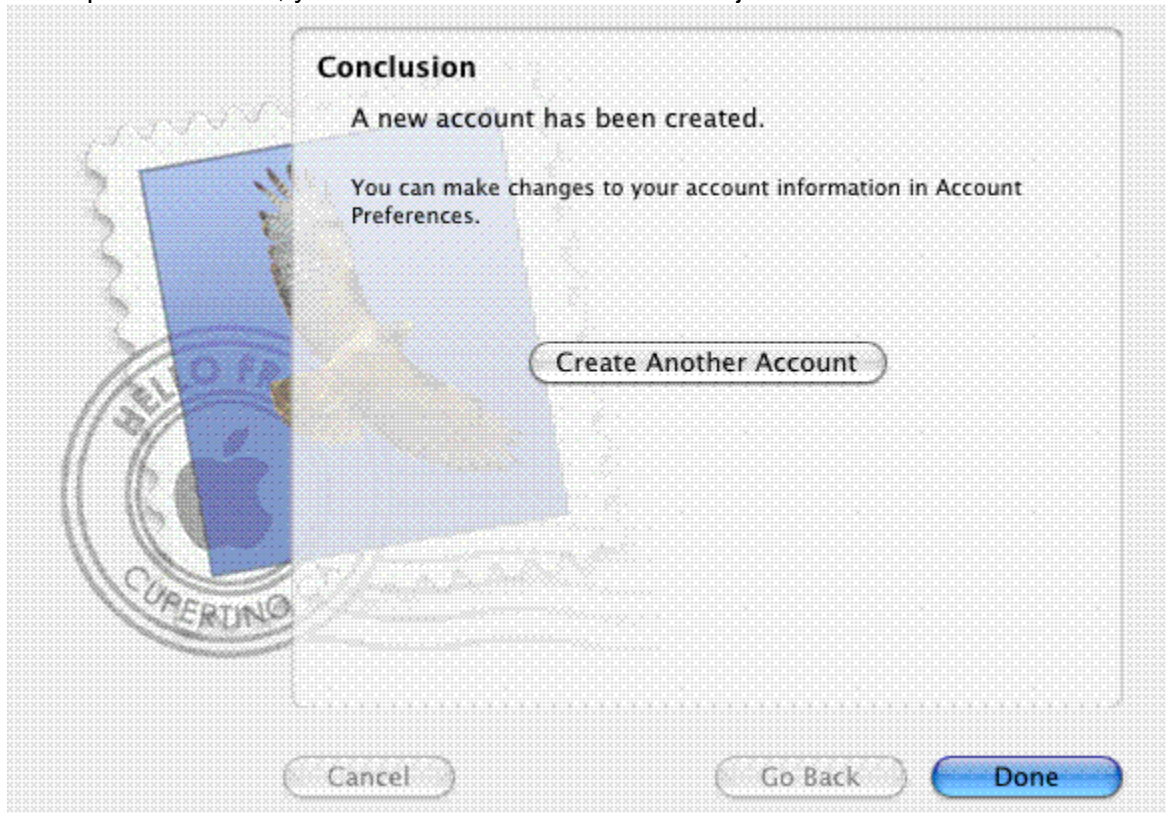
Password:

? Cancel Go Back Continue

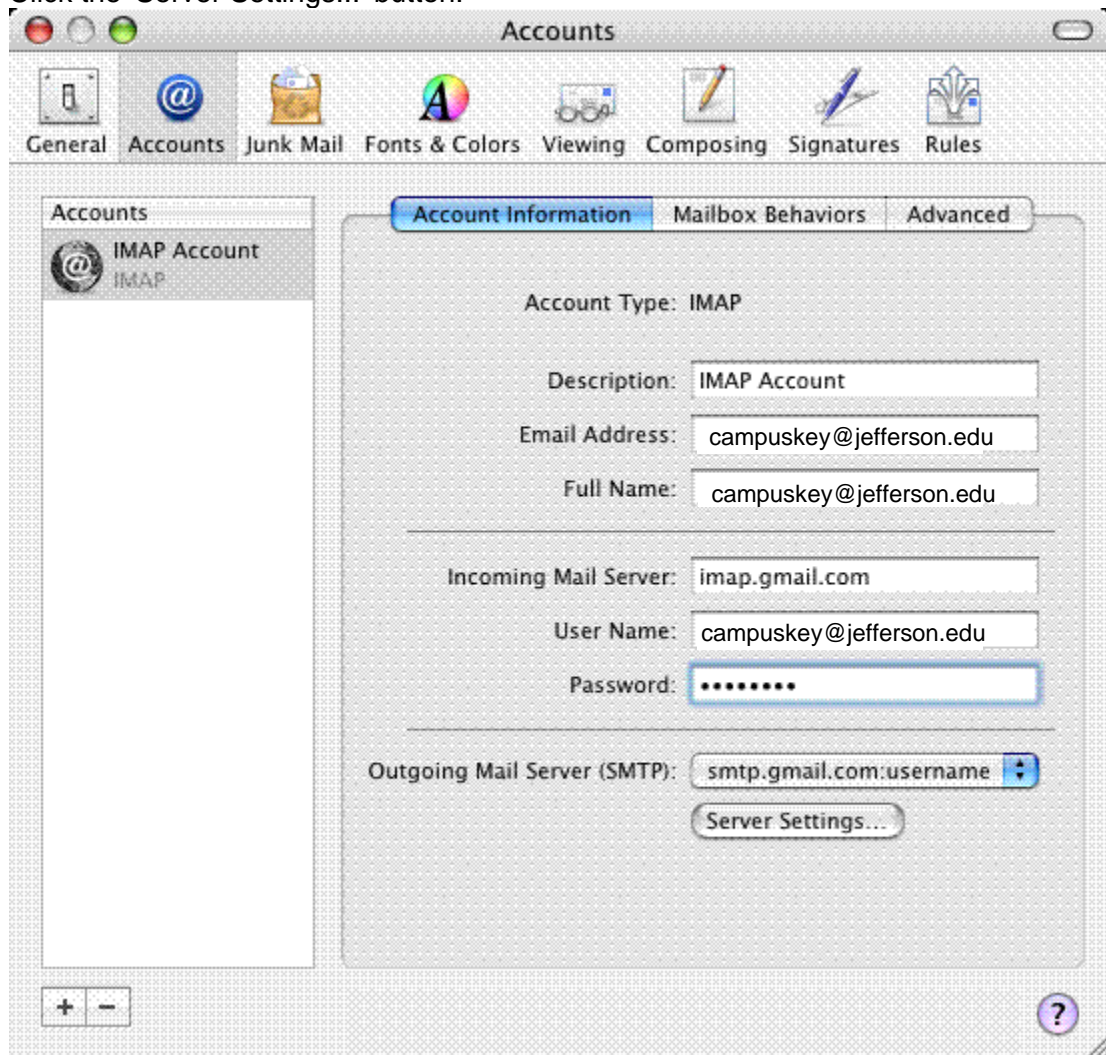
- For Outgoing Mail Server, enter 'smtp.gmail.com'; select 'Use Authentication'; enter your full email address next to 'User Name'; and enter your campus key password. Then click 'Continue.'



- If setup is successful, you'll see the screen below. Then just click 'Done.'



10. Click the 'Server Settings...' button.

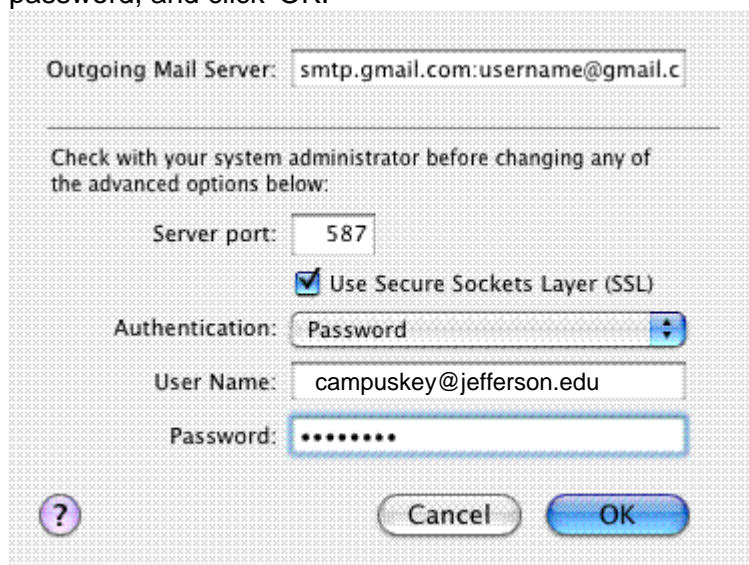


11. Verify that 'Outgoing Mail Server' is smtp.gmail.com: campuskey@jefferson.edu

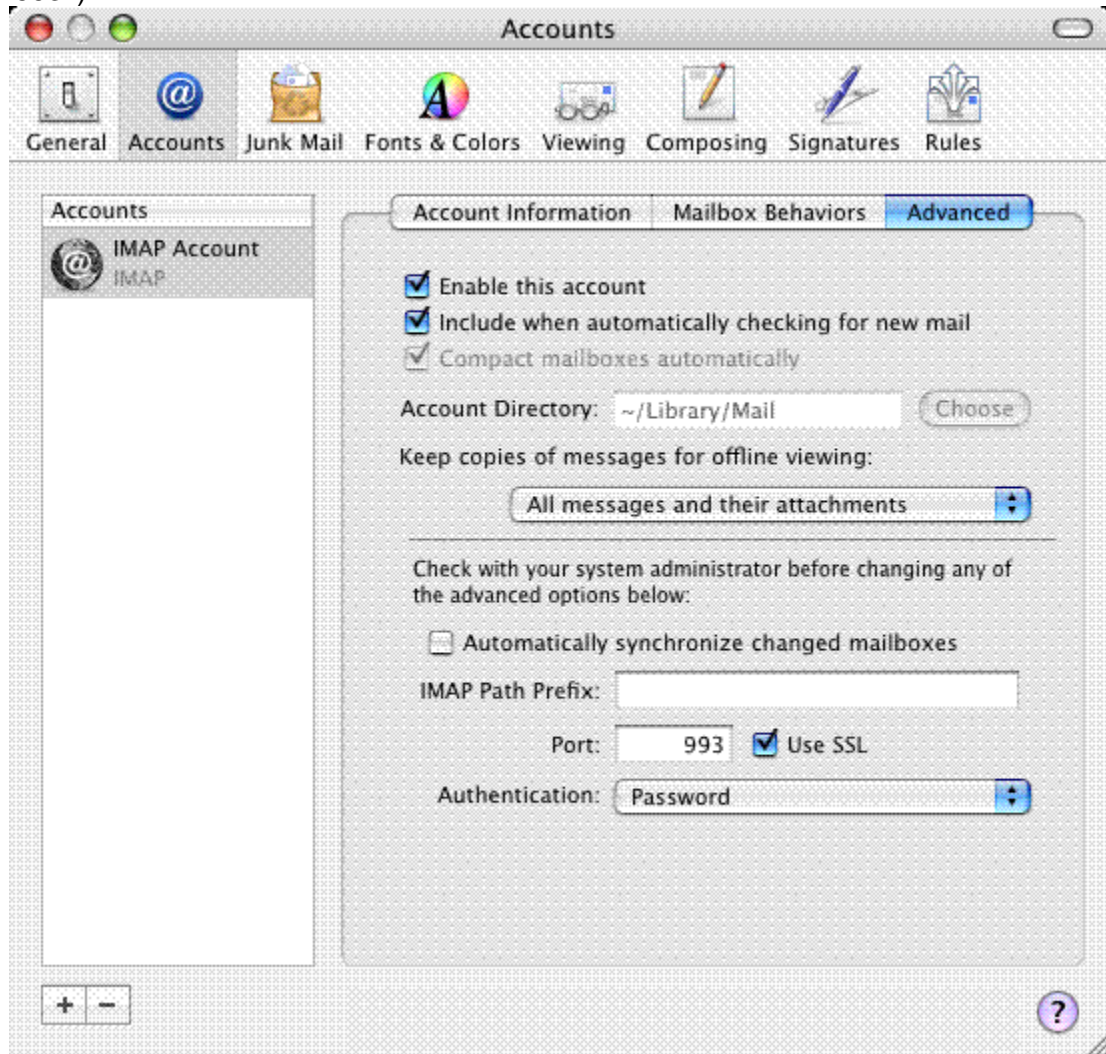
12. Verify that 'Server port' is 587.

13. Verify that 'Use Secure Sockets Layer (SSL)' is checked.

14. Enter your full email address next to 'User Name,' enter your campus key password, and click 'OK.'



15. Click 'Advanced' and check the box next to 'Use SSL.' (The port changes to '993.')



* Did you click 'Save Changes' after [enabling IMAP in Gmail](#)? To ensure that Gmail can communicate with your mail client, be sure to click **Save Changes** on the **Forwarding and POP/IMAP** settings page.