

Setup Tmail in Apple Mail 3.0

Apple Mail 3.0 (Leopard)

- Follow the instructions below to set up IMAP access in Apple Mail 3.0.

Please note that if you're adding your adding your **Tmail** address to Apple Mail 3.0 for the first time, your mail will be automatically configured for POP access. In order to configure IMAP, please follow these steps:

1. Click **Mail > Preferences...**
2. On the **Accounts** tab, click the + button to add a new account.
3. Fill in the new window with the following information:
 - Full Name: (your name)
 - Email Address: your full **Tmail** email address (**yourusername@trinity.edu**)
 - Password: your **Tmail** password – **This is very important!**
 - Important: please **deselect** the box next to '**Automatically set up account**'
4. Click **Create**.
5. Fill in the following **Incoming Mail Server** information:
 - Account Type: Select **IMAP**
 - Incoming Mail Server: Change this to **imap.gmail.com**
 - User Name: your full **Tmail** email address (**yourusername@trinity.edu**)
 - Password: your **Tmail** password – **This is very important!**
6. Click **Continue**.
7. Enter the following **Outgoing Mail Server** information:
 - Outgoing Mail Server: **smtp.gmail.com**
 - Use Authentication: selected
 - User Name: your full **Tmail** email address (**yourusername@trinity.edu**)
 - Password: your **Tmail** password – **This is very important!**
8. Click **Continue**.
9. Review your Account Summary, and click **Create**.

You're done! – You should now start receiving email from your Tmail account in Apple Mail