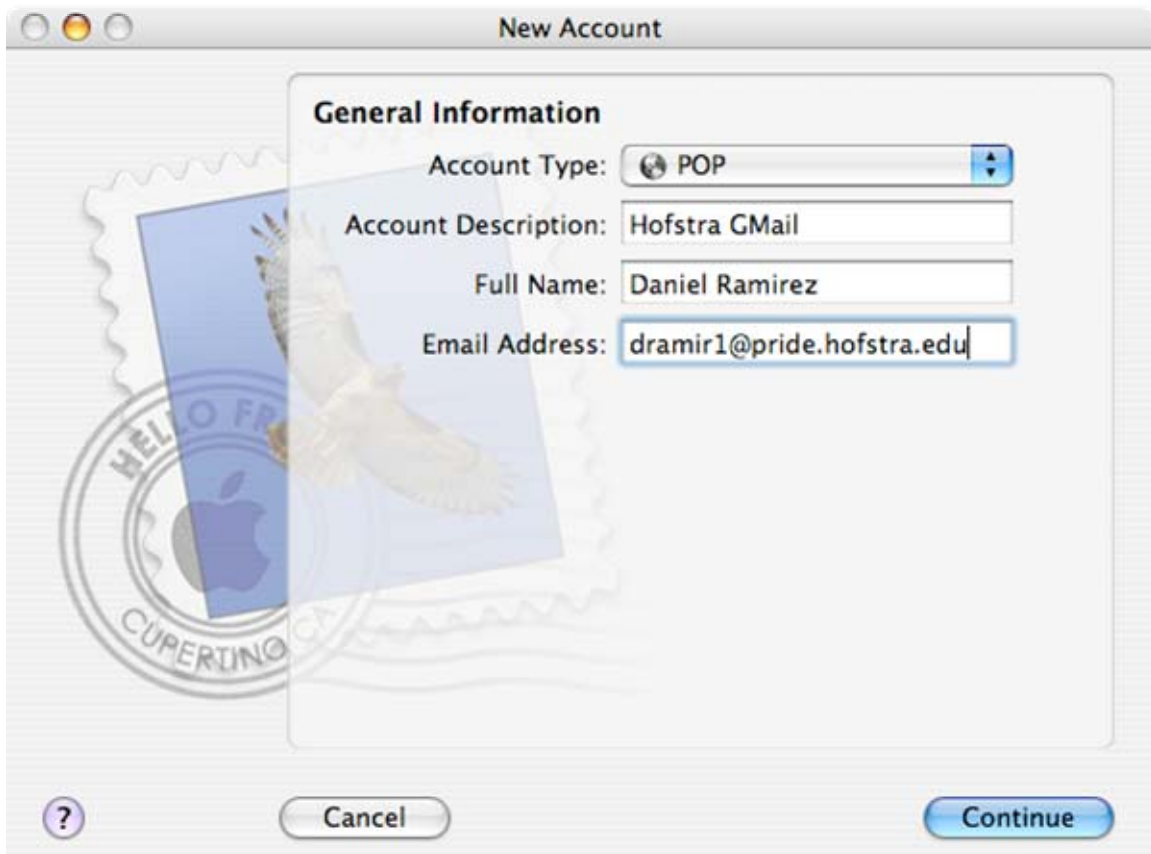




1. On your MAC desktop, locate the **Mail** icon on your **Dock** and click on it.



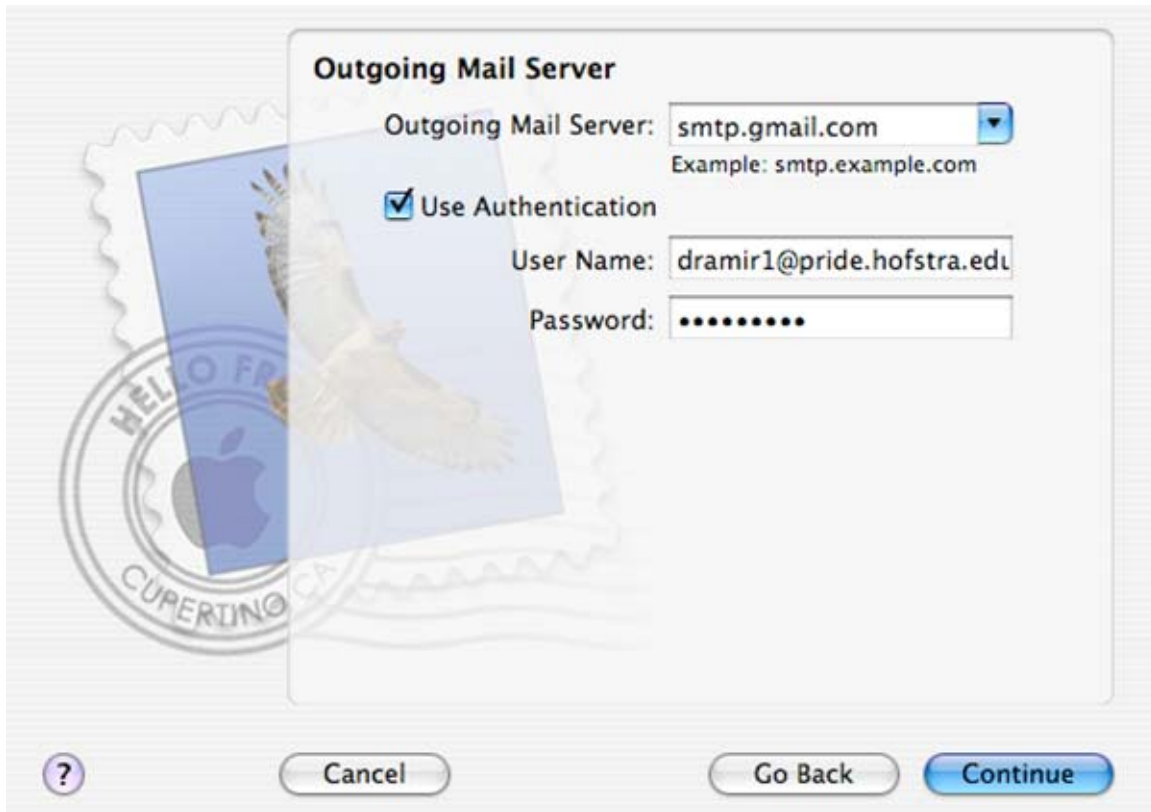
2. Click **Continue** on the “New Account” screen.



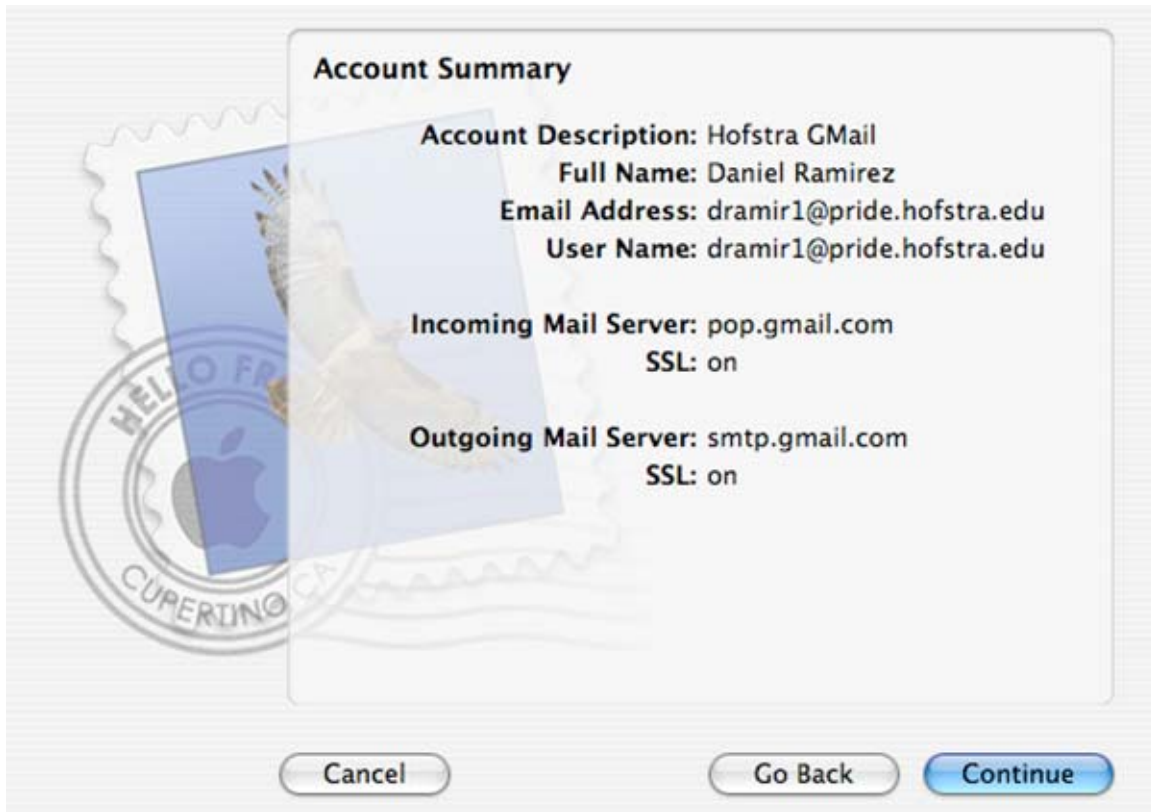
3. In the “New Account” dialog box, enter the following information into the “General Information” window:
 - a. **Account Type:** POP
 - b. **Account Description:** Enter a description for the account you are creating. Example: “Hofstra GMail”.
 - c. **Full Name:** Your name as you would like it to appear in your e-mails.
 - d. **Email Address:** Your full Hofstra e-mail address. Example: JSMITH1@pride.hofstra.edu)
4. Click on **Continue**.



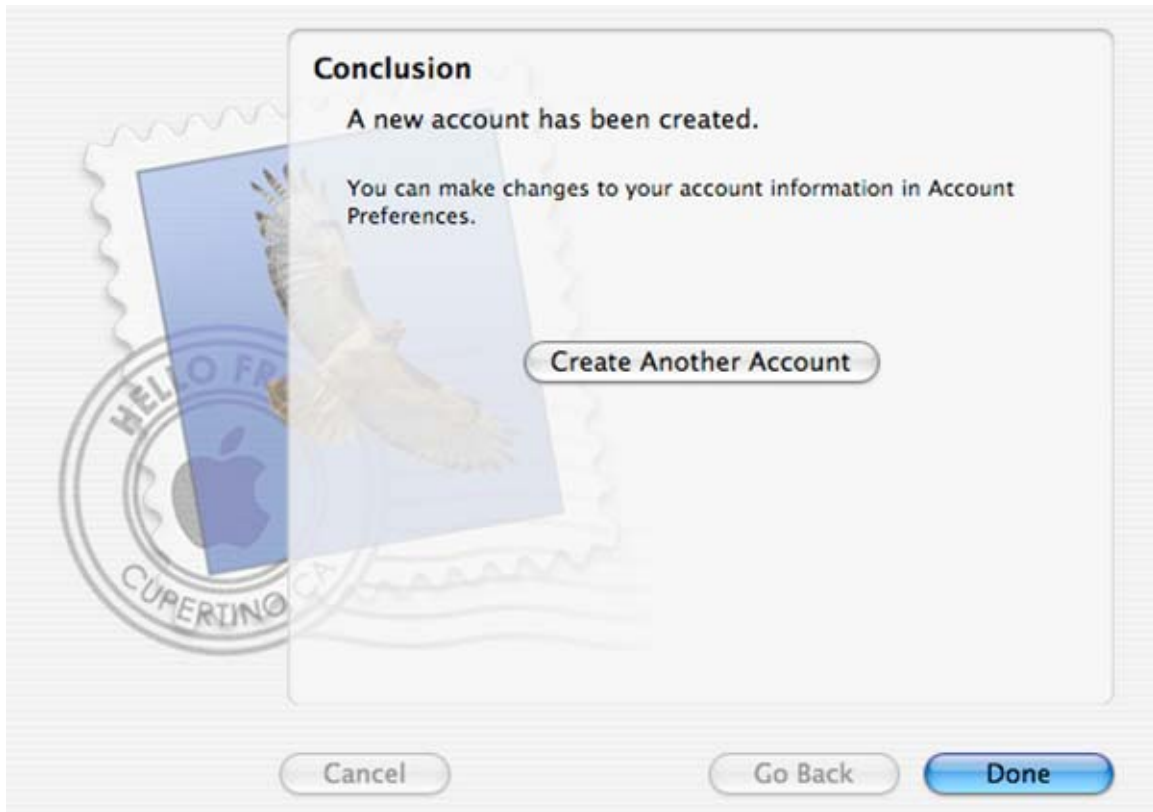
5. In the “New Account” dialog box, enter the following information into the “Incoming Mail Server” window:
 - a. **Incoming Mail Server:** pop.gmail.com
 - b. **User Name:** Your full Hofstra e-mail address Example: JSMITH1@pride.hofstra.edu
 - c. **Password:** Your POP password.
6. Click **Continue**.



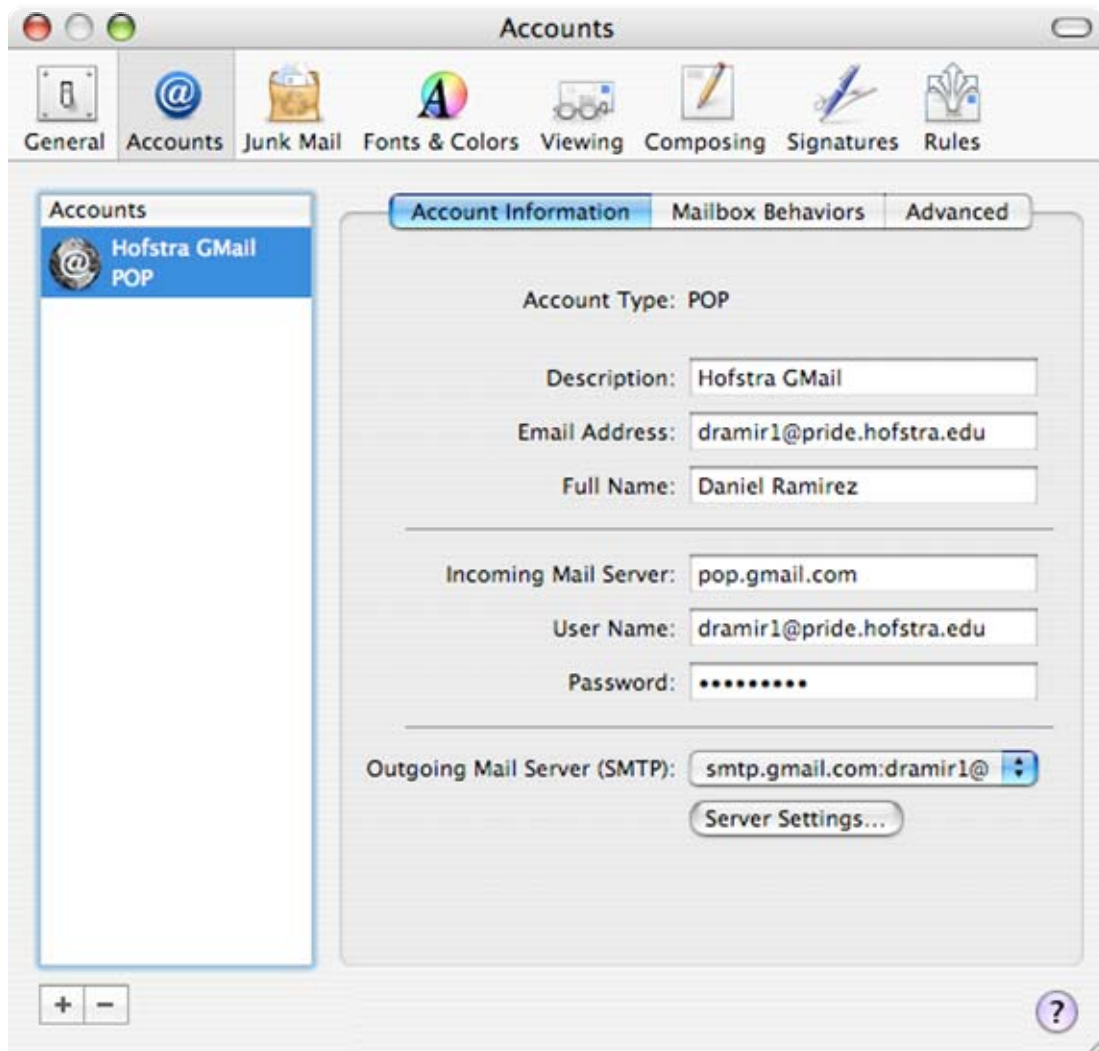
7. In the “New Account” dialog box, enter the following information into the “Outgoing Mail Server” window:
 - a. **Outgoing Mail Server:** smtp.gmail.com
 - b. **Use Authentication:** Make sure this is checked
 - c. **User Name:** Your full Hofstra e-mail address Example: JSMITH1@pride.hofstra.edu
 - d. **Password:** Your POP password
8. Click **Continue**.



9. Double check that all of the information on the “Account Summary” window is correct and then
10. Click **Continue**.



11. When you get the "Conclusion" window, click on **Done**.



12. Under “Accounts” select the “Hofstra GMail” account you have just created.
13. If you wish to use the Hofstra GMail service to send mail, make sure that the **“Outgoing Mail Server (SMTP)”** is set to “smtp.gmail.com”.
14. Once you have verified this, click the **Server Settings** button.

Outgoing Mail Server:

Check with your system administrator before changing any of the advanced options below:

Server port:

☒ Use Secure Sockets Layer (SSL)

Authentication:

User Name:

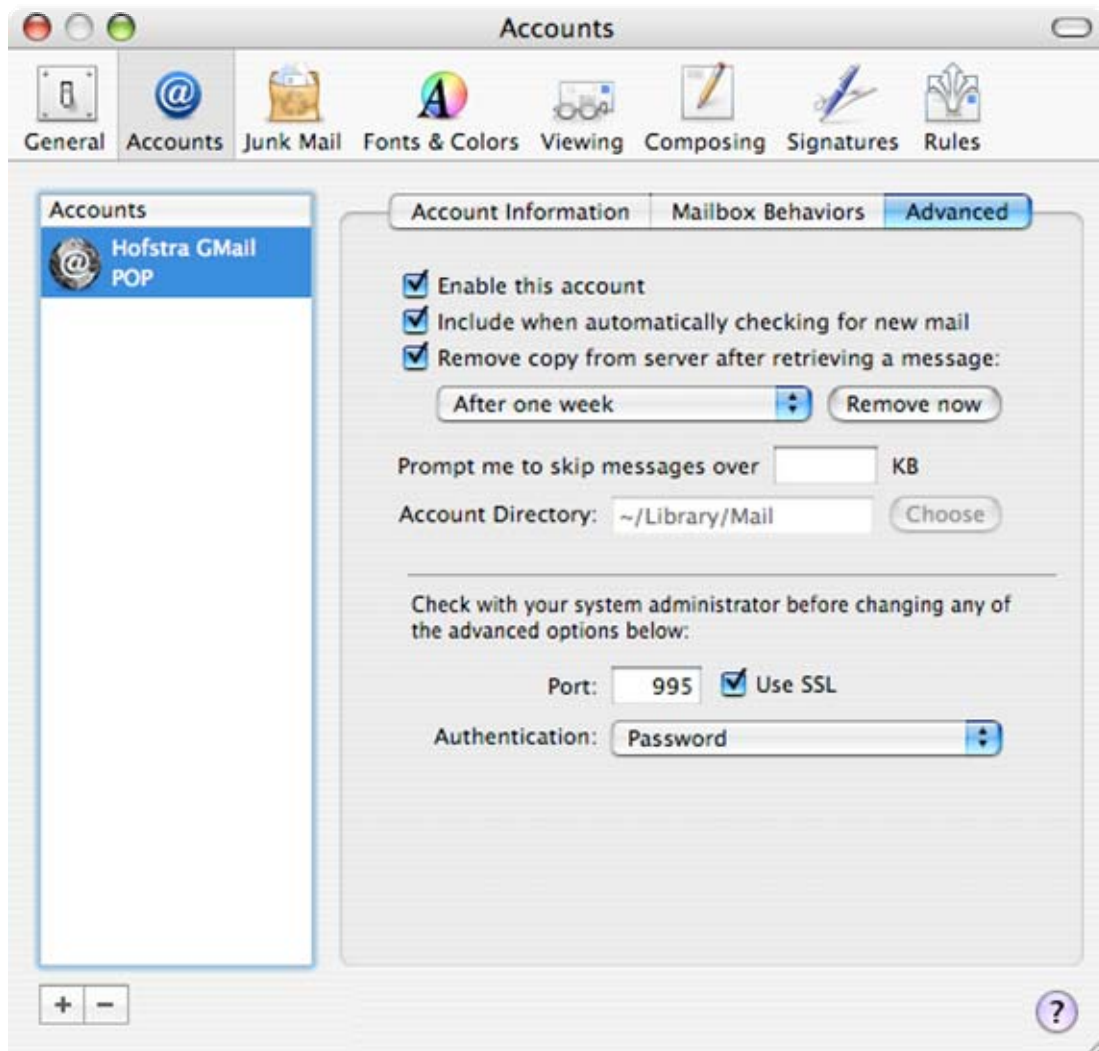
Password:

A help icon (?) is located at the bottom left of the dialog box.

15. Verify that the following information is set:

- a. **Server Port:** 587
- b. **Use Secure Sockets Layer (SSL):** This option should be checked
- c. **Authentication:** Password
- d. **User Name:** Your full Hofstra e-mail address Example:
JSMITH1@pride.hofstra.edu
- e. **Password:** Your POP password

16. Click on OK.



17. Select **Advanced** on top and verify that the:
- Use SSL** check box is checked.
 - Port number** is set to 995.
 - Authentication** is set to Password.