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.
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:
   a. **Use SSL** check box is checked.
   b. **Port number** is set to 995.
   c. **Authentication** is set to Password.