Setting up Mac Mail 8.2 or OSX 10.10 for use with Carleton Gmail

This article is intended for users who need to setup Carleton's Gmail for use in Mac Mail 8.2 for OSX 10.10.5. Before setting up your account, you will need to go to settings within Gmail, select Forwarding and POP/IMAP, select Enable IMAP, and Save Changes.

Step-by-step guide

If you would prefer a video demonstration, scroll to the bottom of these instructions.

First, open "Internet Accounts" on your Mac.

1. Select "Google" and enter your full Carleton email address and click "Next".

If you are running Mac 10.9.5 or older (Click the Apple menu --> About This Mac and look for the Version field), STOP! This page is not for you. Reference these instructions for setting up Mac Mail (Mac OSX 10.9 or Older) for Carleton Gmail.
2. Enter your Carleton username and password, and click “Sign In”. If you are using two factor authentication, you will need to authenticate using Duo at this point. If not, carry on.

3. Select which apps you would like to use with your Carleton account and click “Done”.

4. At this point, there will be the following error message “There was a problem setting up the Mail account”. This is to be expected. Click “OK”.
5. Open Mail. If you already have accounts configured, select Mail -> Preferences -> Accounts and select the “+” to add a new account. If you do not have accounts configured, the following window will appear automatically. **Choose “Add Other Mail Account...”** and click “Continue”.

6. Enter your email address and password and click “Create”. At this point, the message “Account must be manually configured” will appear. Click “Next”.

7. Enter imap.gmail.com in the Mail Server field, and change the User Name field to your full Carleton email address. Click “Next”. The message “Additional account information required” will appear. Click “Next” again.

8. Set port number to 993, check “Use SSL”, and set Authentication to Password if these are not already set, and click “Next”.

9. Enter smtp.gmail.com in the SMTP Server field, your full carleton email address in the User name field, and your password. Click "Create". The message "Additional account information required" will appear. Click "Next".

10. Set port number to 587, check "Use SSL", and set Authentication to Password if these are not already set, and click "Create".

Congratulations, you have now configured Mail to work with Gmail!