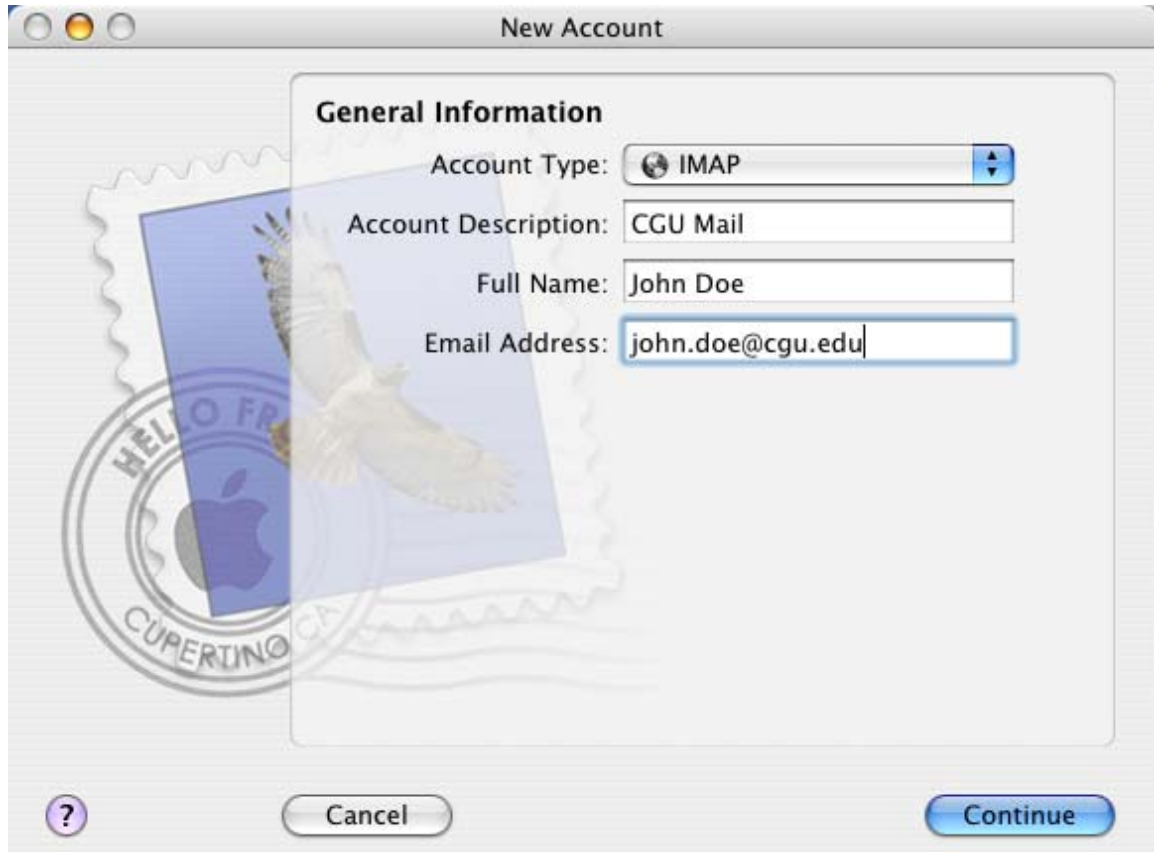


## How to setup CGU Mail for Mac Mail

By Luke Olfman

Create a new account in Mail for IMAP, add an account description, name and email address and click “Continue”.



The screenshot shows the 'New Account' dialog box in Mac Mail. The 'General Information' section is active, showing the following fields:

- Account Type: IMAP
- Account Description: CGU Mail
- Full Name: John Doe
- Email Address: john.doe@cgu.edu

At the bottom of the dialog box, there are three buttons: a help icon (question mark), a 'Cancel' button, and a 'Continue' button. A watermark of a postage stamp with an Apple logo and the text 'HELLO FROM CUPERTINO CA' is visible in the background.

Enter the information as shown in the picture. The server name for staff/faculty is **outlook.cgu.edu** and the server name for students is **cgumail.cgu.edu**.

New Account

### Incoming Mail Server

Incoming Mail Server:   
Example: mail.example.com

User Name:

Password:

? Cancel Go Back Continue



New Account

### Incoming Mail Server

Incoming Mail Server:    
Example: mail.example.com

User Name:

Password:

? Cancel Go Back Continue



Enter the server for outgoing (Again the server name is **outlook.cgu.edu** for staff/faculty and **cgumail.cgu.edu**). Make sure “Use Authentication” is checked and enter the username and Password

New Account

**Outgoing Mail Server**

Outgoing Mail Server: outlook.cgu.edu  
Example: smtp.example.com

Use Authentication

User Name: doej

Password: .....

? Cancel Go Back Continue

New Account

**Outgoing Mail Server**

Outgoing Mail Server: cgumail.cgu.edu  
Example: smtp.example.com

Use Authentication

User Name: doej

Password: .....

? Cancel Go Back Continue