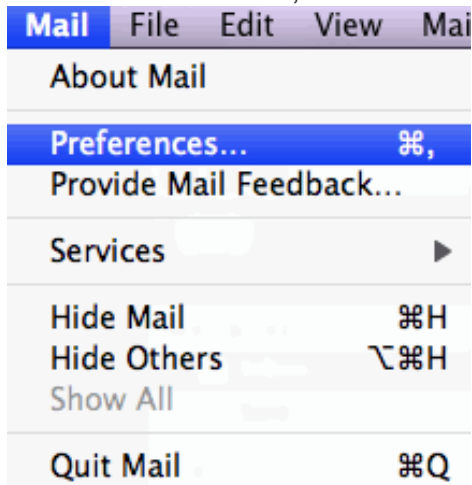


## To Set Up Your Apple Mail

1. From the Mail menu, select **Preferences**.



2. Go to the **Accounts** tab, and then click the **plus sign(+)** at the bottom of the Accounts box.
3. In the **Add Account** window, enter your full name, email address and email password.



4. Click **Continue**.
5. In the Incoming Mail Server screen, select **IMAP** from the **Account Type** list, and complete your information as follows:

**Description**

The name of your account.

**Incoming mail server: imap.gmail.com.**

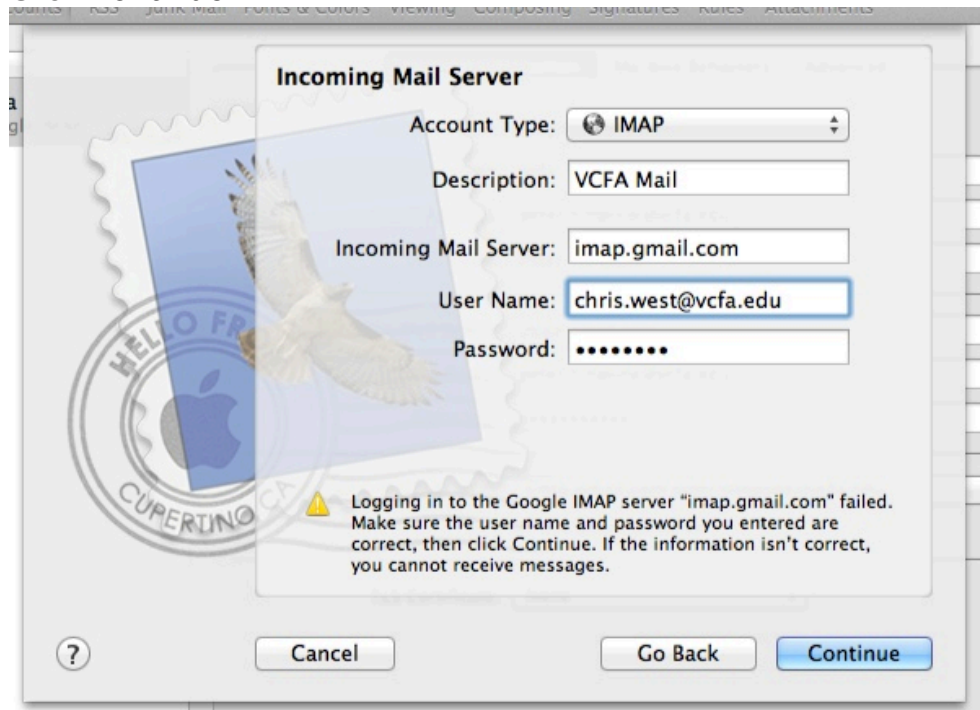
**User Name**

Your email address. (i.e. firstname.lastname@vcfa.edu)

**Password**

Your email account password.

Click **Continue**.



6. In the Outgoing Mail Server screen complete your information as follows:

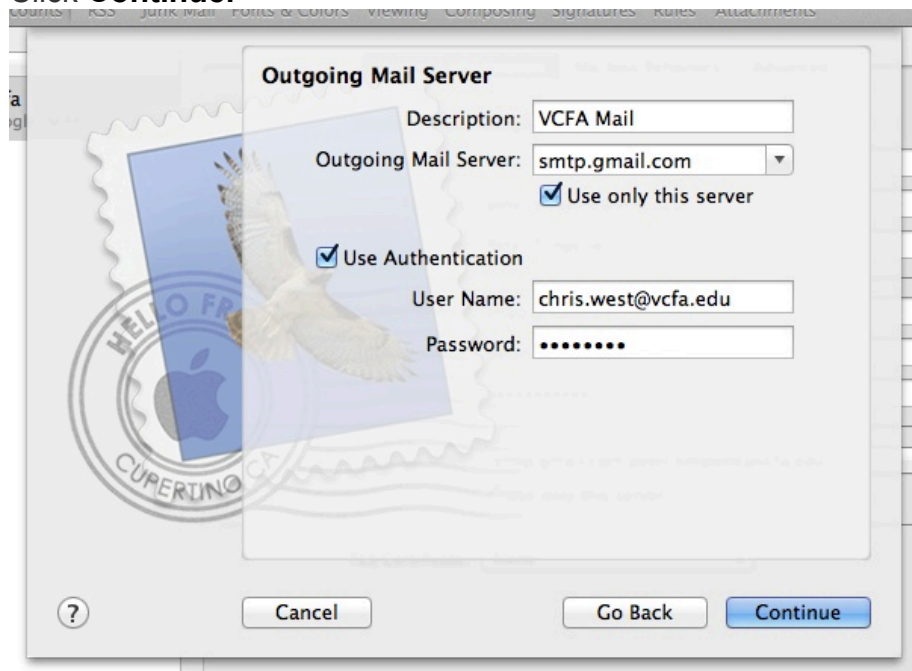
**Description**

The name for this mail server (e.g. secureserver.net).

**Outgoing mail server: smtp.gmail.com**

7. Check the **Use only this server** box (Check this box if this will be your only email account on Mac Mail)
8. Check the **Use Authentication box**, and then enter your User Name and Email Address.

Click **Continue**.



9. Click the **Create** button to create your VCFA email account on Mac Mail



If you have any questions or issues please contact VCFA IT Department at [support@vcfa.edu](mailto:support@vcfa.edu)