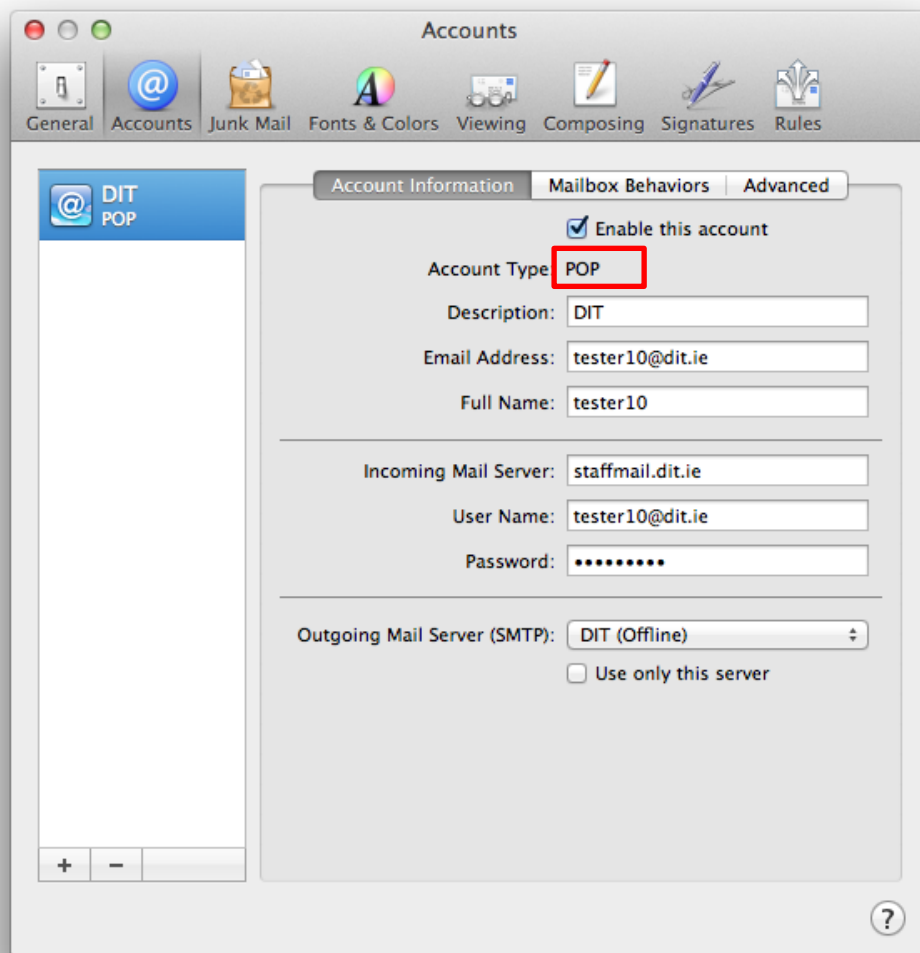




Email Account Settings for the Apple Mail application for Mac OS

- 1) Open Apple Mail
- 2) From the Menu bar select – **Mail** → **Preferences** → **Accounts** tab



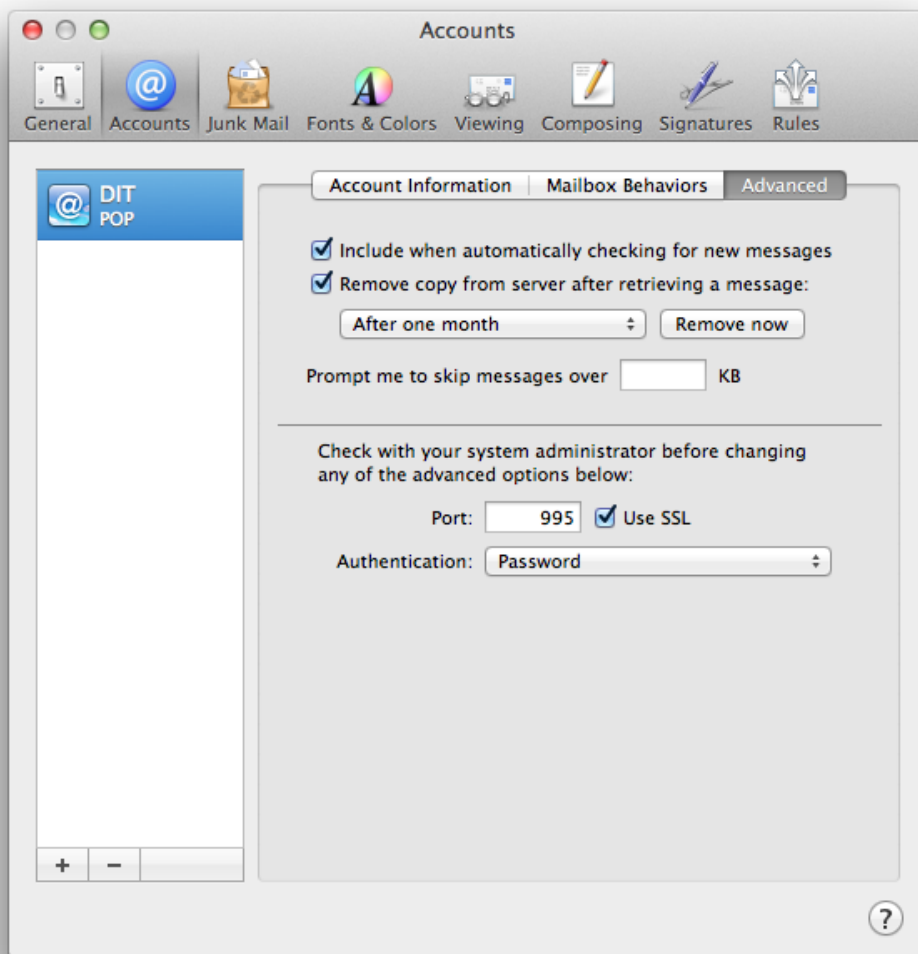
Identify if the account you have it POP or IMAP (see red box on diagram above)

If the account type is IMAP, you can simply click the '-' at the bottom left of the screen to remove the account and skip ahead to step 4

Warning: If the account type is POP, clicking the '-' button at the bottom of the window will remove all existing email from within the apple mail application.

If you wish to keep old emails on your system, please complete step 3

- 3) Select the advanced tab along the top of the accounts window



Untick the box “Include when automatically checking for new messages”

- 4) Click the ‘+’ at the bottom right of the screen and when prompted, select save (will only appear if you have completed step 3)



The “Add account” window will appear.



Enter in your Name, email address in the form of <staff number>@dit.ie and your password. Click continue

If prompted with the message below, click connect.





Click **Create** to finish adding your Gmail account to Apple Mail

Please continue to step 3 of the migration instructions.