Setting Up Apple Mail for IMAP Access to Google Apps

Note: To use a desktop client, you must first enable IMAP via the settings in the Web interface. For instructions, see Enable IMAP for Device Syncing under A Guide for Day One: Getting Started on the URI Google home page.

You can set up your Apple Mail application to send and receive messages from your Google Apps for Education account.

• Open the Mail app on your computer.
• Select the Mail menu at the top, and then Preferences.

If you are using Yosemite, the most recent operating system, choose Add Accounts.

NOTE: If you are using an older operating system, you may need to choose either Preferences or Accounts. If Preferences, choose the Accounts option and then click the + button in the bottom corner. If you choose Accounts option under the Mail menu, click the + button in the bottom corner. A new window will open.
Choose Google.

- Type your name.
- Type your full email address (ecampusid@uri.edu).
- Type your password.
- Click Set up.

- Make sure Mail is selected and click Done.

Choosing Google as the account type will automatically select the correct IMAP and SMTP servers and ports for the application to use with the Google Apps email server.

Google recommends the following settings for use with Apple Mail:
- From the Mail menu, click Preferences > Accounts > Mailbox Behaviors
- Store draft messages on the server > leave unchecked
- Store sent messages on the server > leave unchecked
- Store junk messages on the server > checked
- Delete junk messages when > Never
- Move deleted messages to the Trash mailbox > leave unchecked
- Store deleted messages on the server > leave unchecked