

Setting up Apple Mail for Google Apps

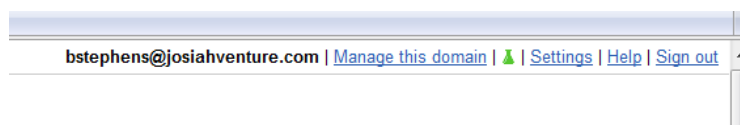
The following document will take you through the steps of setting up Apple Mail to connect with your new Google Apps account. This setup will create an IMAP connection to Google Apps in order to keep your mail constantly in sync.

Before beginning this setup you should be sure you have logged into Google Apps for the first time and have created a new password.

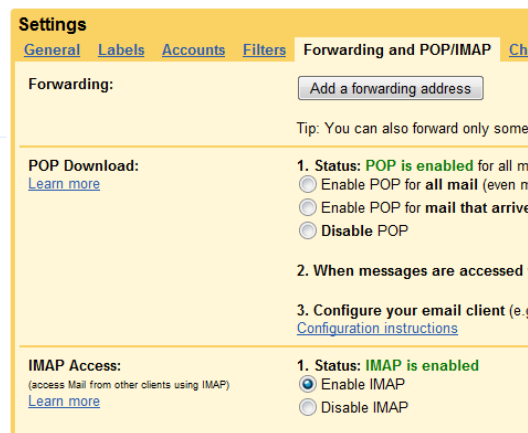
Apple Mail

In this section you will create a new mailbox for Apple Mail that will contain your Josiah Venture emails. Since this will be an IMAP connection, any changes you make in Apple Mail will be reflected in the web interface on Google Apps, and vice versa.

1. Login to your Google Apps account and go to the email page
2. In the upper right corner click on "Settings"



3. Click on the tab called "Forwarding and POP/IMAP" and be sure Enable IMAP is selected



4. Open Apple Mail and go to Mail → Preferences
5. Click on "+" to add a new account
6. Enter
 - Full Name: [your name]
 - Email Address: [username]@josiahventure.com
 - Password: The password you created on your initial login
7. Click CONTINUE
8. Enter
 - Account Type: Select IMAP
 - Description: Whatever you would like to call this mailbox (i.e. Josiah Venture)
 - Incoming Mail: imap.gmail.com
 - Username: [username]@josiahventure.com
 - Password: The password you created on your initial login
9. Click CONTINUE
10. Enter
 - Description: JV Google Apps
 - Outgoing Mail Server: smtp.gmail.com
 - Check the box for "Use only this server"

- Check the box for “Use Authentication”
 - Username: [username]@josiahventure.com
 - Password: The password you created on your initial login
11. Click CONTINUE
 12. Click CREATE
 13. Go to Mail → Preferences and Choose the newly created account
 14. Select the Mailbox Behaviors tab and make the following changes (if necessary)
 - Drafts
 - Store Draft messages on the server - UNCHECKED
 - Notes
 - Store Notes on the server - UNCHECKED
 - Sent
 - Store Sent messages on the server - UNCHECKED
 - Junk
 - Store Junk messages on the server – CHECKED
 - Delete Junk messages when - NEVER
 - Trash
 - Move deleted messages to the Trash mailbox - UNCHECKED
 - Store deleted messages on the server – UNCHECKED

At this point you can drag emails (and folders) from your other Apple Mail accounts into the new Josiah Venture account. This will store them on Google Apps and make them available to you online.

Please see the [Josiah Venture Google Mail Learning Center](#) page for more information about Google Mail.