

## Utulsa Gmail Mail.App IMAP setup

Welcome to Mail

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You'll be guided through the steps to set up your mail account.

To get started, provide the following information:

Full Name: Nicolas Dawson

Email Address: nick-dawson@utulsa.edu

Password: [masked]

Cancel Go Back Continue

1. Put in name and email address. Email must be in aaa11@utulsa.edu (short) format if available

Welcome to Mail

Incoming Mail Server

Account Type: IMAP

Description: utulsa gmail

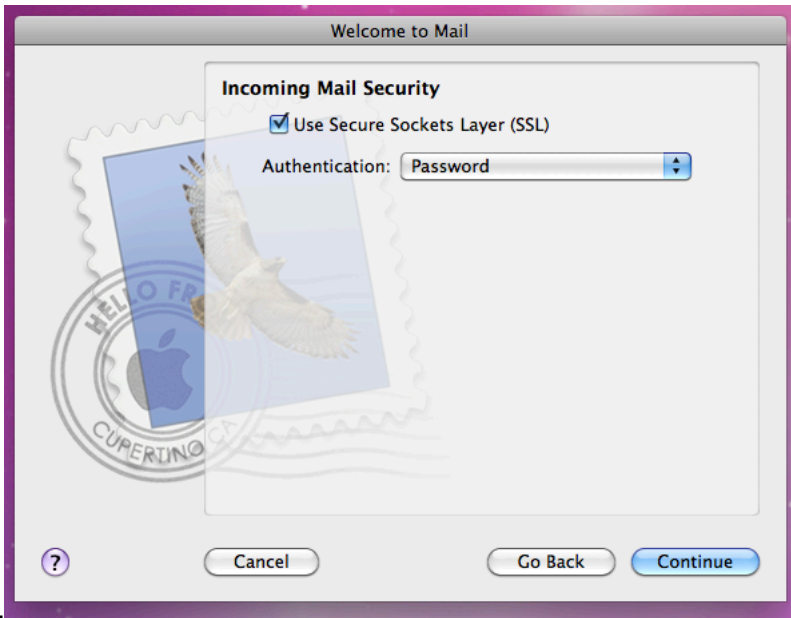
Incoming Mail Server: imap.gmail.com

User Name: nick-dawson@utulsa.edu

Password: [masked]

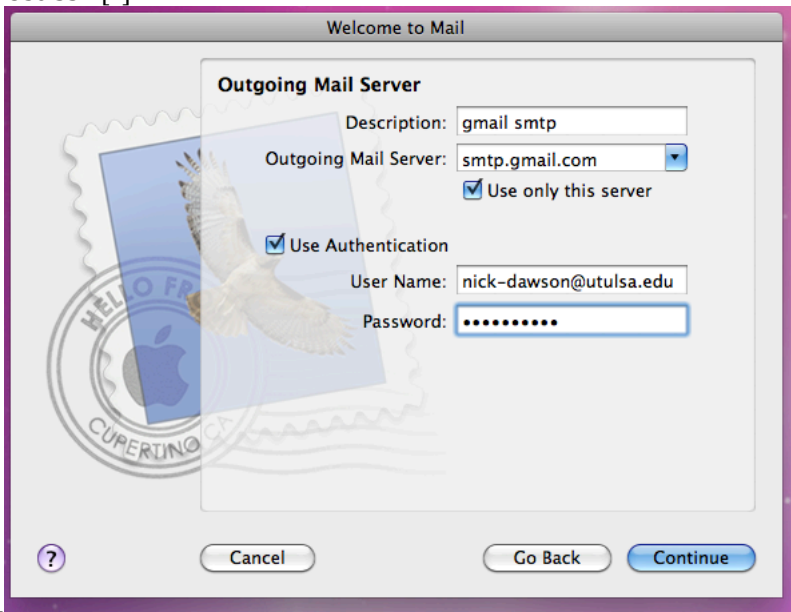
Cancel Go Back Continue

2. IMAP server: imap.gmail.com (IMAP access must be enabled on the account first!)  
(see end of document for instructions on enabling IMAP access)



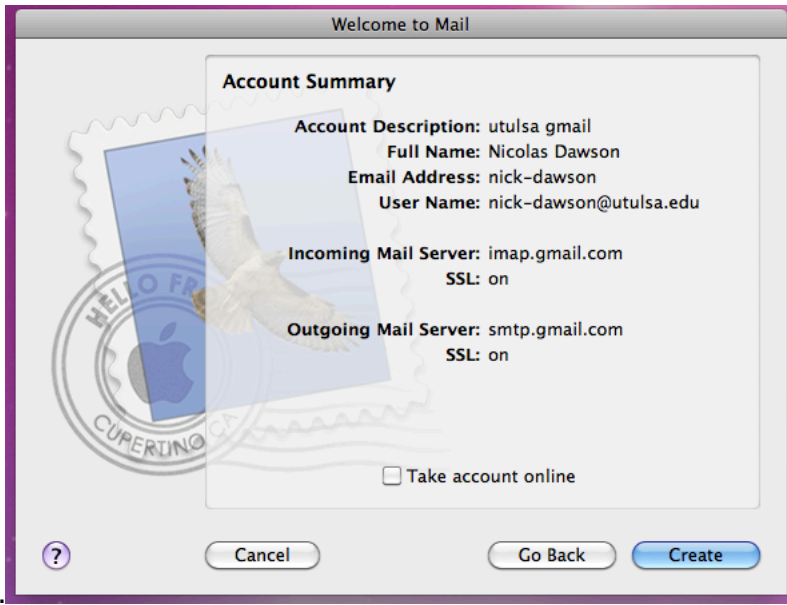
3.

3. Use SSL [x]



4.

4. SMTP server: smtp.gmail.com Must check use authentication. Username must have @utulsa.edu at the end



5.  
5. Account summary.

## Utulsa Gmail/IMAP Setup Guide

1. Browse to <http://gmail.utulsa.edu>
2. Login with your utulsa userid and password
3. After you accept the agreement, you will see a screen showing your inbox.
4. Click on the word Settings (Upper right hand corner)
5. Choose the Forwarding and POP/IMAP section.
6. Enable IMAP
7. Save Changes

### Troubleshooting/Notes:

[1] Often, mail.app will report a failure on the initial connection to the mail server. This is a known error. Simply enter your password and try again.

[2] It is recommended that you follow these setup instructions while connected to the network via an Ethernet cable. If you are having trouble, please try disabling your wifi connection and re-trying the setup.

[3] If you are trying the set up on campus and are receiving default values, these are most likely incorrect. (Server address: lynx.ad.utulsa.edu) These are the settings for the Microsoft Exchange server. In order to use gmail, enter @gafe.utulsa.edu instead of @utulsa.edu when entering your email address in step 1. This will allow you to enter the rest of your information as illustrated in the guide.

[4] If you are able to receive but not send, you may check your smtp server settings. Check them here: Preferences -> Accounts -> (click on Outgoing Mail Server (SMTP))-> Choose Edit SMTP Server List