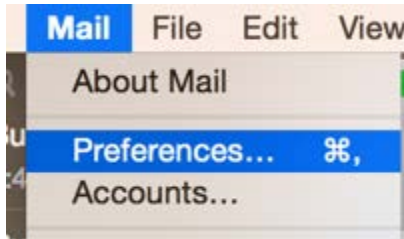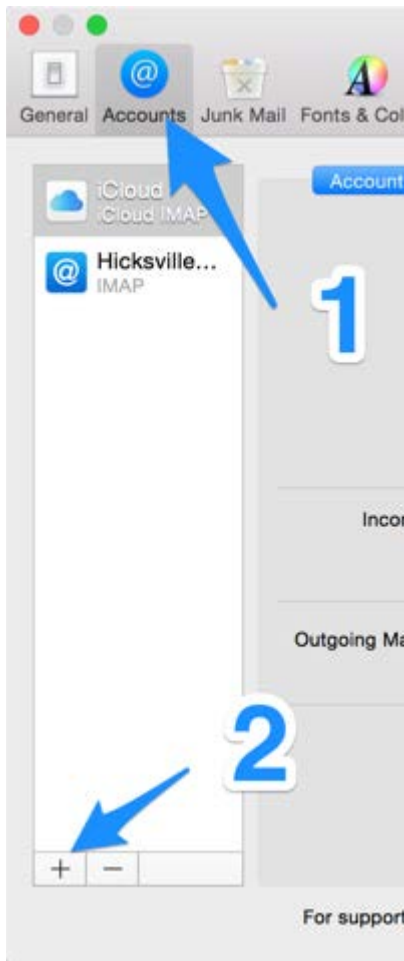# Setting Up Mail on Computer
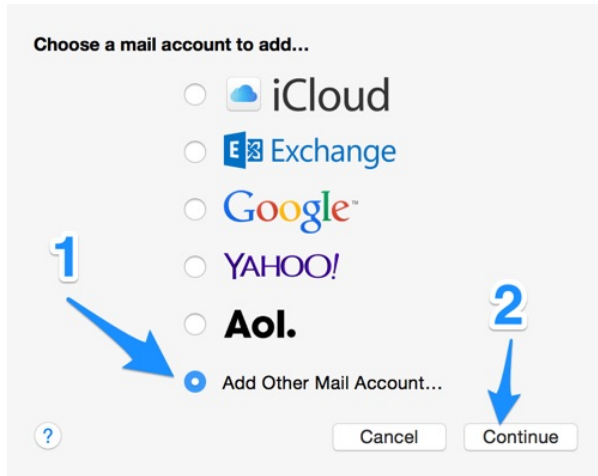
1.   Open Mail, go to the Mail menu, and select Preferences…

2.   Click Accounts and then the + at the bottom of the window:

3.   Select Add Other Mail Account… and click Continue

4.   Enter your Full Name, Email Address, and Password and click Create

5.   Account will need to be manually configured. Click Next.

6.   Enter imap.gmail.com for the Mail Server. Enter your email address for the User Name

(make sure you enter your EMAIL ADDRESS, NOT just your user name). Click Next

7.   Enter smtp.gmail.com for the SMTP server, email address, and password and click Create.