STUDENT TECHNOLOGY

How To Configure Your University Gmail Account in Apple Mail (macOS)

Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (<u>gmail.miami.edu</u>) or the Gmail mobile app for iOS or Android.

Open the **Apple Mail** application on your macOS device. From the menu bar click **Mail**, then **Accounts**.

Ś.	Mail	File	Edit	View	Ma
	About				
	Setting	js		ж,	
	Accour	nts			•
	Add Ac	count	•••		
	Service	es		>	
	Hide M	lail		жн	
	Hide O	thers	r	жн	
	Show A	All			
	Quit M	ail		жQ	

Next, click Add Account.

•••	Internet Accounts
Q Search	iCloud Drive and Freeform
Siri & Spotlight	G s.ibis2028@gmail.com
Desktop & Dock	Add Account ?
🔆 Displays	

Select Google.



You will be prompted to open a browser window; click **Open Browser**.



Sign in with your university email account (CaneID@miami.edu) and click Next.

your name, email address, language e with macOS. Before using this app, acy policy and terms of service.
Create account Next

Enter your University of Miami CaneID and password, and then click Sign in.

Then, enter your multi-factor authentication (MFA) passcode, and then click Verify.

UNIVERSITY OF MIAMI	MIAMI Enter your passcode Verify it's you by entering a passcode from the Duo Mobile app.
Sign in with your University of Miami credentials (either primary email address or CaneID):	Passcode
s.ibis	Verify
Sign in	Other options

Verify you are signing in with the correct account and click **Continue**.



Review the terms and click Allow.

macOS wants to	This will allow macOS to:			
access vour Google		M	Read, compose, send, and permanently delete all you email from Gmail	
Account		2	See, edit, download, and permanently delete your contacts	i
s.ibis@miami.edu		8	See, edit, share, and permanently delete all the calendars you can access using Google Calendar	i
	Make sure you trust macOS			
		You n mac(priva Goog	nay be sharing sensitive info with this site or app. Learn about h 25 will handle your data by reviewing its terms of service and ucy policies. You can always see or remove access in your je Account.	ow
		Lear	n about the risks	

Once configured, you will see your newly added account in the Apple Mail application.



Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (<u>gmail.miami.edu</u>) or the Gmail mobile app for iOS or Android

STUDENT TECHNOLOGY

Phone: 305-284-8887 Email: sthd@miami.edu Web: sthd.it.miami.edu 1300 Memorial Drive, Rm 325 Coral Gables, FL 33146

