

	Revision:	1.0		
	Effective Date:	08/01/2015	Revision Date:	08/01/2015
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – OS X How do I sync Mac Mail with my Wilkes email?				

Purpose

This guide details the steps to sync Mac Mail with a Wilkes email account.

Requirements

1. A computer with an internet connection running Mac OS X.
2. An active Wilkes account.

Notes

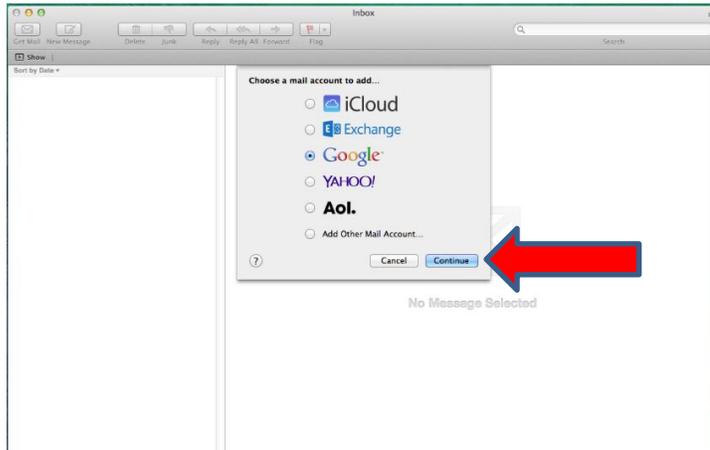
1. Wilkes email can always be accessed via the eWilkes website: <http://ewilkes.wilkes.edu>

Process

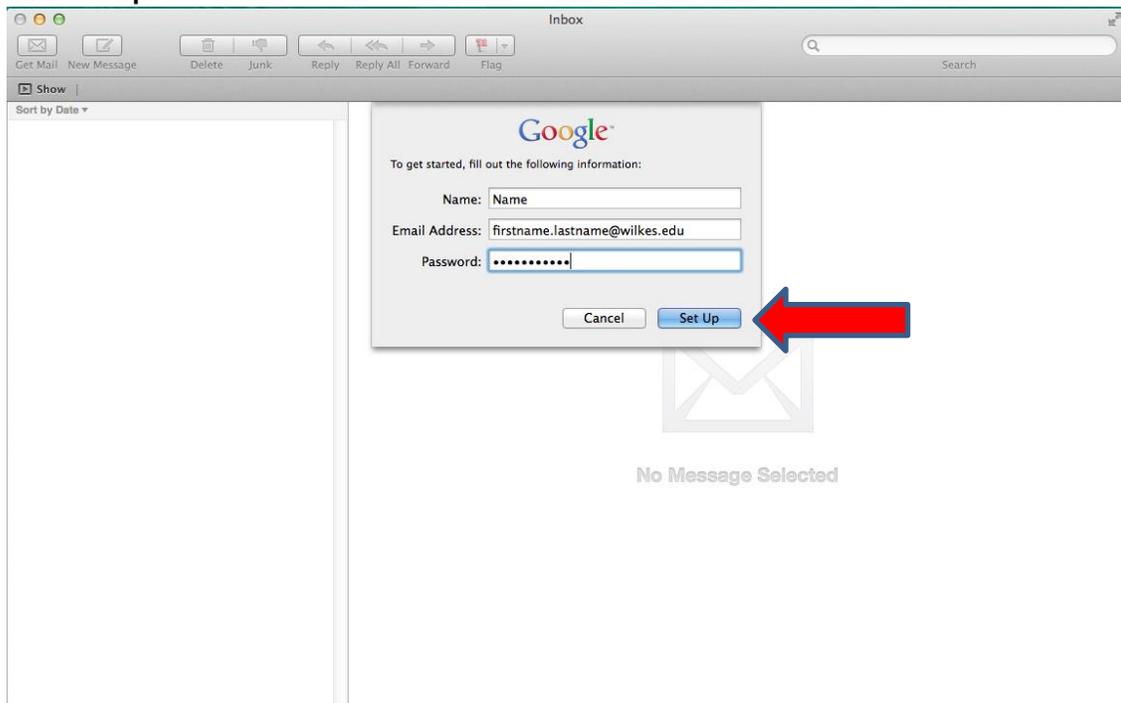
1. Open **Mac Mail** by clicking the icon on the dock or in the Applications folder.
2. **Choose a mail account to add:** choose Google and then click **Continue**.
 - a. Note: if you already have an email account synced to Mac Mail, you will need to do the following.
 - i. Select the **Mail** menu.
 - ii. Select **Preferences...**
 - iii. Select the **Accounts** tab.
 - iv. Click the + sign to add a new account.



	Revision:	1.0		
	Effective Date:	08/01/2015	Revision Date:	08/01/2015
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – OS X How do I sync Mac Mail with my Wilkes email?				

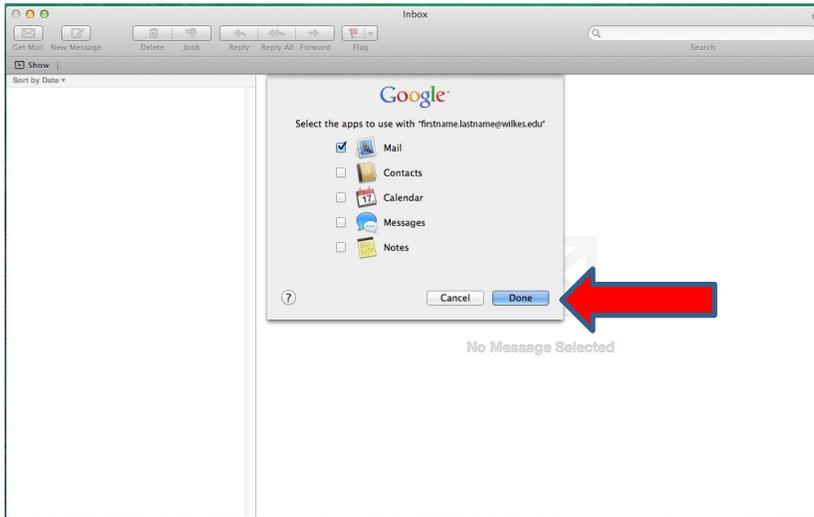


3. **Name:** enter your name.
4. **Email address:** enter your Wilkes email address.
5. **Password:** enter your Wilkes password.
6. Click **Set Up**.



7. Select the apps that you would like to use with your Wilkes email account and then click **Done**.

	Revision:	1.0		
	Effective Date:	08/01/2015	Revision Date:	08/01/2015
	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – OS X How do I sync Mac Mail with my Wilkes email?				



8. After clicking **Done** a mail box will appear, syncing all existing emails.

