	Revision:	1.0		
WILKES	Effective Date:	08/01/2015	Revision Date:	08/01/2015
UNIVERSITY	Last Revised by:	Help Desk	Document Owner:	Help Desk
FAQ – OS X How	do I sync Mac Mail wit	h 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.

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

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	≪ ⇒ ₩ +	Q )
Get Mail New Message Delete Junk Reply I	Reply All Forward Flag	Search
Show		
Sort by Date *	Cocie   Name:   Name:   Name:   Inami:   Inami: </th <th>selected</th>	selected

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

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000	Inbox	Ka.
Get Mail New Message Delete Junk Reply	Reply All Forward Flag	Q. Search
E Show		
D Show   Bort by Date *	Coogle Select the apps to use with firstmane.lastname;wilkes.edu	Selected

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

●	No Mailbox Selected	
		Q
Get Mail New Message	Delete Junk Reply Reply All Forward Flag	Search
Hide   Inbox (1) Ser	sort by Date ▼	
Flagged 9		
Sent		
All Mail 3867		
SMART MAILBOXES		
GOOGLE 3866		
		No Message Selected
MAIL ACTIVITY		
Incoming Massages		
Norming Messages		
2236 of 4299		
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