Wilkes University

FAQ – HOW DO I SYNC MAIL (MAC OS) WITH MY WILKES EMAIL?

Purpose

- This guides outlines the steps to sync Mail (Mac OS) with a Wilkes Email account

Requirements

- Computer running Mac OS
- Active Wilkes Account
- Active internet connection

Notes

- Wilkes email can always be accessed via https://portal.wilkes.edu or https://ewilkes.wilkes.edu

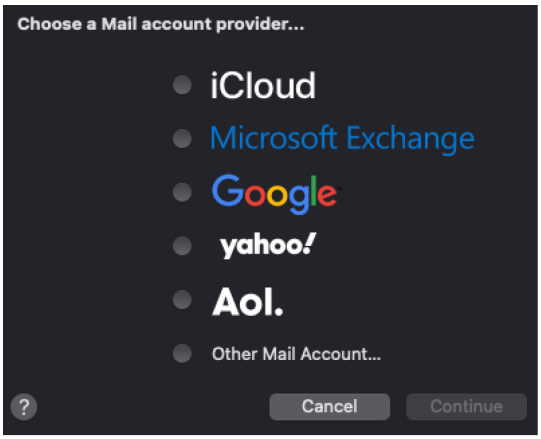
Process

1. Open **Mail** by clicking on the icon on the dock or in the **Applications** folder

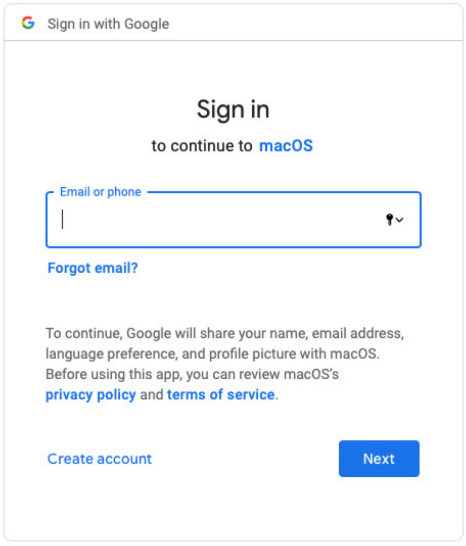
2. When prompted to **Choose a Mail account provider**, choose **Google** and click **Continue**

    a. Note: if you already have any email account synced to Mail, you will need to complete the following:

        i. Select **Mail** in the menu bar
        ii. Choose **Add Account**



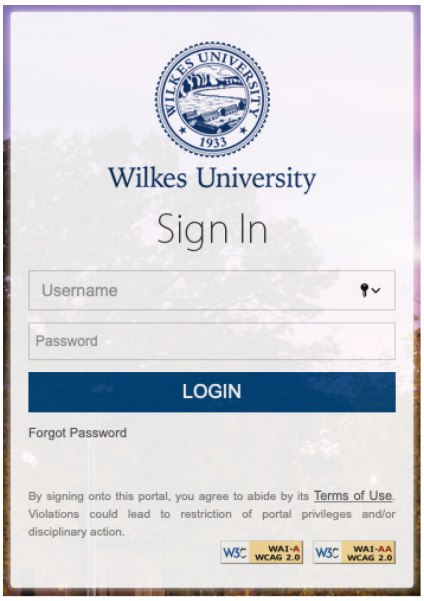
3. Enter your full Wilkes email address (**including @wilkes.edu**), then click **Next**



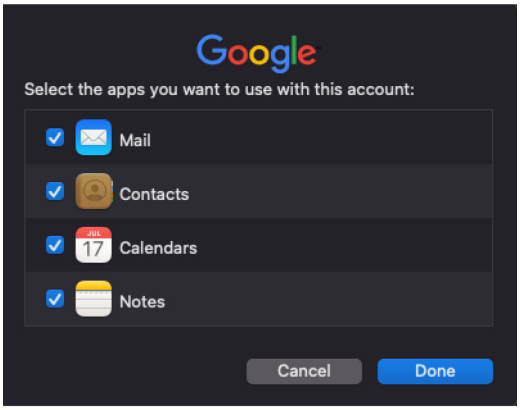
Wilkes University

FAQ – HOW DO I SYNC MAIL (MAC OS) WITH MY WILKES EMAIL?

4. **Sign in** using your username and password (**without @wilkes.edu**)



5. **Answer** your security questions

6. Click **Allow**

7. Choose which apps you would like to sync with your Wilkes email and then click **Done**