Setting up Wofford Gmail in Apple Mail:

1. Click on Apple Icon → System Preferences → Internet Accounts

2. At the bottom click **Add Other Account**

3. Now select **Mail Account**

4. Enter your name, email address, and password. Click **Sign In** (However this won’t sign you in)
5. The initial sign-in will fail and prompt you for more information. Set the incoming and outgoing mail servers as **imap.gmail.com**, then sign in again.

6. Your account will now display as a valid Internet Account

7. Close Internet Account and open Apple Mail. Your mailbox will now be available: