Setting up VT E-mail on Apple Mail

When you open AppleMail for the first time it will ask you to setup an e-mail account as pictured above.

Fill in the 3 blank text boxes:

**Full Name:** Enter your name

**E-mail Address:** Enter your VT e-mail address [Your PID]@vt.edu

**Password:** Enter your password for your VT E-mail

Once everything is entered click on the continue button.

After you click on the continue button Apple Mail will try to auto configure settings. It will fail to find the e-mail server and will add another text box for a **Username** as pictured above. In the **Username** text box type in your VT E-mail address: *(PID@vt.edu)*. Once you’ve enter in the Username click on the **Continue** button. If the screen doesn’t change click on the continue button again, (you may have to click the Continue button more than once to progress to the next screen).
On the next screen that appears, it will ask you for your Incoming Mail Server settings. Input the settings as pictured above:

**Account Type:** IMAP

**Description:** Can be named anything, for the example pictured above I named the e-mail account VT Gmail.

**Incoming Mail Server:** imap.gmail.com

**Username:** Enter your VT e-mail address (PID@vt.edu)

**Password:** Enter the password for your VT e-mail account.

Once all of the information is entered click on the **Continue** button.

Next it will ask for the Outgoing Mail Server settings Input the settings as in the picture above:

**Description:** Leave blank

**Outgoing Mail Server:** smtp.gmail.com

Check the box next to: **Use only this server**

Check the box next to: **Use Authentication**

**Username:** Your VT e-mail address (PID@vt.edu)

**Password:** Enter your VT email password

Once all of the information is entered click on the **Continue** button.
The last screen will display all of the settings you entered, if everything looks correct click on the **Create** button. If the settings were entered wrong click on the **Go Back** button to make changes.

After clicking on the Create button your e-mail will start to download, it may take a few minutes before you start to see messages appear in the inbox.