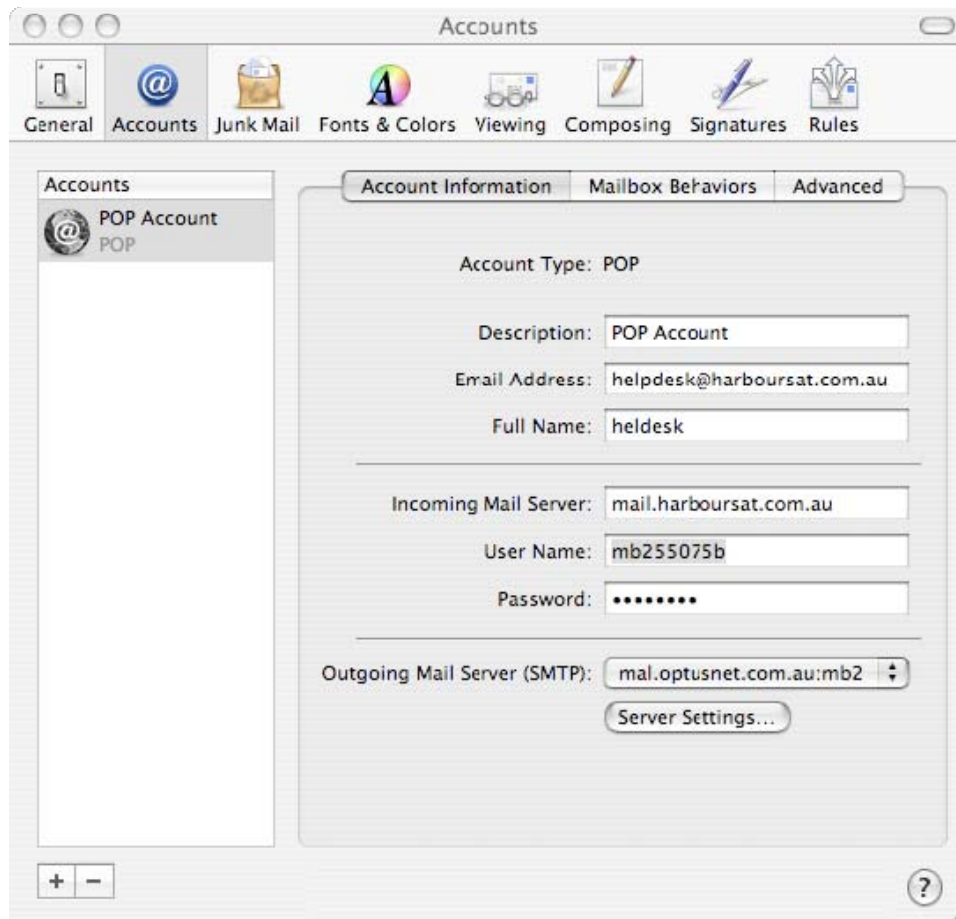


## Apple Mail 3.0 (Leopard)

### Changing to Gmail POP account

1. Open Apple Mail.
2. Click 'Mail,' and select 'Preferences...' from the drop down box.
3. Select Accounts from the options along the top of the page. The accounts page will appear as per screen shot example below.



4. In Enter your full email address ([helpdesk@harboursat.com.au](mailto:helpdesk@harboursat.com.au)) in the Email Address field.
5. Enter your full name in the Full Name field
6. Enter **pop.gmail.com** into the 'Incoming Mail Server' field.
7. Enter your full HarbourSat address in the 'User Name' field
8. Click on the Server Settings button
9. For Outgoing Mail Server enter 'smtp.gmail.com.au';
10. Tick the check box 'Use Authentication'
11. Enter your full HarbourSat email address in the 'User Name' field
12. Enter your password.

Outgoing Mail Server:

---

Check with your system administrator before changing any of the advanced options below:

Server port:

Use Secure Sockets Layer (SSL)

Authentication:

User Name:

Password:

13. Delete the entry in the Outgoing Mail server and replace it with **smtp.gmail.com**
14. Tick the checkbox use Secure Sockets Layer (SSL)
15. Change the Server port number to **465**.
16. Ensure that the Authentication field is set to Password
17. Delete the contents of the User Name field
18. Enter your full email address in the User name field
19. Delete the contents in the password field
20. Enter your new password in the Password field.
21. Your settings should look like the screen shot example below

Outgoing Mail Server:

---

Check with your system administrator before changing any of the advanced options below:

Server port:

Use Secure Sockets Layer (SSL)

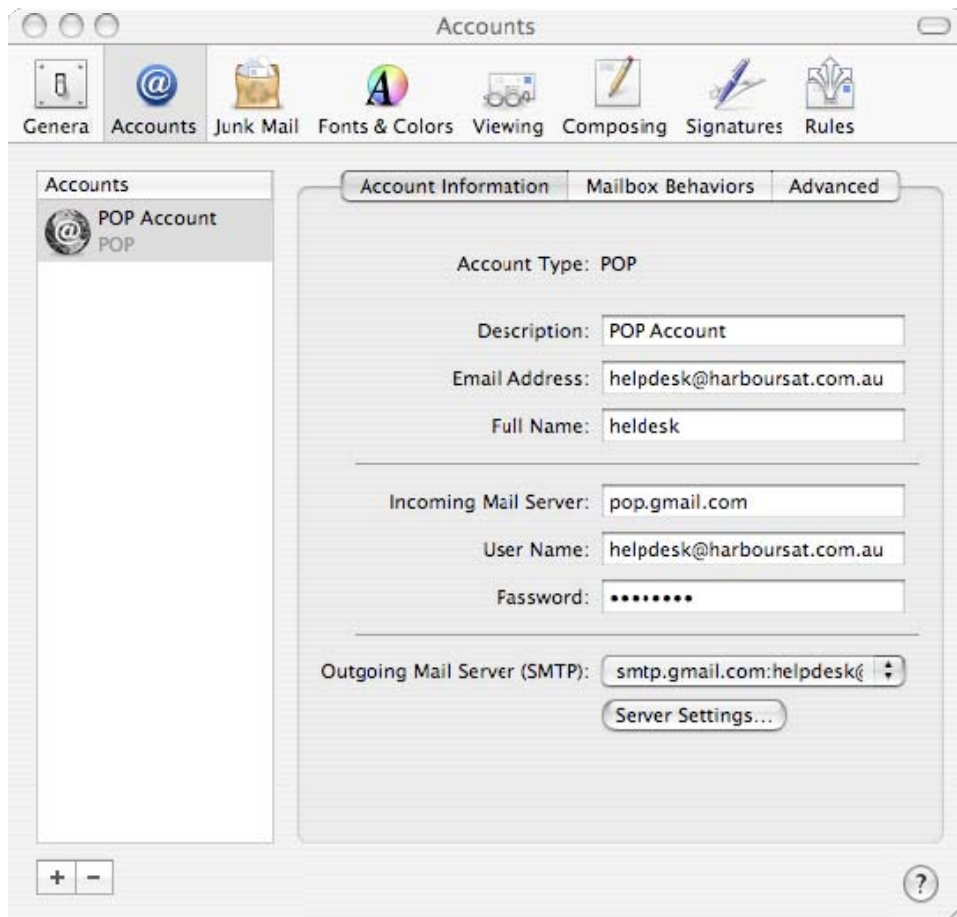
Authentication:

User Name:

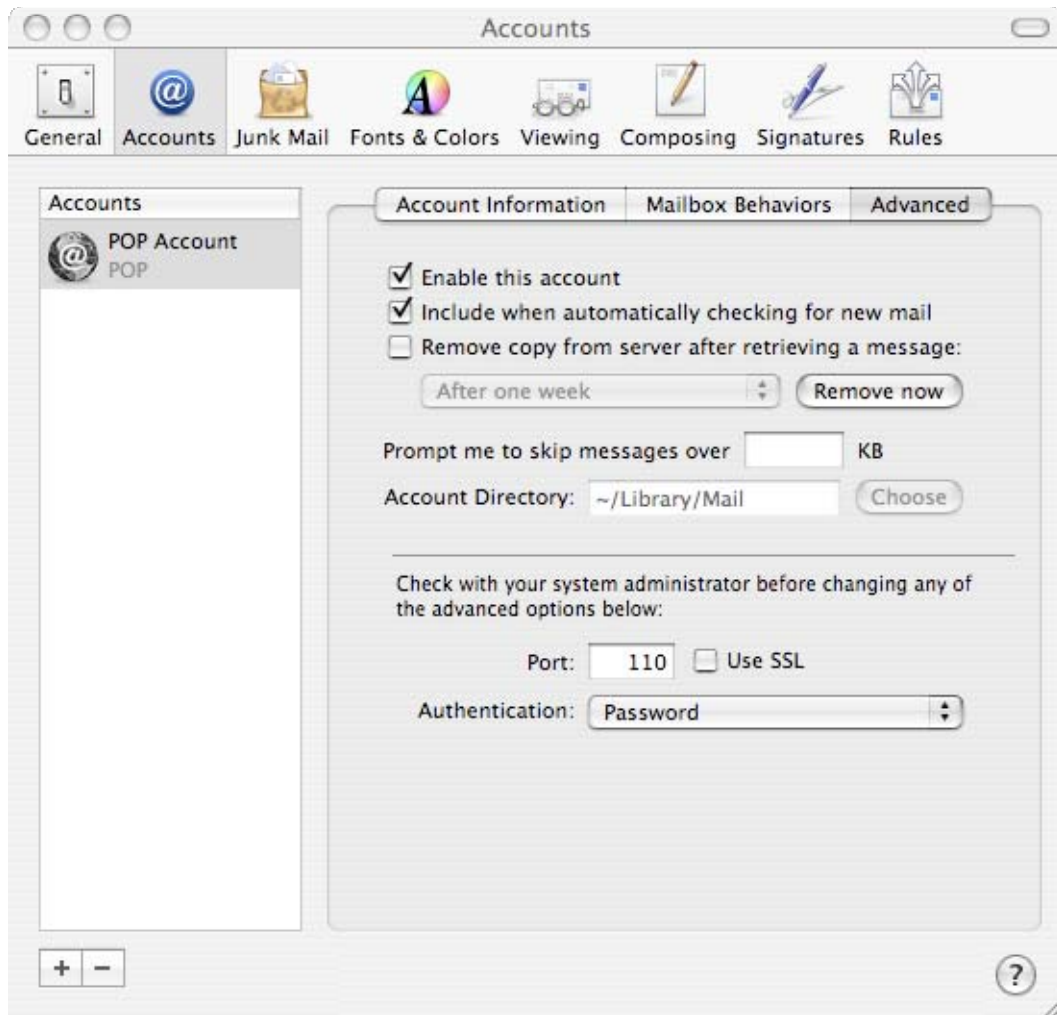
Password:

22. Click Ok.

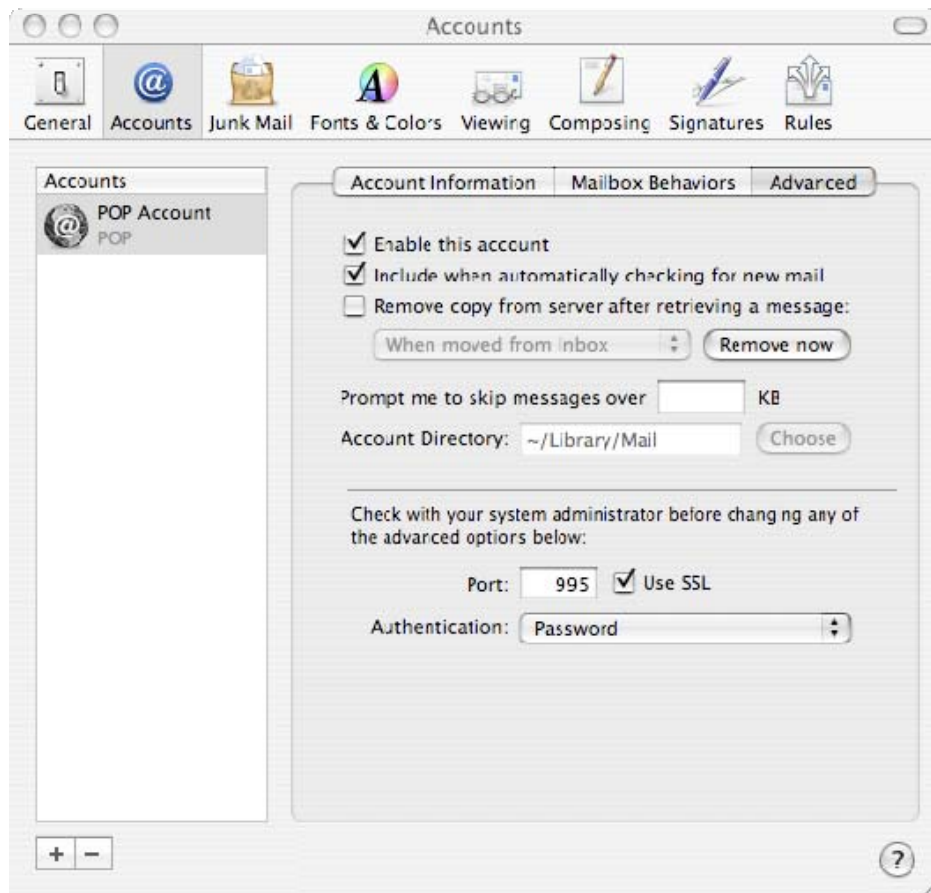
You will be returned to the accounts page as per screen shot example below;



23. Select the advanced tab on the top right of the accounts page. The following screen will appear.



24. Untick the checkbox for **Remove copy from server after retrieving a message**.
25. Tick the checkbox **Use SSL**. Ensure that the port number is set to **995**
26. Ensure that authentication field is set to **password**



27. Select the **General** Tab

28. A pop up box will appear as per screen shot example below;

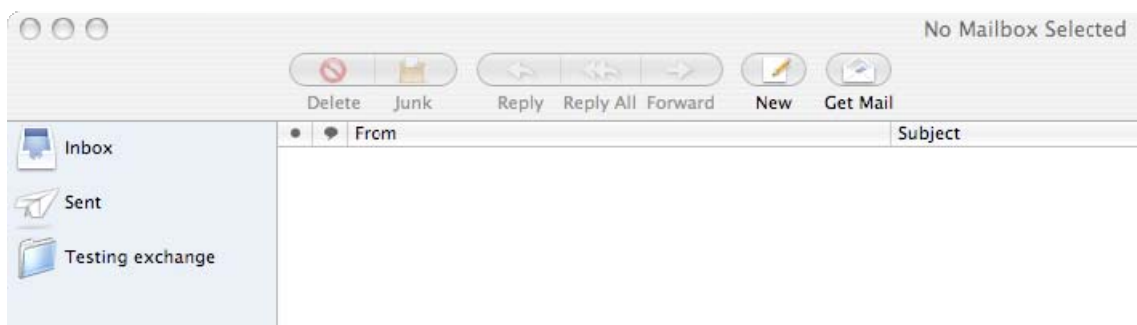


29. Click **Save**

30. Close the general box by clicking the red button in the top left hand corner.

31. You will be returned to the main Mail screen

32. Click the Get Mail option



**Congratulations** . You have successfully setup your email for Gmail.