

Apple Mail 3.0 (Leopard)

Creating a new Gmail POP account using Apple 3.0

1. Open Apple Mail.
2. Click 'Mail,' and select 'Preferences...'
3. Open the 'Accounts' tab, and click the plus sign (+) along the bottom to add a new account.



4. Select 'POP' in the 'Account Type' from the drop-down menu.
5. Enter your full name in the Full Name field.
6. Enter your full HarbourSat email address (username@harboursat.com.au) in the User Name field.
7. Enter your new password. Please ensure it is entered exactly as provided as this password is case sensitive.
8. Click Continue.

You will now see the incoming mail server page as per screen shot example below;

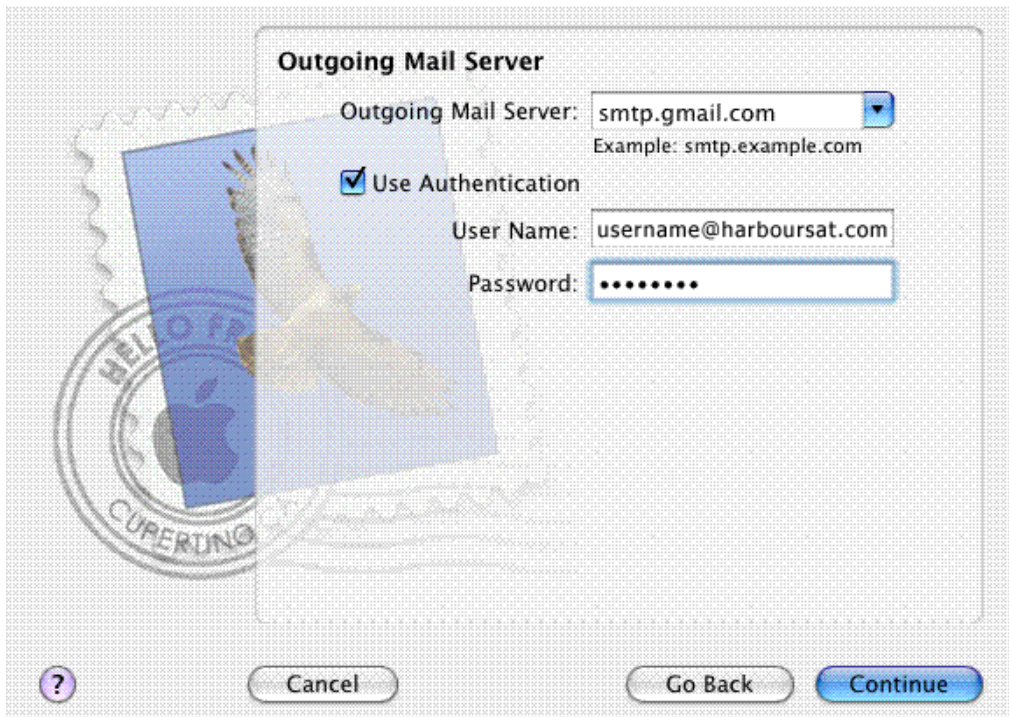


9. For Outgoing Mail Server enter **pop.gmail.com**
10. Tick the check box 'Use Authentication'



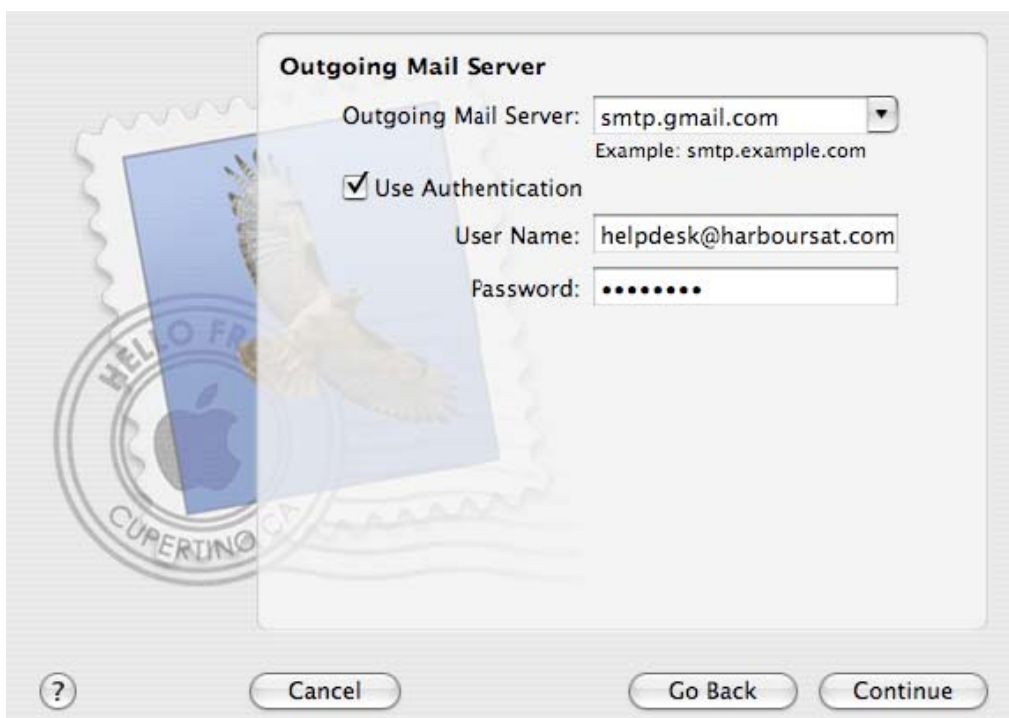
11. Enter your full HarbourSat email address in the 'User Name' field
12. Enter your password.

13. Click **Continue**.
14. If setup is successful, you'll see the screen below.



15. Change the Outgoing Mail Server to **smtp.gmail.com**
16. Tick the **Use Authentication** checkbox
17. Delete the Username field contents
18. Enter your full email address in the Username Field.
19. Delete the contents of the Password field
20. Enter your new password. Please note to copy it exactly as written.

Your screen should now look like the screen shot example below;



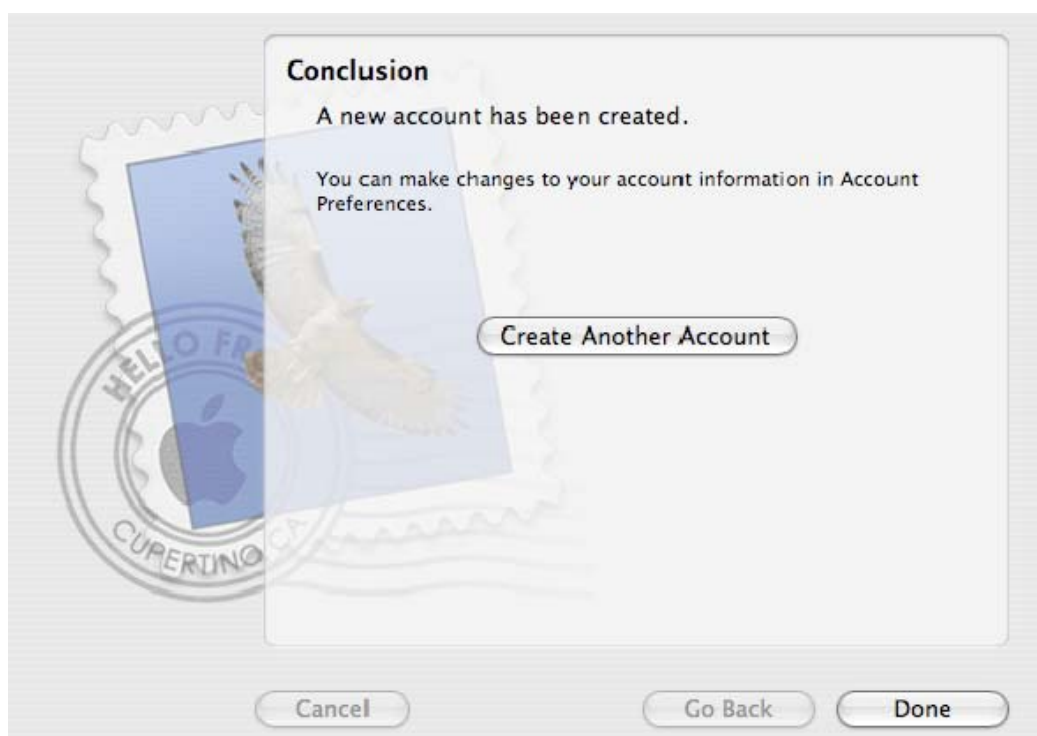
21. Click **Continue**.

An Account Summary page will now appear as per screen shot example below;



22. Click **Continue**.

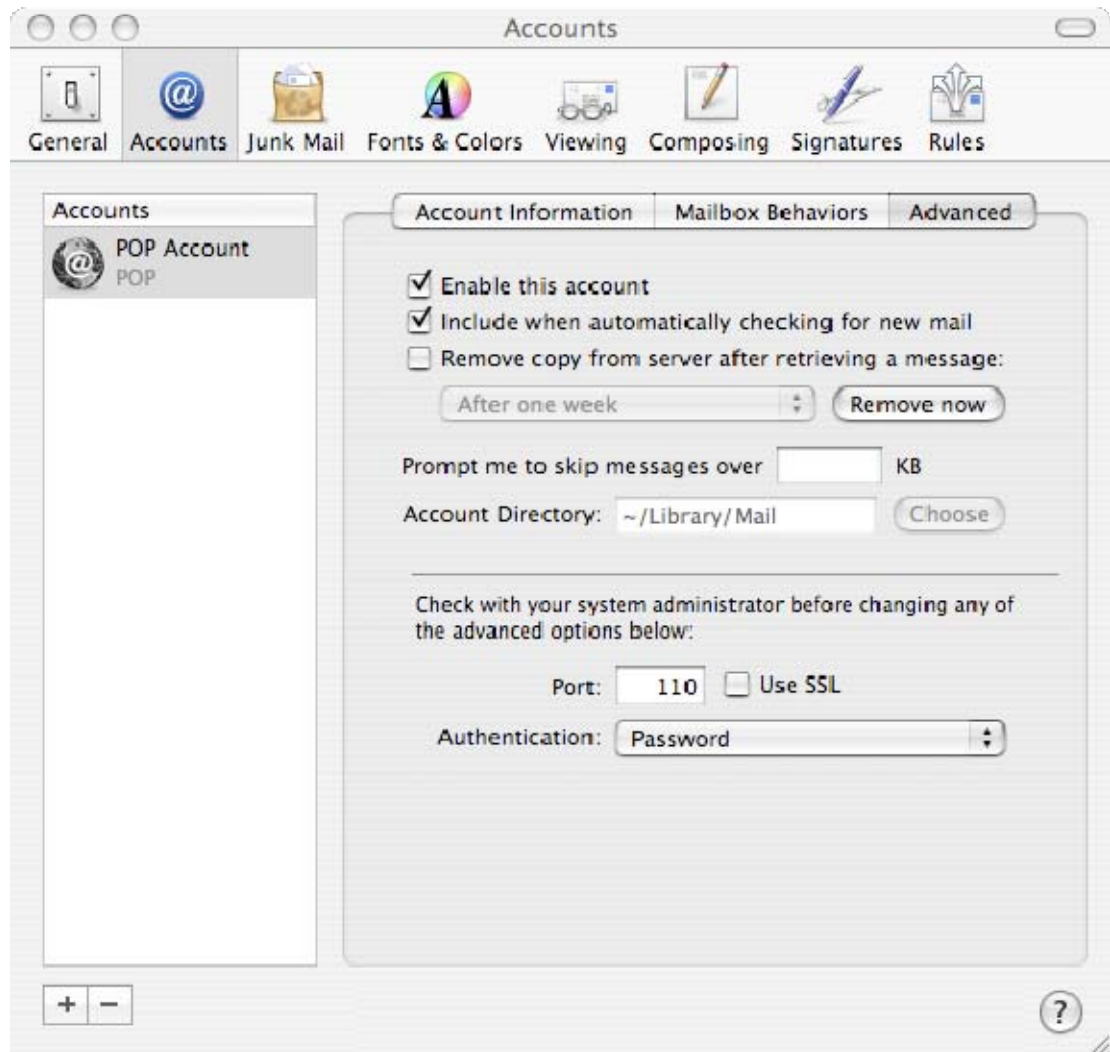
A conclusion screen will appear



23. **Click Done**

You will now be returned to the Accounts page.

24. Select the advanced tab. The following page will be shown.

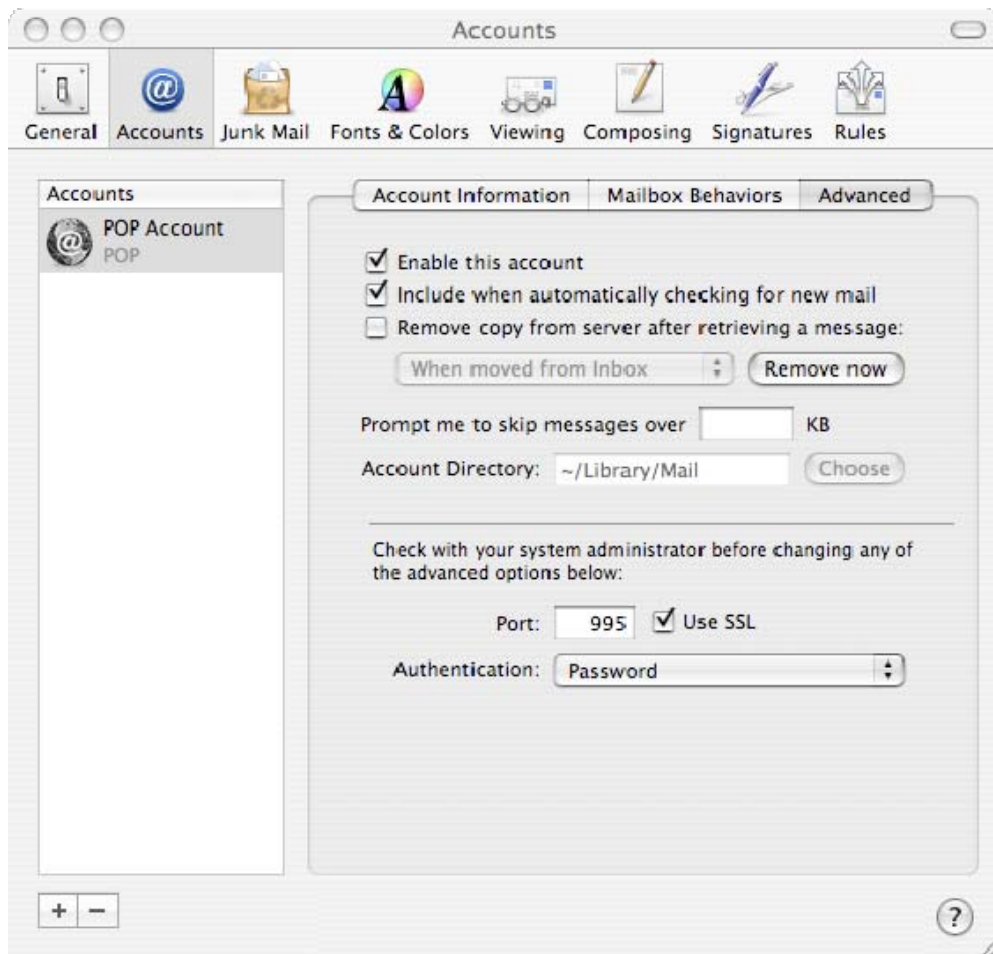


25. Untick the checkbox for **Remove copy from server after retrieving a message.**

26. Tick the checkbox **Use SSL**. Ensure that the port number is set to **995**

27. Ensure that authentication field is set to **password**

28. You will now be returned to the accounts screen as per screen shot example below;



23. Select the **General** Tab

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



25. Click **Save**

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

27. You will be returned to the main Mail screen

28. Click the Get Mail option

