MAC MAIL CLIENT

Following are instructions for configuring your Scripps GroupWise email account with the Mac mail client. This assumes that Mail has not yet been configured on the Mac.

SET UP A NEW ACCOUNT

1. If you don't already see the Mail icon in the dock, click on the Finder icon.
2. Double-click on Applications

3. Scroll down and double-click on the Mail icon

4. A 'Welcome to Email' screen will pop up > click Continue.
5. In the Add Account window, Enter your full name, your email address, and password > click Continue

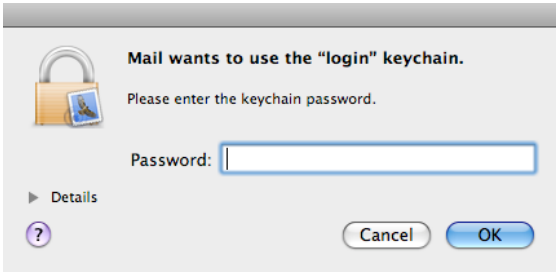
6. Select "IMAP" and type in Scripps Email as a description.

7. Type in the Incoming Mail Server: **imap.scrippscollege.edu**
8. Type in your GroupWise email username and password. Click Continue and it will check to make sure the computer has access to this mail server.

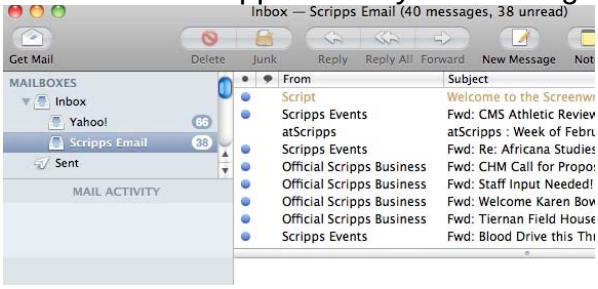
9. The Outgoing Mail Server for IMAP is: **authsmtp.scrippscollege.edu**. Check the boxes for 'Use only this server' and 'Use Authentication' and type in your GroupWise email username and password. Click Continue and it will check to make sure the computer has access to this mail server.

10. The Account Summary will appear to verify the information you have just entered > click Create

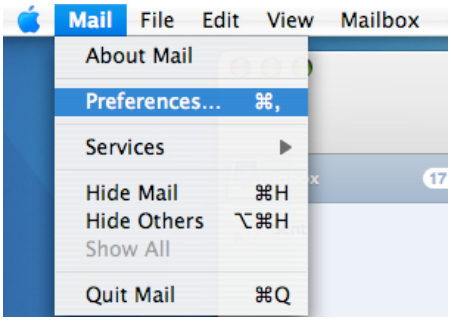
11. If you are using a Scripps campus computer, a window may pop up asking to unlock the keychain. Do NOT type in a password, just click OK to continue.

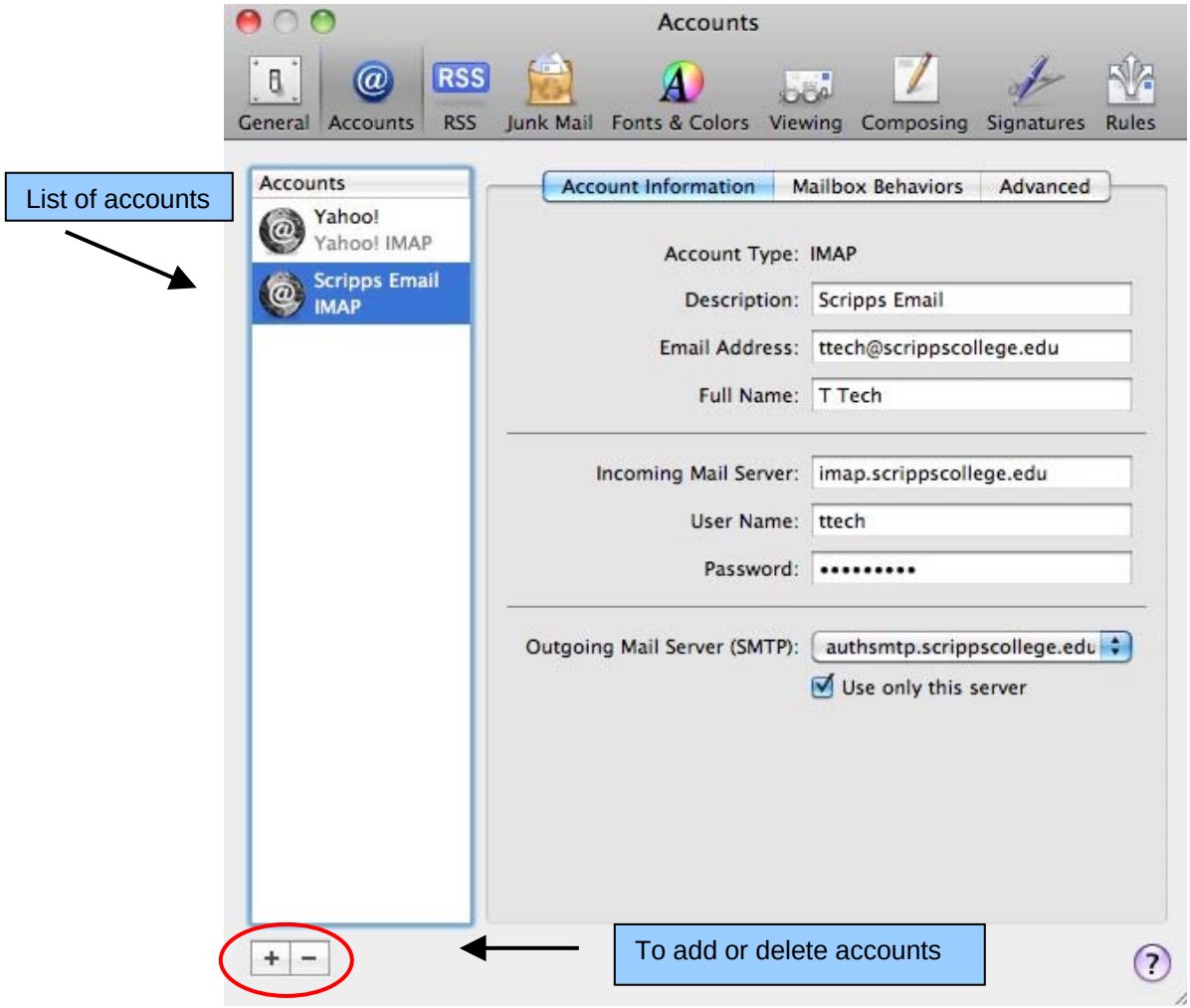


12. The Mail window mailbox should appear with your messages.



EDIT EXISTING ACCOUNTS



1. To view accounts configured with Mac Mail Client, go to Mail > Preferences.

2. Then click on the Accounts tab and the accounts will be listed on the left, and the information for whichever one is selected on the right.
   - Adding/deleting accounts can be done by clicking on the + or – buttons at the lower left of the screen.