



How do I add bMail to Apple Mail?

This guide will show you how to add bMail to Apple mail via IMAP.

BEFORE YOU START:

- **Check your bMail account settings**

Please use [this article](#) to check if your current account is POP3 or IMAP

If it is POP3, do not delete the account nor change its server settings. Instead, follow the directions below to add a secondary, IMAP mail account that will receive all new incoming mail.

- **Set a Google Key**

If you have not already created a Google Key, do so now by following [this article](#). You will need the key to complete the steps in this article.

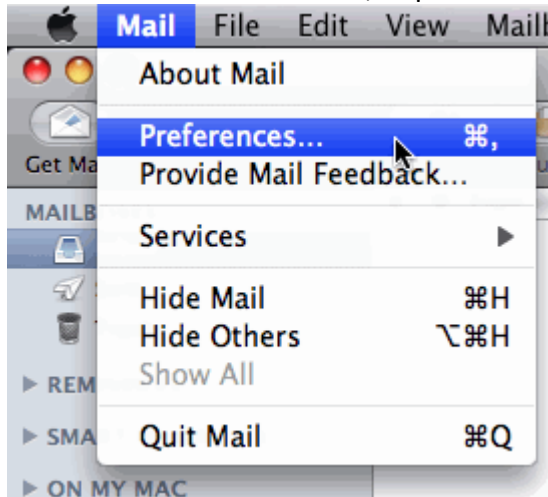
- **Enable IMAP**

Before you can setup Apple Mail, you will need to enable IMAP in your bMail settings. For instructions please click [here](#).

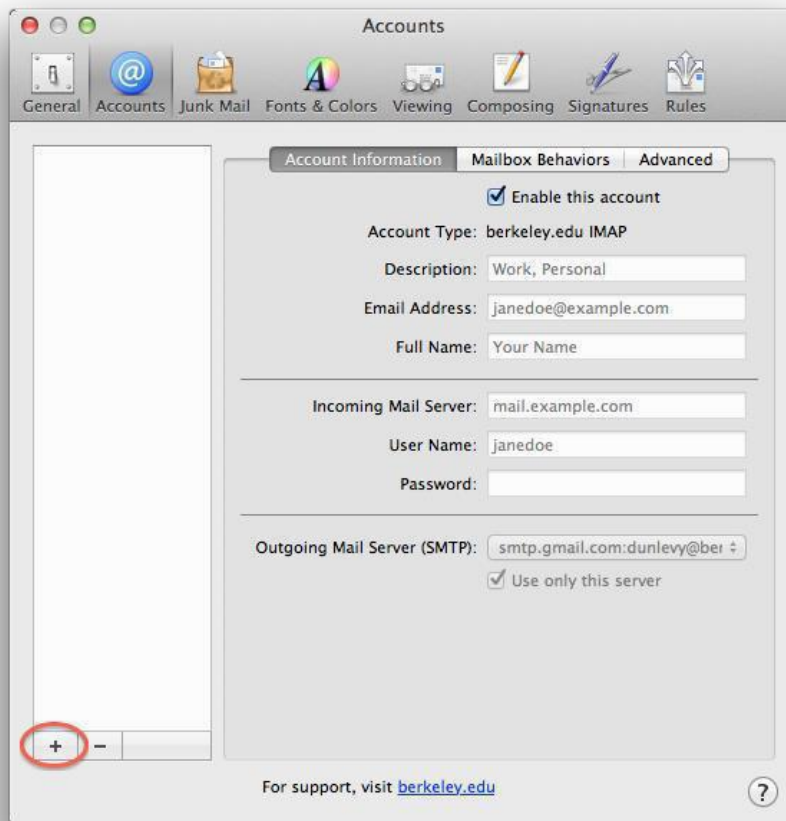
Adding your bMail to Apple Mail

Step 1: In the Menu bar, click “Mail,” then “Preferences.”

NOTE: If you have not setup an account on Apple Mail/your device before, and you see a “Welcome to Mail” window, skip ahead to **Step 3**.



Step 2: In Accounts, click the plus (+) sign at the bottom left corner.



Step 3: Choose “Add Other Mail Account” (and not the Google preset) and Continue.

Choose a mail account to add...

- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Add Other Mail Account...



Step 4: Enter your account details and use the Google Key you created in the password box.

Add a Mail Account

To get started, provide the following information:

Full Name:

Email Address:

Password:

Step 5: Enter the following data in the **Mail Server** box: **imap.gmail.com** then click Next.

Incoming Mail Server Info

Account Type: IMAP POP

Mail Server:

User Name:

Password:

Step 6: The ensuing dialog box should already contain the information. If not, enter **993** as the port number and the SSL box should be checked. Click Next when done.

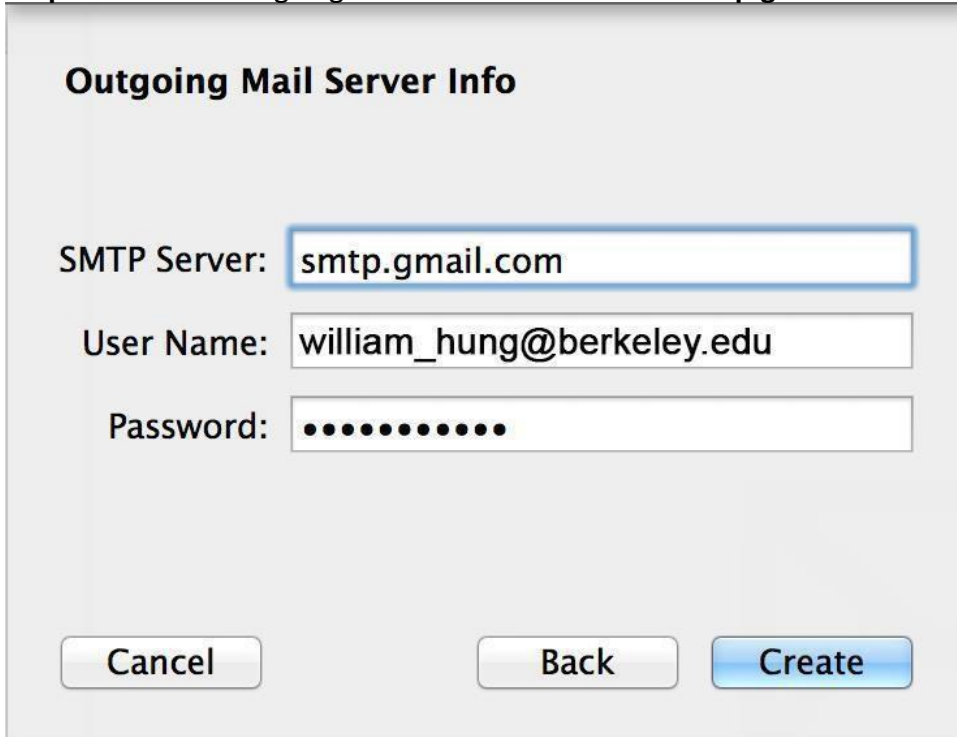
Incoming Mail Server Info

Path Prefix:

Port: Use SSL

Authentication:

Step 7: Enter the outgoing server information with – **smtp.gmail.com** – then click Create.



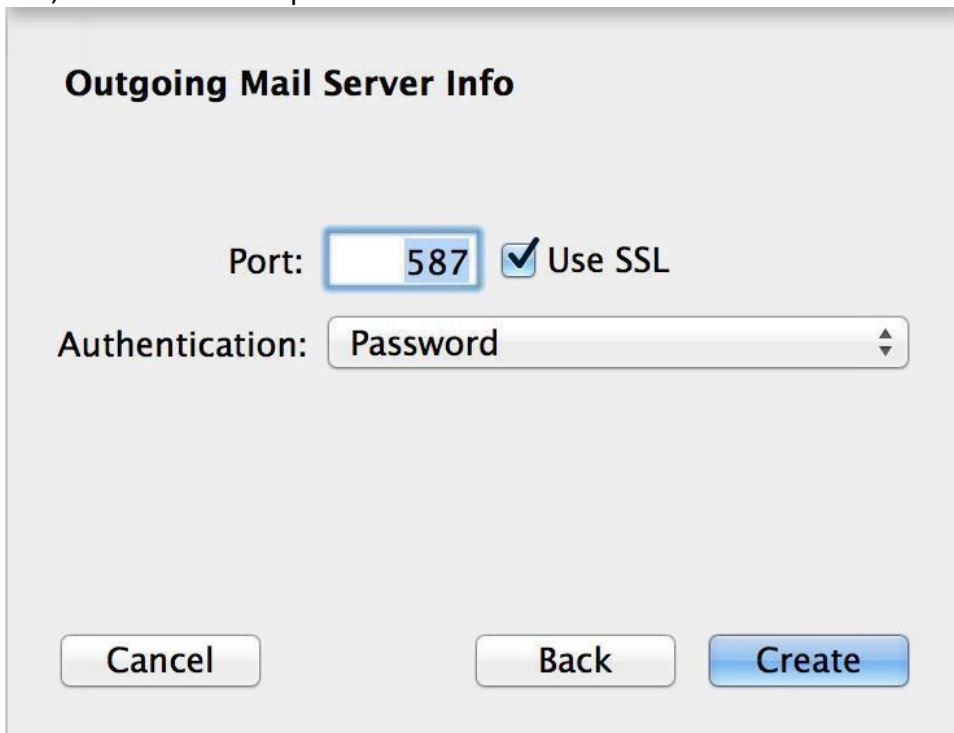
Outgoing Mail Server Info

SMTP Server:

User Name:

Password:

Step 8: If this dialog box below shows up, it should already contain the following information. If not, enter **587** for the port number and the SSL box should be checked. When done, click Create.



Outgoing Mail Server Info

Port: Use SSL

Authentication:

Step 9: AA Account Summary dialog box should appear confirming that your new account has been created. Click Create and your inbox should begin populating with your bMail.

