# 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:**
>
> - **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. Instructions can be found here.

Step	Procedure
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**.
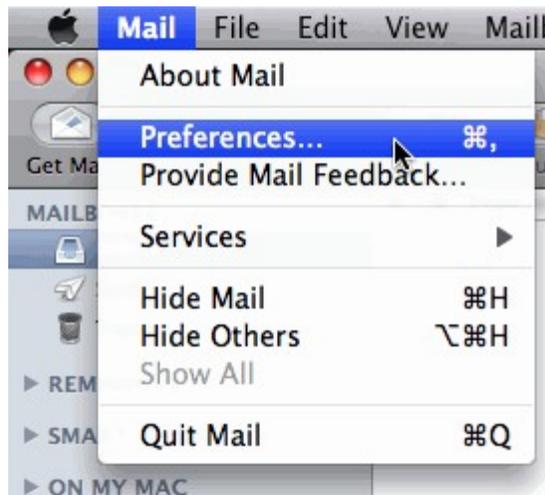
Step	Procedure
2	In Accounts, click the plus (+) sign at the bottom left corner.
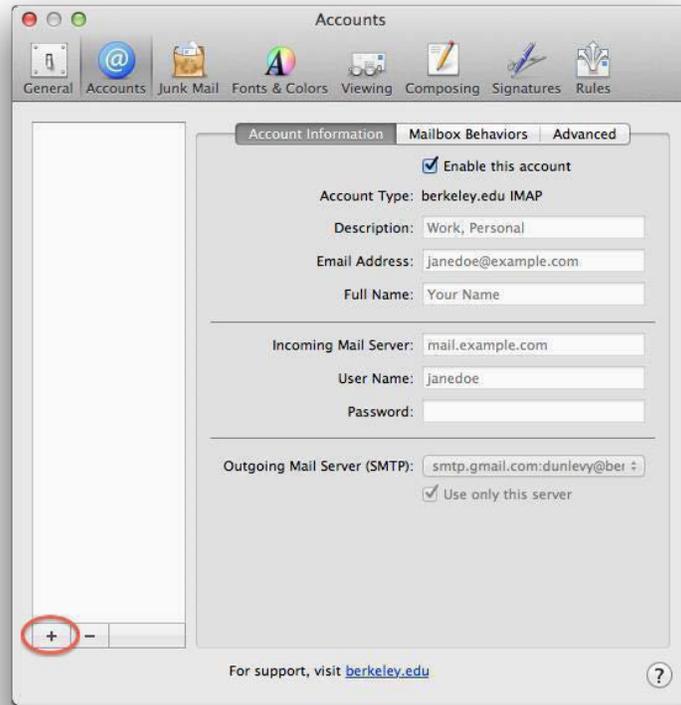
Step	Procedure
3	Choose "Add Other Mail Account" (and not the Google preset) and Continue.

Step	Procedure
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: William Hung

Email Address: william_hung@berkeley.edu

Password: ●●●●●●●●●●● ← *enter Google Key here*

Cancel   Create

Step	Procedure
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: imap.gmail.com

User Name: william_hung@berkeley.edu

Password: ●●●●●●●●●●●

Cancel   Back   Next

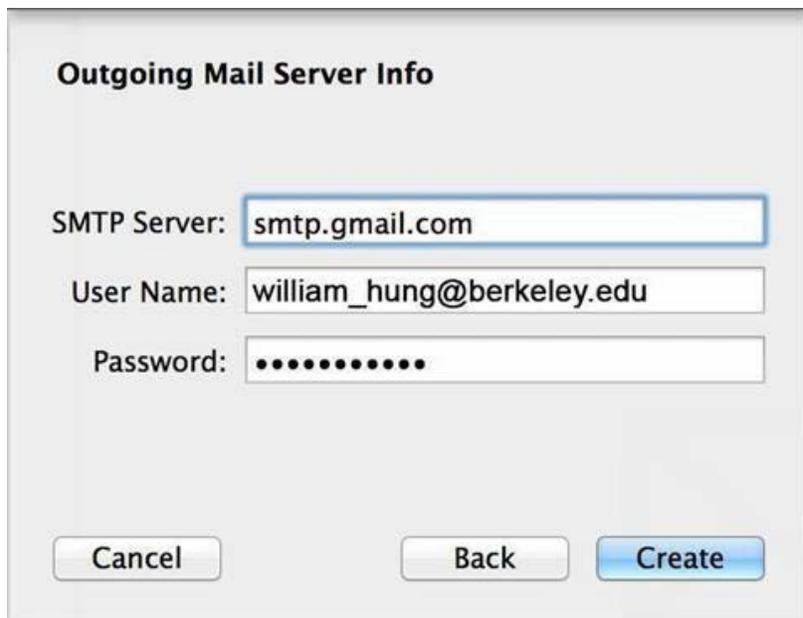| Step	Procedure
6	The ensuing dialog box should already contain the information. If not, enter 993 as the port number and the SSL box should be checked. Click Next when done.
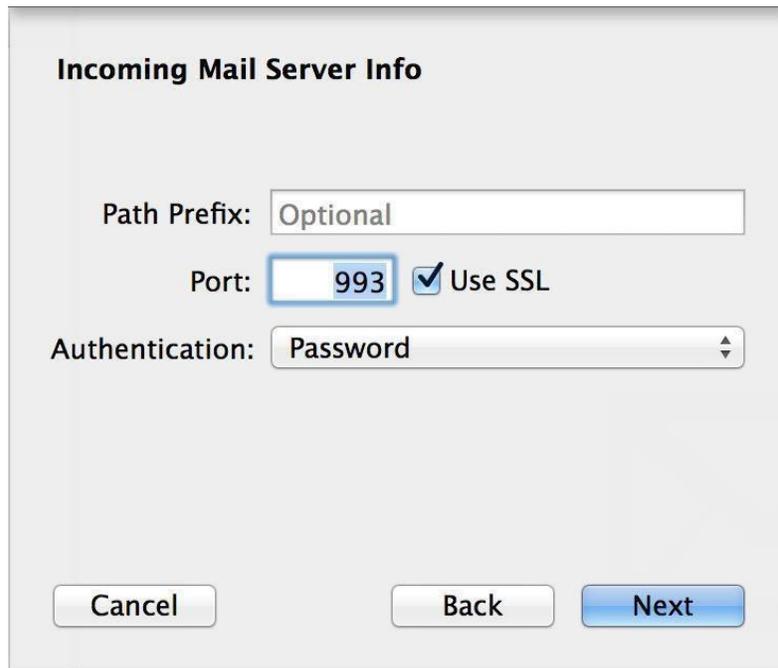
Incoming Mail Server Info

Path Prefix: [Optional]

Port: [993] ☑ Use SSL

Authentication: [Password ▼]

[Cancel] [Back] [Next]

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

Outgoing Mail Server Info

SMTP Server: [smtp.gmail.com]

User Name: [william_hung@berkeley.edu]

Password: [•••••••••••]

[Cancel] [Back] [Create]

Step	Procedure
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: 587 ☑ Use SSL

Authentication: Password ▲▼

Cancel   Back   Create

Step	Procedure
9	An 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.

Welcome to Mail

Account Summary

Account Oes<rlptlon: bMail
Full Name: Wifliam Hung
Email Address: william_hung@berkefey.edu
Ust.r Name: wiliam

Incoming Mall Server: imap.gmail.oom
SSL: on

Outgoing Mall Server: smtp.gmail.com
SSL: on

S'Take account online

Cancel   Go Back   Create