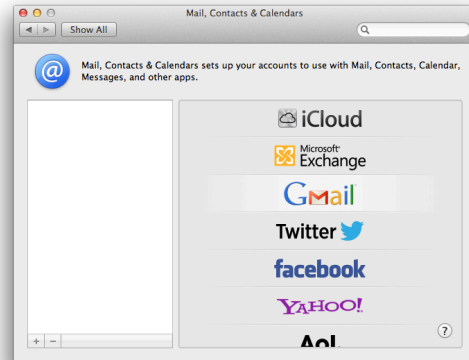


## How to Access Nmail on your Macintosh Computer

Nmail is normally accessed via a web browser. However, if you wish to access Nmail via your Macintosh **Mail** application, please follow the directions in this document. No support will be provided for accessing Nmail via the Mail app except through this document.

Launch **System Preferences** and click on **Mail, Contacts & Calendars**.

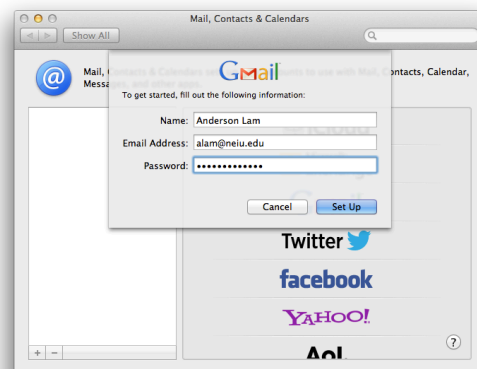
1. Click on **Gmail**.



2. Enter your credentials. For your E-mail, enter your username in the following format:

[username@neiu.edu](#)

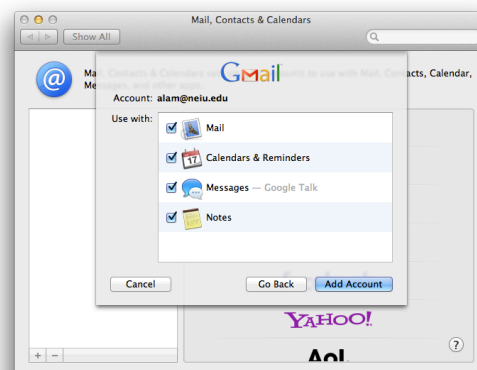
Click on the **Set Up** button to continue.



3. In the following window, click on the **Add Account** button.

You may receive an error message stating **“Mail couldn’t discover the account settings for the Mail server “neiu.edu”**.

Click on the **Continue** button to continue.



- The **Mail** app will automatically launch and the **Welcome to Mail** window will appear. Enter your credentials.

As you did before, enter your username in the following format for your Email Address entry:

**username@neiu.edu**



- The next window will ask you to enter your **Incoming Mail Server** settings.

- Account Type: IMAP
- Incoming Mail Server: imap.gmail.com
- User Name: username@neiu.edu
- Password: your account password



- For the **Outgoing Mail Server**, enter the following settings:

- Account Type: IMAP
- Outgoing Mail Server: smtp.gmail.com
- Use only this server: check
- User Authentication: check
- User Name: username@neiu.edu
- Password: your account password



At this point, the computer will ask you if you want to create the account. Click on the **Create** button to finish configuring the **Mail** application to access your **Nmail**.

## How to Change your E-mail Address

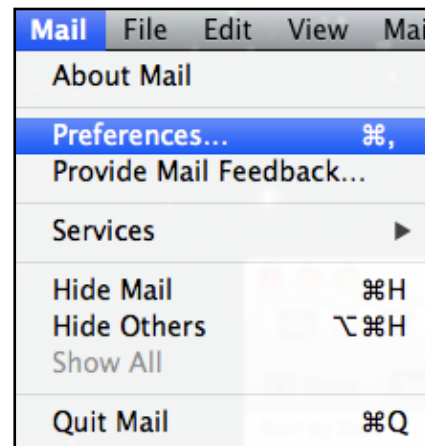
As you discovered, you used your [username@neu.edu](mailto:username@neu.edu) as your e-mail address to configure **Mail** to access your Nmail account. People can send you messages by addressing e-mail to either your [username@neu.edu](mailto:username@neu.edu) or your [e-mail-alias@neu.edu](mailto:e-mail-alias@neu.edu).

For example:

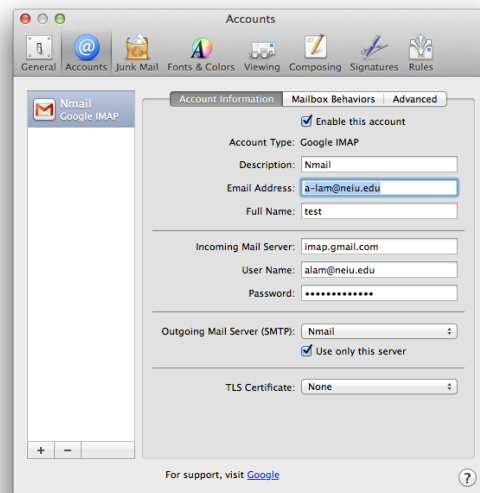
If your username is **jsmith** and your e-mail alias is **j-smith**, people can send you messages by addressing their email to either [jsmith@neu.edu](mailto:jsmith@neu.edu) or [j-smith@neu.edu](mailto:j-smith@neu.edu).

When you send e-mail to someone, your sender address appears as [username@neu.edu](mailto:username@neu.edu). If you prefer to set your sender address to show your e-mail alias, simply follow the steps below:

1. Launch **Mail**. Click on the **Mail** menu and select **Preferences**.



2. In the **Preferences** window, click on the **Accounts** tab located near the top left of the window.
3. Select your account on the left side of the window. On the right side, locate the **Email Address** field and enter your e-mail alias.

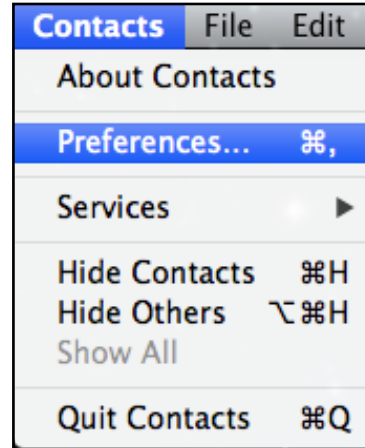


When you close the Preferences window, Mail will prompt you to save the changes. Click on the **Save** button to complete the changes.

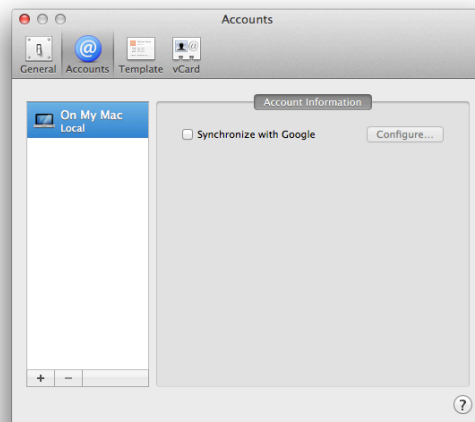
## How to Access your Contacts on your Mac

To access the contacts you had previously entered in Exchange and / or the contacts you have entered in Nmail, please follow the steps listed below.

1. Launch **Contacts**. Click on the **Contacts** menu and select **Preferences**.



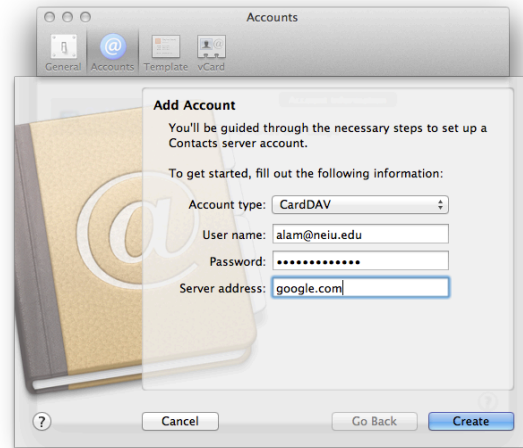
2. In the **Preferences** window, click on the **Accounts** tab located near the top left of the window.
3. Click on the “plus” button near the bottom right of the window to add an account.



4. Enter the following information:

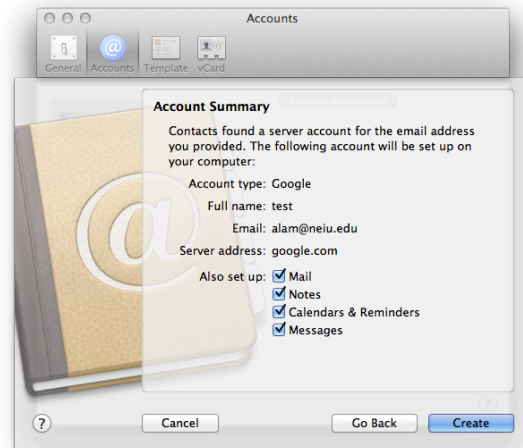
- Account type: CardDAV
- User name: [username@neiu.edu](mailto:username@neiu.edu)
- Password: *your password*
- Server Address: [google.com](http://google.com)

Click on the **Create** button to continue.



5. The **Contacts** app will now show you the Account Summary.

Click on the **Create** button to finish.



Your contacts in Nmail will now be accessible from both the **Contacts** and the **Mail** applications.

## Frequently Asked Questions

**1. If I delete an e-mail on my Mac, will it still show up in NEIUport?**

Any mail removed from the inbox in the **Mail** app will also be removed from NEIUport Nmail.

**2. I tried to follow the instructions but my password was not accepted.**

Nmail is based on Google's Gmail system. Please note that password synchronizations between NEIU and Google take place once per day at around 10:30 AM. Your new password on your Mac will be available for use after a synchronization session has been completed. The once-per-day synchronization only affects password use on Nmail e-mail clients such as the Mail application on your Macintosh computer. Newly changed passwords can be used immediately on Nmail via NEIUport and any other services which require a student to log in.

## Instruction Notes and Disclaimer

This information is provided "AS IS" without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. Any and all security precautions are the responsibility of the user. NEIU assumes no responsibility or liability for damage, loss of data, intrusion, fitness of connectivity, or other anomalies and occurrences.