

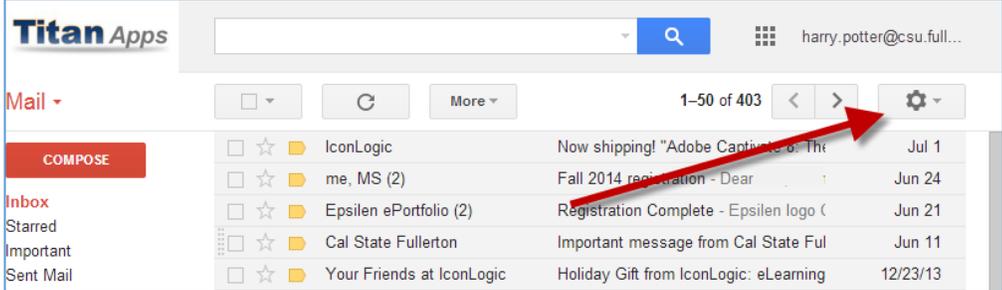
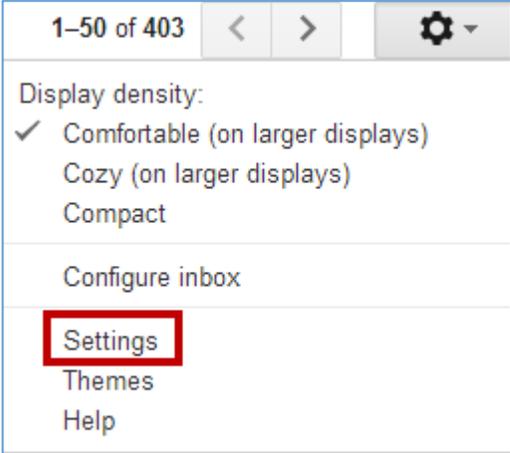
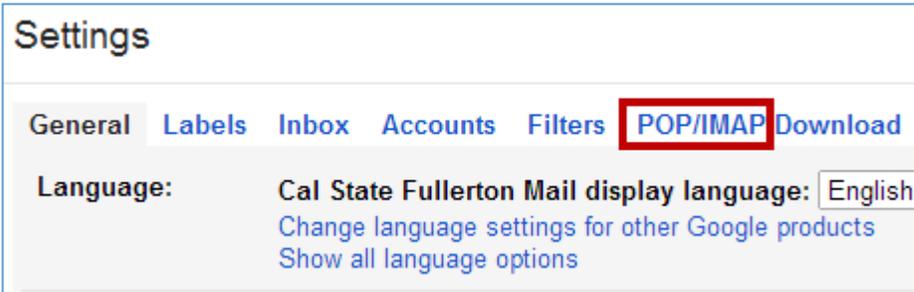
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Mac Mail (OSX Mavericks and below)

Please follow all three steps to correctly setup your student email on your Mac Mail app.

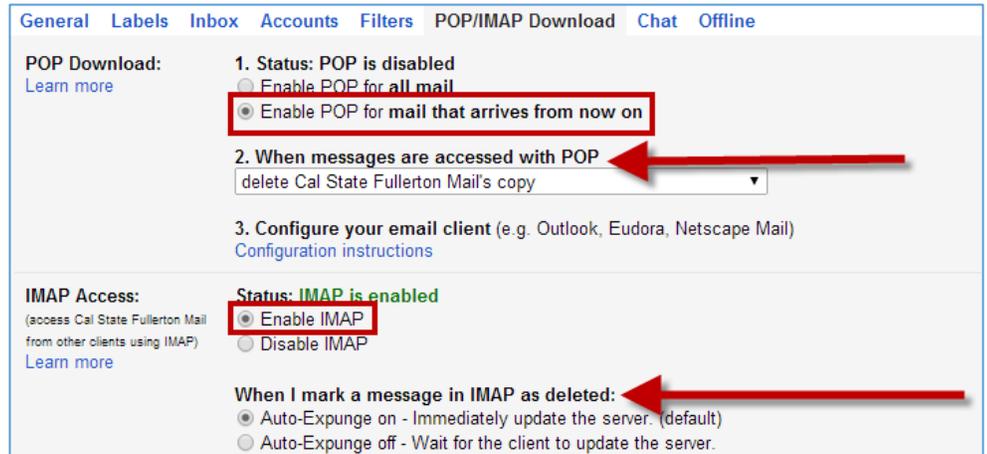
Step 1: Enable POP/IMAP on your Student Email Account

Steps	Images
<p>Step One</p> <p>Login to your CSUF student email account and click on the Settings icon () at the far right.</p>	 <p>The screenshot shows the Titan Apps email interface. At the top right, there is a settings gear icon. A red arrow points to this icon. The interface includes a search bar, a user profile for 'harry.potter@csu.full...', and a list of emails in the inbox.</p>
<p>Step Two</p> <p>Select Settings from the drop-down menu.</p>	 <p>The screenshot shows a dropdown menu with the following options: '1-50 of 403', navigation arrows, a gear icon, 'Display density:' (with sub-options: 'Comfortable (on larger displays)' which is checked, 'Cozy (on larger displays)', and 'Compact'), 'Configure inbox', 'Settings' (highlighted with a red box), 'Themes', and 'Help'.</p>
<p>Step Three</p> <p>Select the IMAP/POP menu.</p>	 <p>The screenshot shows the 'Settings' window with tabs for 'General', 'Labels', 'Inbox', 'Accounts', 'Filters', 'POP/IMAP' (highlighted with a red box), and 'Download'. Under the 'POP/IMAP' tab, the 'Language:' section shows 'Cal State Fullerton Mail display language:' set to 'English', with links for 'Change language settings for other Google products' and 'Show all language options'.</p>

Step Four

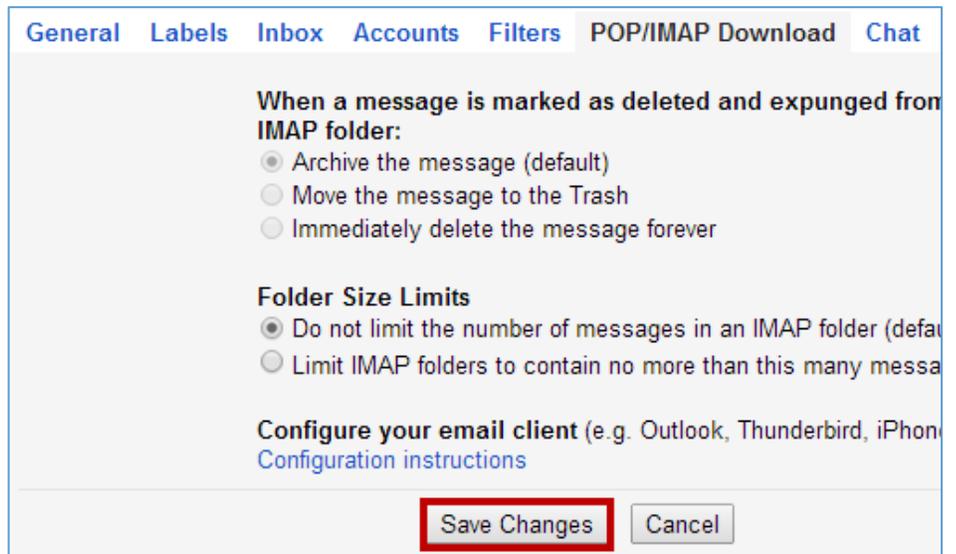
In the POP Download section, click **Enable POP for mail that arrives from now on**. In the IMAP Access section, click **Enable IMAP**.

NOTE: for both options you should decide what you want to happen with your deleted emails; that is, when you delete an email on your mobile device do you want the email to be deleted from your student email account, archived in your student email account, marked as read in your student email account, or left as unread in your student email account.

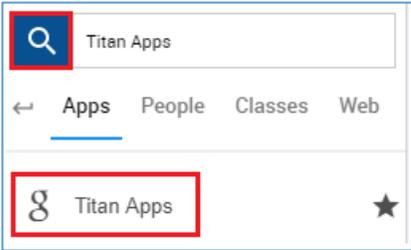
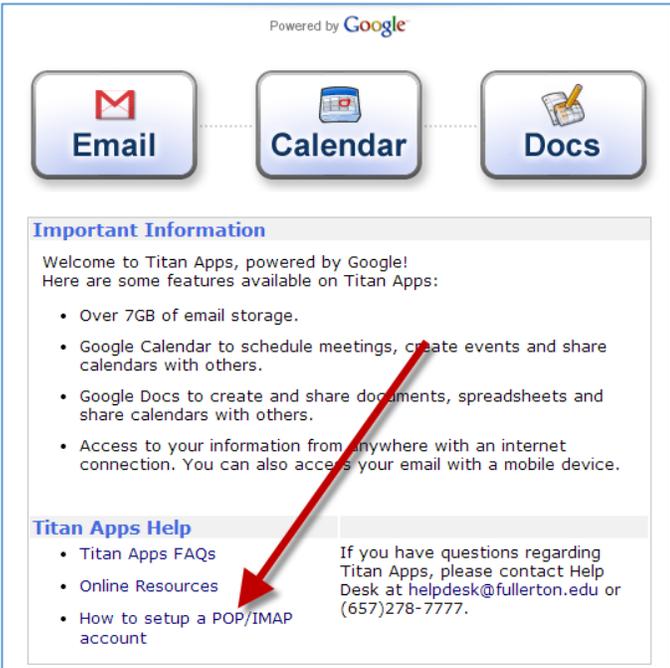
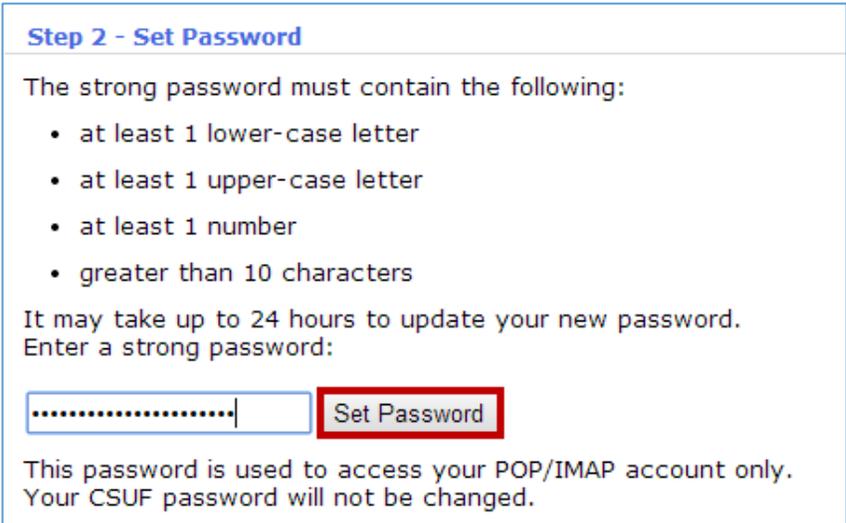


Step Five

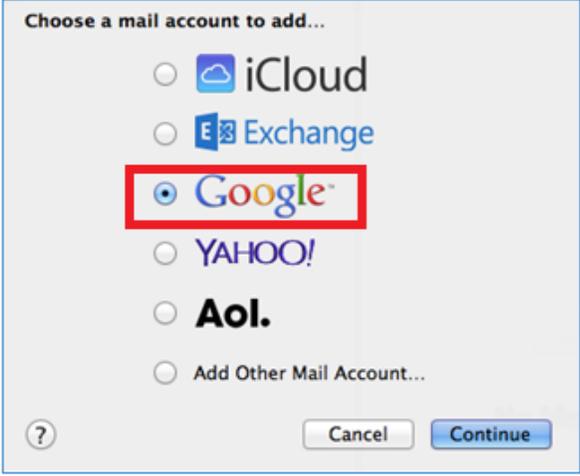
At the bottom of the POP/IMAP screen, click **Save Changes**.



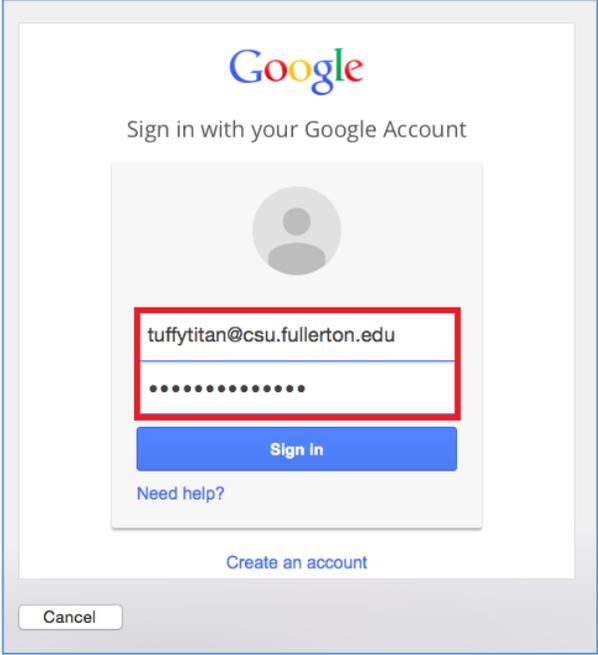
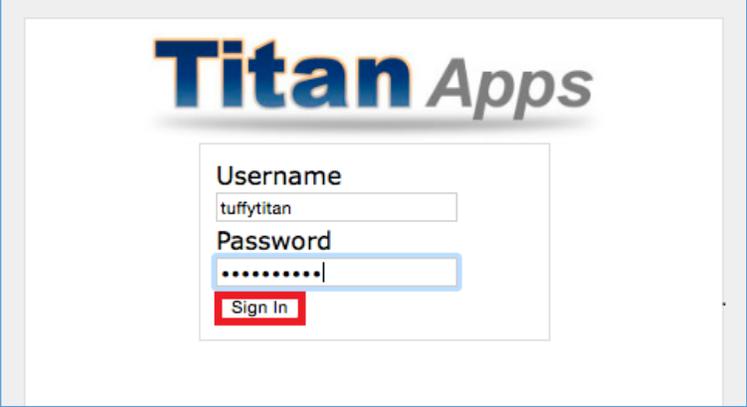
Step 2: Set a POP/IMAP Password

Steps	Images
<p>Step One</p> <p>Login to your Student Portal.</p> <p>On the search bar on the left hand side, search for Titan Apps and then click on the link.</p>	
<p>Step Two</p> <p>Click on How to setup a POP/IMAP account.</p>	
<p>Step Three</p> <p>In the <i>Step 2 – Set Password</i> section, enter a strong password that meets the listed requirements and then click Set Password.</p> <p>Note: The password you set may be the same as your current student email/portal password if you wish but note that this does not <i>change</i> your student email/portal password.</p> <p>Once the password has been set, it may take 10 minutes to 24 hours to update the system</p>	

Step 3: Add Your Student Email Account to Mac Mail app

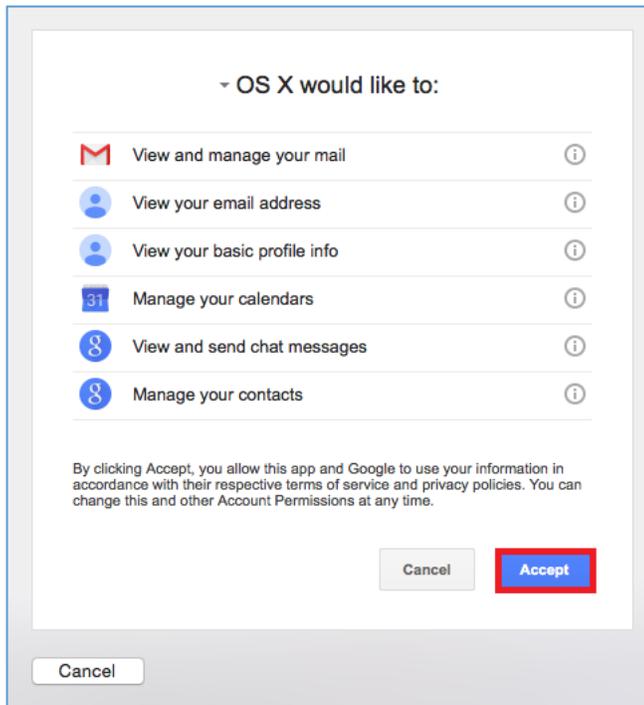
Steps	Images
<p>Step One</p> <p>If you are opening Mail for the first time, a window will appear to add an account. Choose the Google account and click Continue.</p> <p>NOTE: You can also add an account by clicking Mail and then choosing Accounts. Then, click on the + sign to add a new account.</p>	
<p>Step Two</p> <p>Enter your student email Information using your full @csu.fullerton.edu email address and the password you created in Part 2.</p> <p>Click Set Up to complete the setup. Once your account credentials are verified, it may take a moment for your emails (and calendar, contacts, etc.) to be synced to your device.</p>	

Mac Mail (OSX Yosemite and above)

Steps	Images
<p>Step One</p> <p>If you are opening Mail for the first time, a window will appear to add an account. Choose the Google account and click Continue.</p> <p>NOTE: You can also add an account by clicking Mail and then choosing Accounts. Then, click on the + sign to add a new account.</p>	
<p>Step Two</p> <p>Enter your student email Information using your full @csu.fullerton.edu email address.</p> <p>Click Sign In</p>	
<p>Step Three</p> <p>Log in using your campus username and password.</p> <p>Click Sign in.</p>	

Step Four

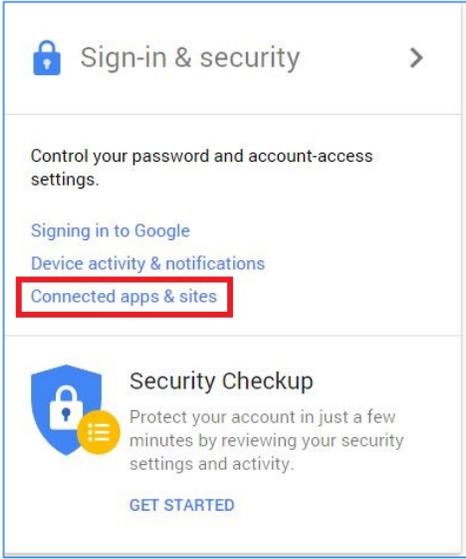
Click **Accept**.



Microsoft Outlook 2016

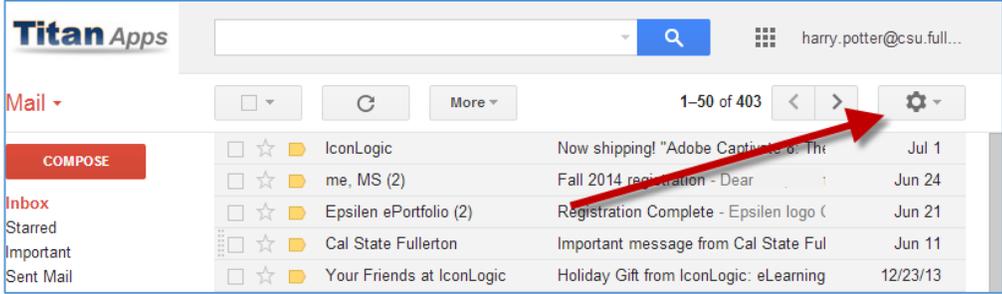
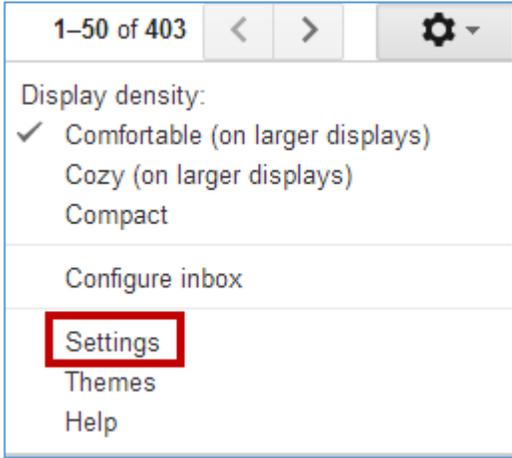
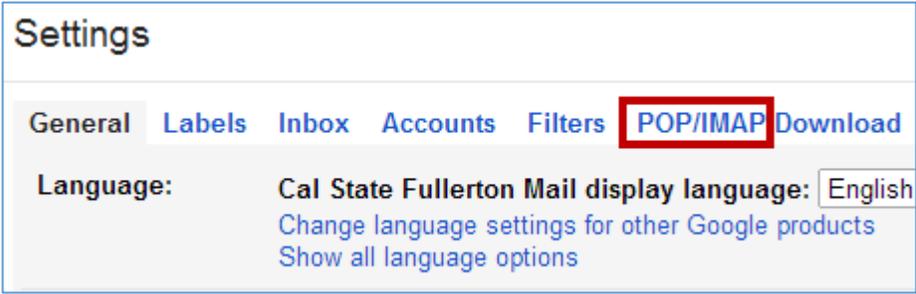
Complete First: Allow Less Secure Apps on your Student Email Account

Changes in Google's Policy means that you must enable this feature to connect your student e-mail to the Windows Mail app or Microsoft Outlook. To successfully add your email to Microsoft Outlook, please follow the steps below first before proceeding to the next steps.

Steps	Images
<p>Step One</p> <p>Log onto your Student Email. On the top right of your Student E-mail account, click on your user avatar and then click on My Account.</p>	
<p>Step Two</p> <p>In the Sign in & Security section, click on Connected apps & sites.</p>	
<p>Step Three</p> <p>Scroll down to the Connected apps & sites section and turn on the Allow less secure apps.</p>	 <p>Allow less secure apps: ON</p> <p>Some non-Google apps and devices use less secure sign-in technology, which could leave your account vulnerable. You can turn off access for these apps (which we recommend) or choose to use them despite the risks.</p>

Please follow all three steps to correctly setup your student email on your Mac Mail app.

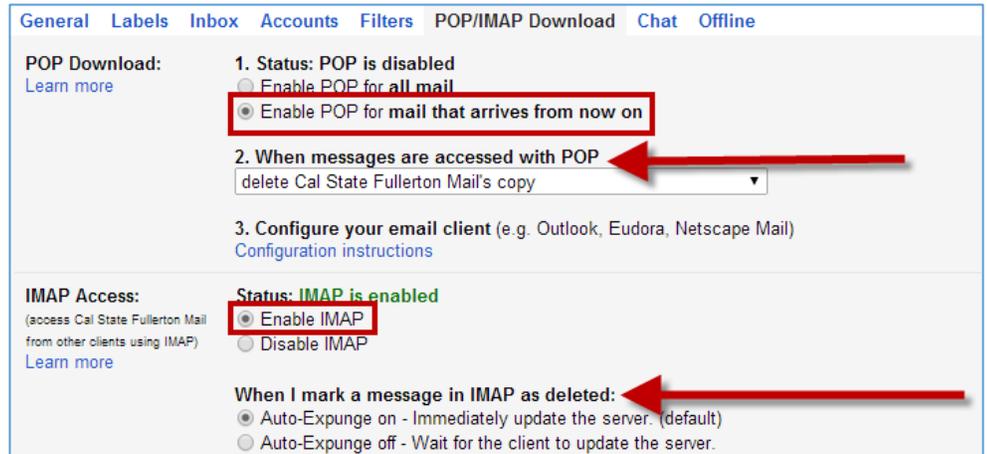
Step 1: Enable POP/IMAP on your Student Email Account

Steps	Images
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<p>Step Two</p> <hr/> <p>Select Settings from the drop-down menu.</p>	 <p>The screenshot shows a dropdown menu with the following options: '1-50 of 403', navigation arrows, a gear icon, 'Display density:' with sub-options 'Comfortable (on larger displays)', 'Cozy (on larger displays)', and 'Compact'; 'Configure inbox'; 'Settings' (highlighted with a red box); 'Themes'; and 'Help'.</p>
<p>Step Three</p> <hr/> <p>Select the IMAP/POP menu.</p>	 <p>The screenshot shows the 'Settings' menu with tabs for 'General', 'Labels', 'Inbox', 'Accounts', 'Filters', 'POP/IMAP' (highlighted with a red box), and 'Download'. Below the tabs, there is a 'Language:' section with 'Cal State Fullerton Mail display language:' set to 'English'.</p>

Step Four

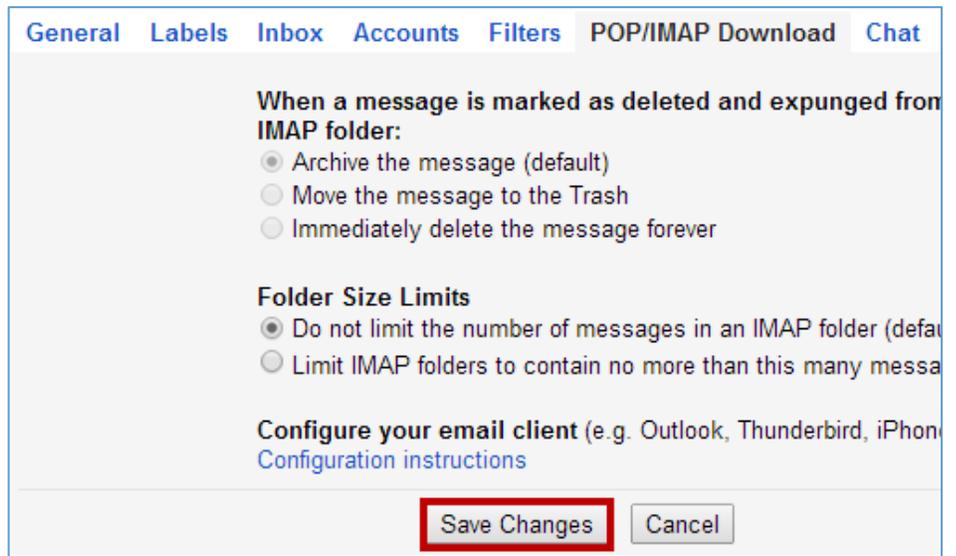
In the POP Download section, click **Enable POP for mail that arrives from now on**. In the IMAP Access section, click **Enable IMAP**.

NOTE: for both options you should decide what you want to happen with your deleted emails; that is, when you delete an email on your mobile device do you want the email to be deleted from your student email account, archived in your student email account, marked as read in your student email account, or left as unread in your student email account.

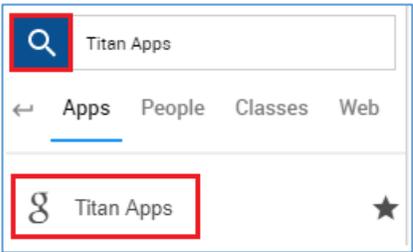
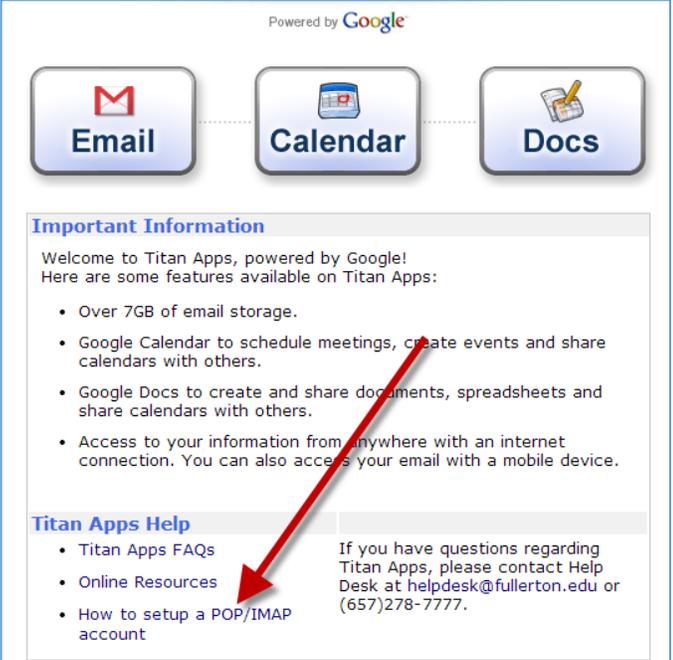


Step Five

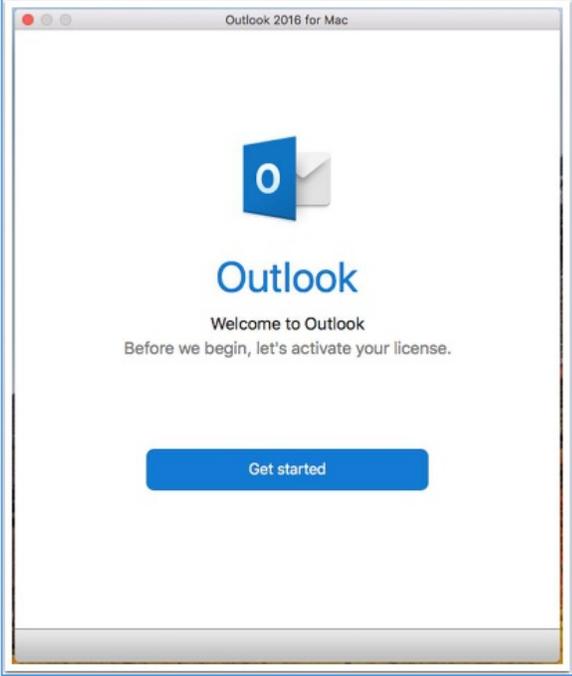
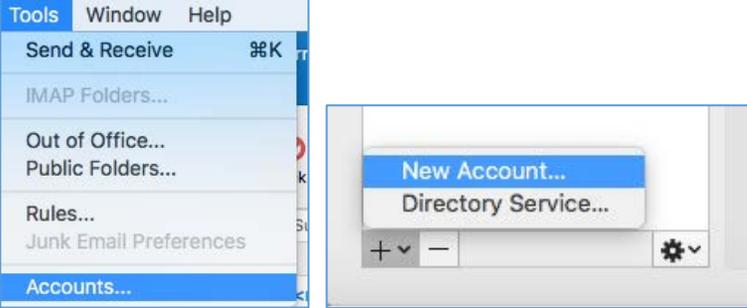
At the bottom of the POP/IMAP screen, click **Save Changes**.



Step 2: Set a POP/IMAP Password

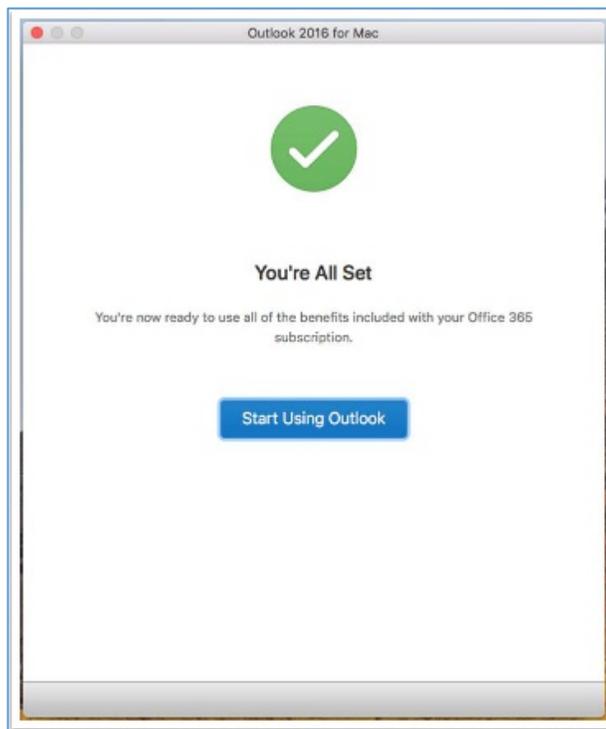
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<p>Step Two</p> <p>Click on How to setup a POP/IMAP account.</p>	
<p>Step Three</p> <p>In the <i>Step 2 – Set Password</i> section, enter a strong password that meets the listed requirements and then click Set Password.</p> <p>Note: The password you set may be the same as your current student email/portal password if you wish but note that this does not <i>change</i> your student email/portal password.</p> <p>Once the password has been set, it may take 10 minutes to 24 hours to update the system</p>	

Step 3: Add Your Student Email Account to Mac Mail app

Steps	Images
<p>Step One</p> <hr/> <p>If you are opening Microsoft Outlook for the first time, a wizard will appear. Click on the Get Started button.</p> <p>NOTE: You can also click on Tools → Accounts. Click on + → Add Account. (If using this method, proceed to Step 3.)</p>	 <p>The image shows the Outlook 2016 for Mac welcome screen. It features the Outlook logo, the text "Welcome to Outlook" and "Before we begin, let's activate your license.", and a blue "Get started" button.</p> <p>OR</p>  <p>The image shows two parts of the Outlook interface. On the left is the "Tools" menu with "Accounts..." selected. On the right is the "Accounts" dialog box with "New Account..." and "Directory Service..." options.</p>

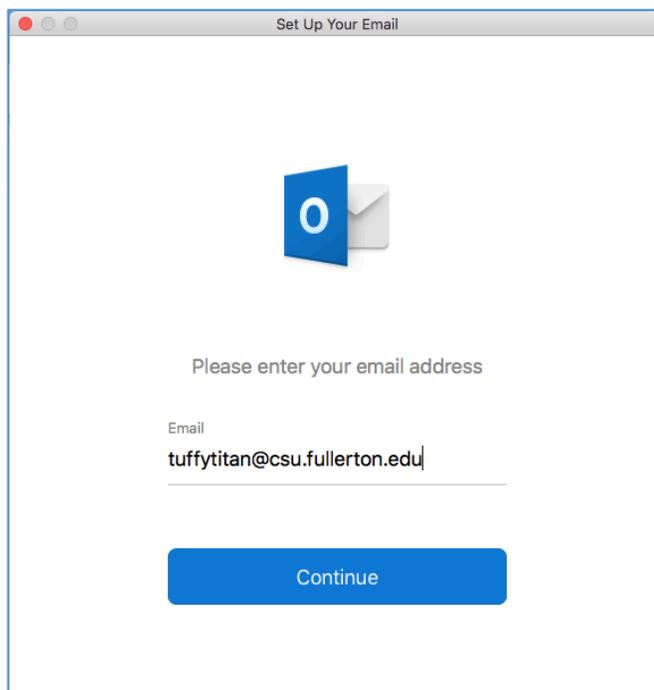
Step Two

Click on the **Start Using Outlook** button.



Step Three

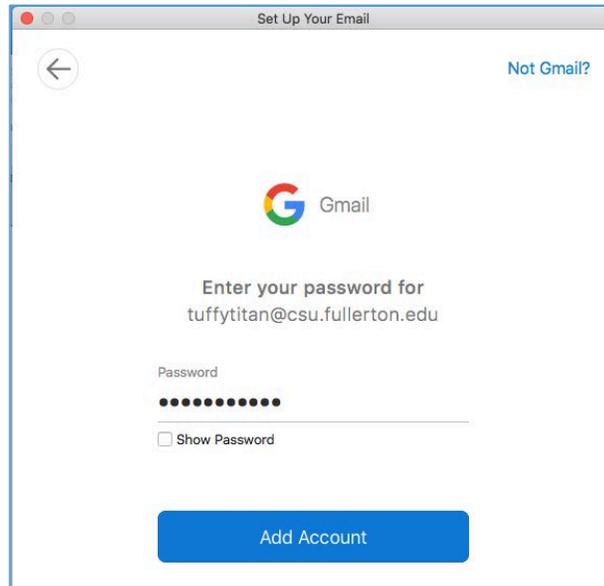
Enter your student email information using your full **@csu.fullerton.edu** email address.



Step Four

Enter the **password** you created in **Part 2**.

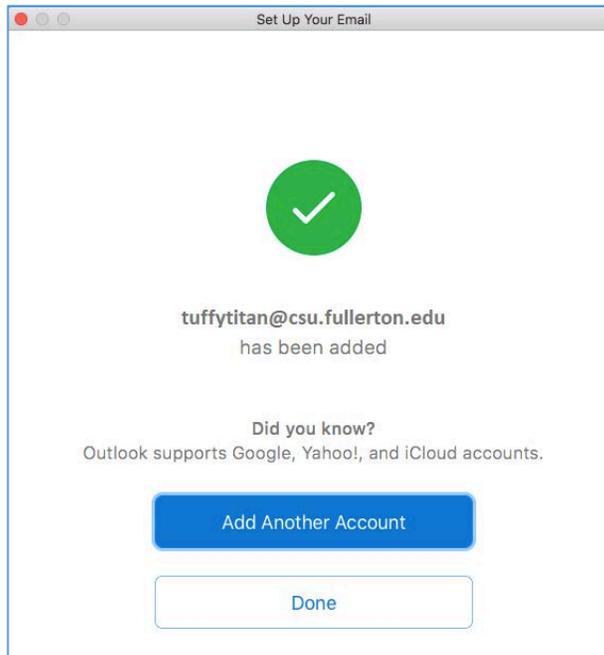
Click **Add Account**



Step Five

Click **Done** to complete the setup.

It may take a moment for your emails (and calendar, contacts, etc.) to be synced to your device.



Need more help?



Visit the Student Genius Corner located on the first floor of Pollak Library North. View their website for their hours: <http://sts.fullerton.edu/sgc>.

Contact the Student IT Help Desk at 657-278-8888 or StudentITHelpDesk@fullerton.edu.