

Setting up your Student Email on Mac Mail or Microsoft Outlook

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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
Step One Login to your CSUF student email account and click on the Settings icon (Titan Apps Image: Construction of the state of the
Step Two Select Settings from the drop-down menu.	1-50 of 403 ✓ ↓ ↓ Display density: ✓ Comfortable (on larger displays) Cozy (on larger displays) Cozy (on larger displays) Compact ✓ Settings Themes Help ✓
Step Three Select the IMAP/POP menu.	Settings General Labels Inbox Accounts Filters POP/IMAP Download Language: Cal State Fullerton Mail display language: English Change language settings for other Google products Show all language options

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. <u>NOTE</u> : 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.	General Labels Inbox Accounts Filters POP/IMAP Download Chat Offline POP Download: 1. Status: POP is disabled Finable POP for all mail Finable POP for all mail Finable POP for mail that arrives from now on 2. When messages are accessed with POP delete Cal State Fullerton Mail's copy Image: Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions Configuration instructions Image: Configuration instruction
	IMAP Access: Status: IMAP is enabled (socess Cal State Fullerton Mail from other clients using IMAP) Learn more Image: Enable IMAP When I mark a message in IMAP as deleted: Image: Auto-Expunge on - Immediately update the server. (default) Auto-Expunge off - Wait for the client to update the server.
Step Five At the bottom of the POP/IMAP screen, click Save Changes .	General Labels Inbox Accounts Filters POP/IMAP Download Chat When a message is marked as deleted and expunged from IMAP folder: Archive the message (default) Move the message to the Trash Immediately delete the message forever Folder Size Limits Do not limit the number of messages in an IMAP folder (default) Limit IMAP folders to contain no more than this many messa Configure your email client (e.g. Outlook, Thunderbird, iPhone Configuration instructions

Step 2: Set a POP/IMAP Password

Steps	Images
Step One Login to your Student Portal. On the search bar on the left hand side, search for Titan Apps and then click on the link.	Q Titan Apps ← Apps People Classes Web Ø Titan Apps ★
Step Two Click on How to setup a POP/IMAP account.	Powerd by Google: Calendar Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Co
 Step Three In the Step 2 – Set Password section, enter a strong password that meets the listed requirements and then click Set Password. 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 change your student email/portal password. Once the password has been set, it may take 10 minutes to 24 hours to update the system 	Step 2 - Set Password The strong password must contain the following: • at least 1 lower-case letter • at least 1 upper-case letter • at least 1 number • greater than 10 characters It may take up to 24 hours to update your new password. Enter a strong password: • Set Password This password is used to access your POP/IMAP account only. Your CSUF password will not be changed.

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

Steps	Images
Step One If you are opening Mail for the first time, a window will appear to add an account. Choose the Google account and click Continue .	Choose a mail account to add Choose a mail account to add
NOTE: You can also add an account by clicking Mail and then choosing Accounts . Then, click on the + sign to add a new account.	Add Other Mail Account Cancel Continue
Step Two	
Enter your student email Information using your full @csu.fullerton.edu email address and the password you created in Part 2 . 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.	Google To get started, fill out the following information: Name: Tuffy Titan Email Address: tuffytitan@csu.fullerton.edu Password: Cancel Set Up
etc.) to be synced to your device.	

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Step One If you are opening Mail for the first time, a window will appear to add an account. Choose the Google account and click Continue. NOTE: You can also add an account by clicking Mail and then choosing Accounts. Then, click on the + sign to add a new account	Choose a mail account to add Choose a mail account to add	
Step Two Enter your student email Information using your full @csu.fullerton.edu email address. Click Sign In	Cancel Concurs Fign in with your Google Account Image: Concurs fuffytitan@csu.fullerton.edu Image: Concurs Sign in Need help? Create an account Create an account	
Step Three Log in using your campus username and password . Click Sign in .	Titan Apps Username tuffytitan Password 	

	- OS X would like to:	
	View and manage your mail	<u>(</u>)
	View your email address	(j)
	View your basic profile info	(j)
	31 Manage your calendars	(i)
-	8 View and send chat messages	(i)
	8 Manage your contacts	i
	By clicking Accept, you allow this app and Google to use y accordance with their respective terms of service and priva change this and other Account Permissions at any time.	our information in acy policies. You can Accept
	Cancel	

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
Step One 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 .	My Account
Step Two In the Sign in & Security section, click on Connected apps & sites .	Sign-in & security > Control your password and account-access settings. Signing in to Google Device activity & notifications Connected apps & sites Security Checkup Protect your account in just a few minutes by reviewing your security settings and activity. GET STARTED
Step Three Scroll down to the Connected apps & sites section and turn on the Allow less secure apps.	Allow less secure apps: ON 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.

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

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	IMAP Access: Status: IMAP is enabled (access Cal State Fullerton Mail from other clients using IMAP) Enable IMAP Learn more Disable IMAP When I mark a message in IMAP as deleted: Auto-Expunge off - Wait for the client to update the server. (default) Auto-Expunge off - Wait for the client to update the server.
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Step 3: Add Your Student Email Account to Mac Mail app

Steps	Images
Steps Step One If you are opening Microsoft Outlook for the first time, a wizard will appear. Click on the Get Started button. NOTE: You can also click on Tools → Accounts. Click on + → Add Account. (If using this method, proceed to Step 3.)	Outcore 2016 for Mer Outcore 2016 for Mer Outcore Outcore
	Send & Receive #K IMAP Folders Out of Office Public Folders Rules Junk Email Preferences Accounts





Need more help?



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

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