

# Setting up your Student Email on Mac Mail or Microsoft Outlook


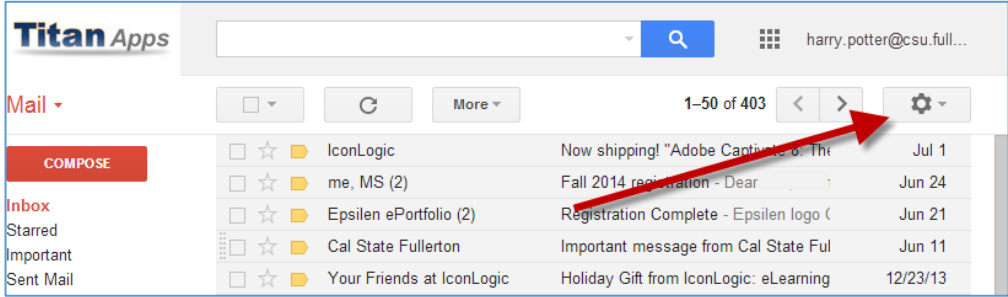
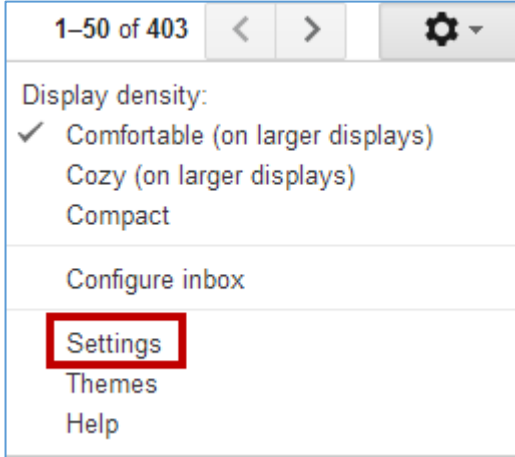
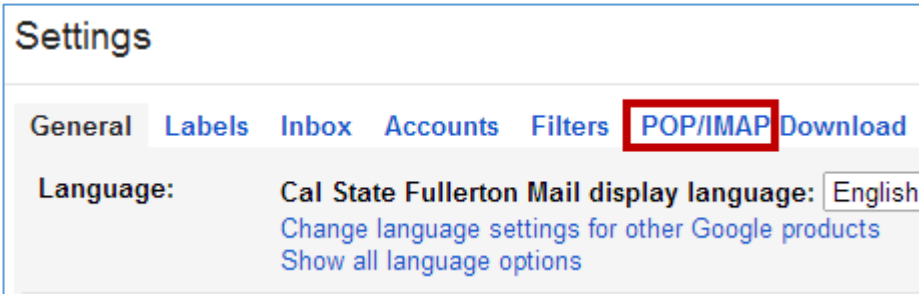
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## Mac Mail (OSX Mavericks and below)

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

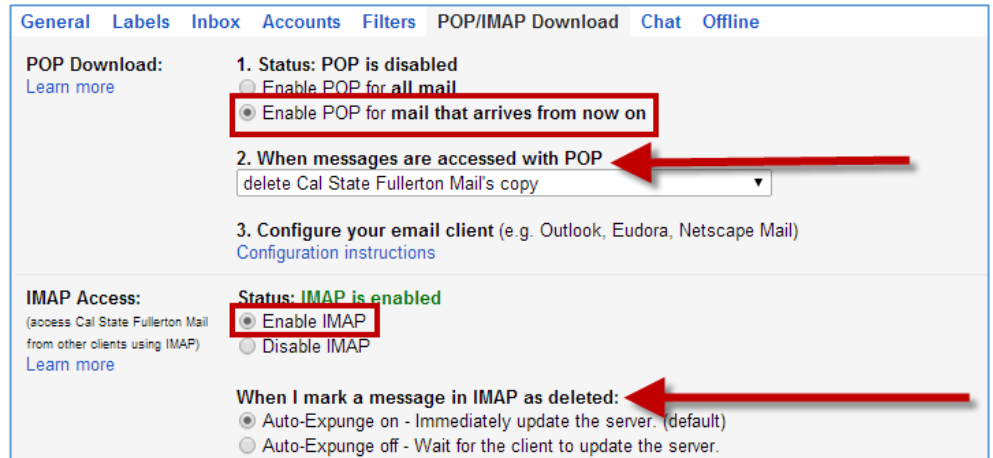
### Step 1: Enable POP/IMAP on your Student Email Account

Steps	Images
<p><b>Step One</b></p> <p>Login to your CSUF student email account and click on the <b>Settings</b> 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 mail list, and navigation buttons.</p>
<p><b>Step Two</b></p> <p>Select <b>Settings</b> 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)', 'Compact'), 'Configure inbox', 'Settings' (highlighted with a red box), 'Themes', and 'Help'.</p>
<p><b>Step Three</b></p> <p>Select the <b>IMAP/POP</b> menu.</p>	 <p>The screenshot shows the 'Settings' page 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 is visible, showing 'Cal State Fullerton Mail display language:' set to 'English'.</p>

**Step Four**

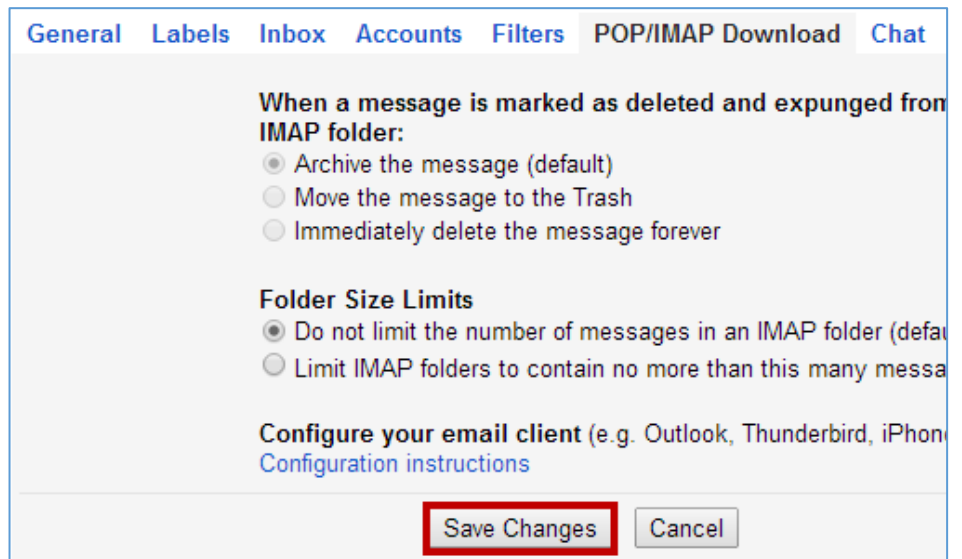
In the POP Download section, click **Enable POP for mail that arrives from now on**. In the IMAP Access section, click **Enable IMAP**.

**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.

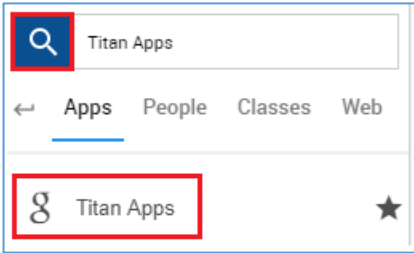
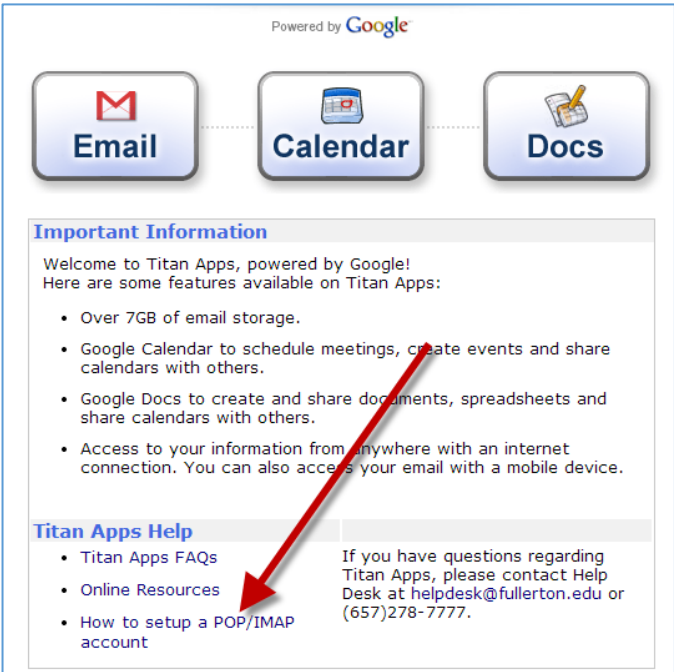
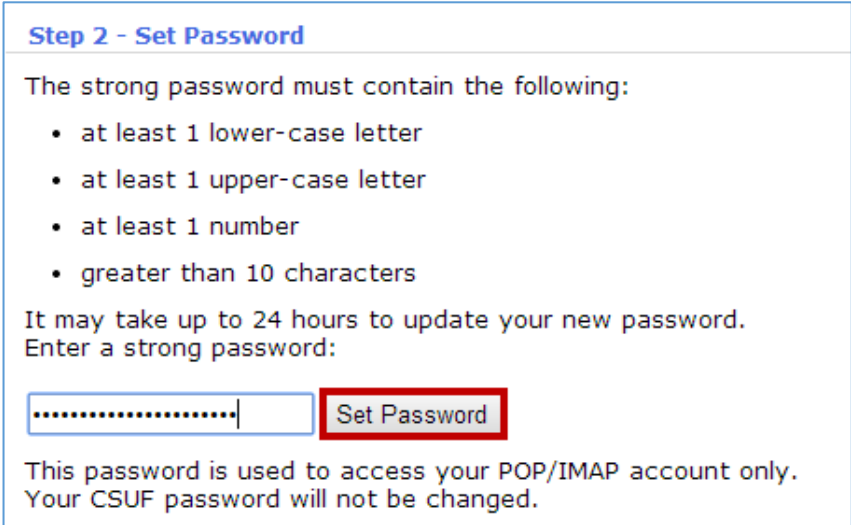


**Step Five**



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




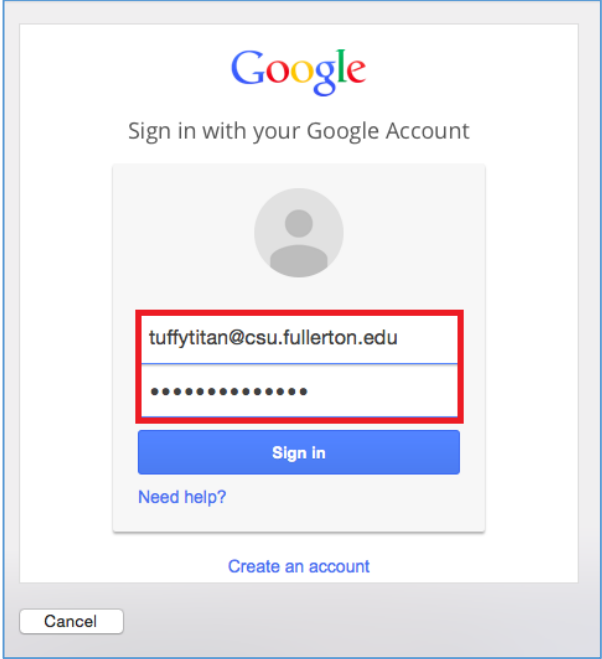
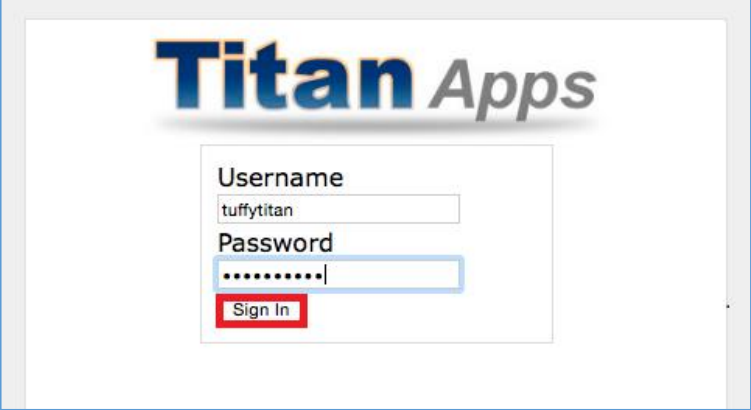
Step 2: Set a POP/IMAP Password

Steps	Images
<p><b>Step One</b></p> <p>Login to your Student Portal.</p> <p>On the search bar on the left hand side, search for <b>Titan Apps</b> and then click on the link.</p>	
<p><b>Step Two</b></p> <p>Click on <b>How to setup a POP/IMAP account</b>.</p>	
<p><b>Step Three</b></p> <p>In the <i>Step 2 – Set Password</i> section, enter a strong password that meets the listed requirements and then click <b>Set Password</b>.</p> <p><b>Note:</b> 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><b>Step One</b></p> <p>If you are opening Mail for the first time, a window will appear to add an account. Choose the <b>Google</b> account and click <b>Continue</b>.</p> <p><b>NOTE:</b> You can also add an account by clicking <b>Mail</b> and then choosing <b>Accounts</b>. Then, click on the + sign to add a new account.</p>	
<p><b>Step Two</b></p> <p>Enter your student email Information using your full <b>@csu.fullerton.edu email address</b> and the <b>password</b> you created in <b>Part 2</b>.</p> <p>Click <b>Set Up</b> 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>	

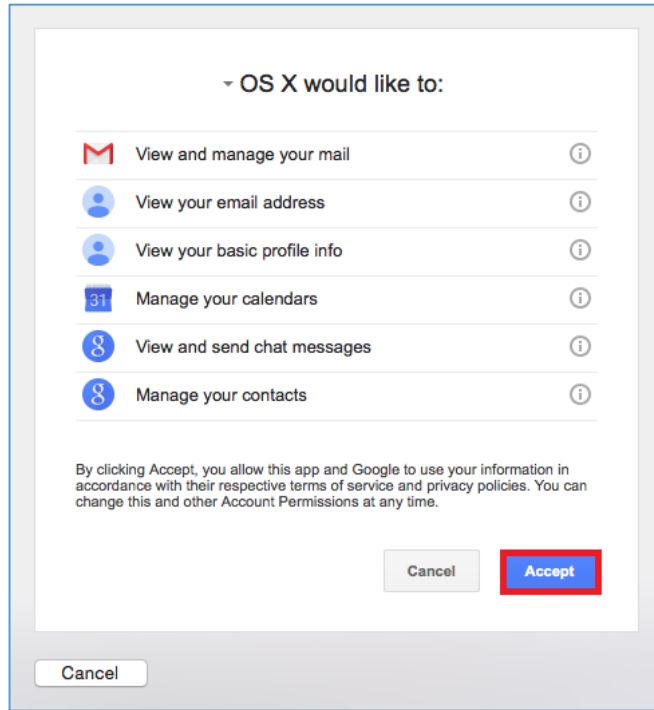
## Mac Mail (OSX Yosemite and above)

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

**Step Four**

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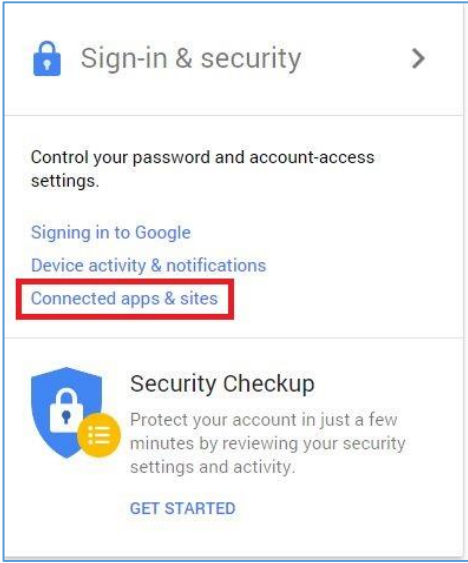

Click **Accept**.



## Microsoft Outlook 2016

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


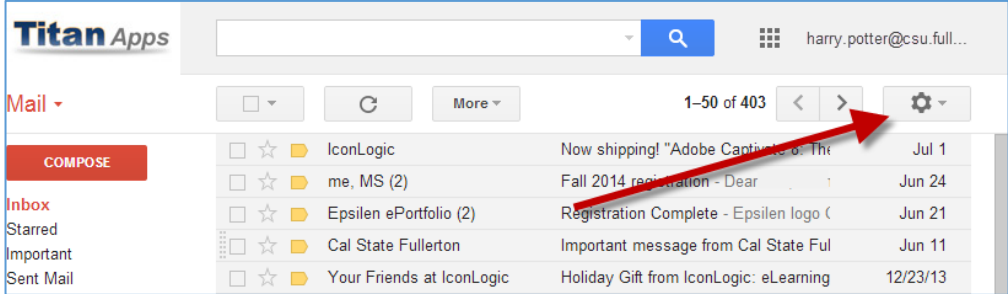
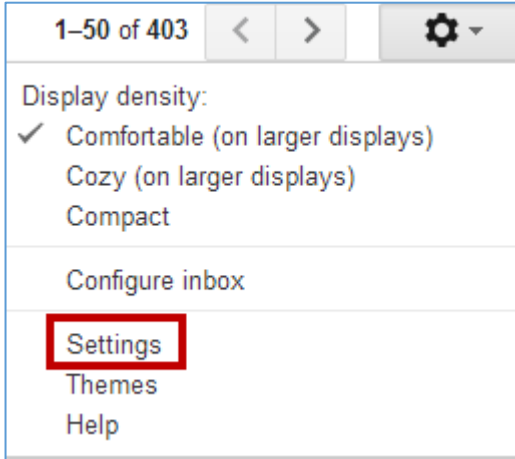
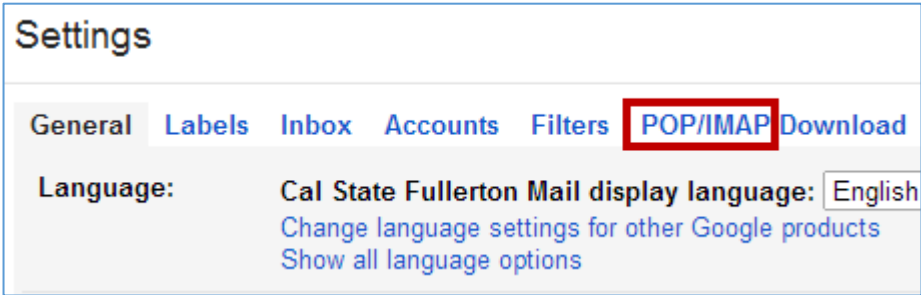
Changes in Google's Policy means that you must enable this feature to connect your student e-mail to the Windows Mail app or Microsoft Outlook. To successfully add your email to Microsoft Outlook, please follow the steps below first before proceeding to the next steps.

Steps	Images
<p><b>Step One</b></p> <p>Log onto your <b>Student Email</b>. On the top right of your Student E-mail account, click on your user avatar and then click on <b>My Account</b>.</p>	
<p><b>Step Two</b></p> <p>In the <b>Sign in &amp; Security</b> section, click on <b>Connected apps &amp; sites</b>.</p>	
<p><b>Step Three</b></p> <p>Scroll down to the <b>Connected apps &amp; sites</b> section and turn on the <b>Allow less secure apps</b>.</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.

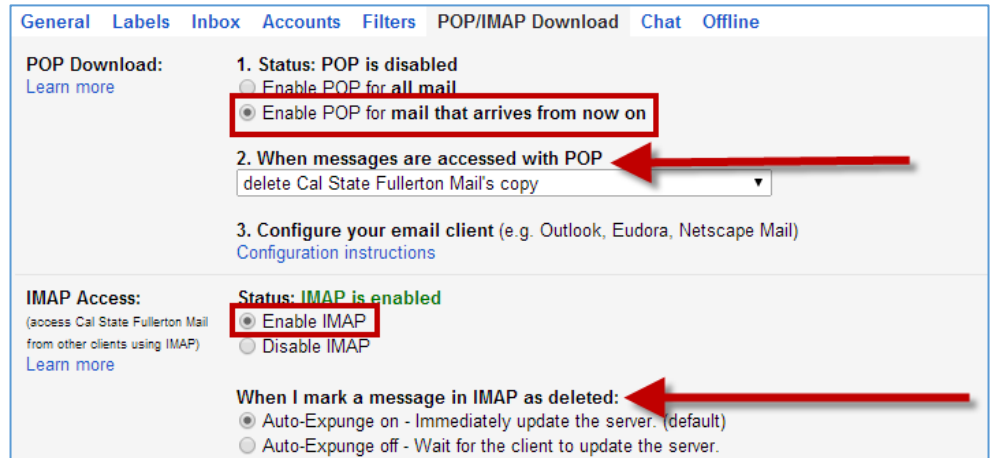
*Step 1: Enable POP/IMAP on your Student Email Account*

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<p><b>Step One</b></p> <hr/> <p>Login to your CSUF student email account and click on the <b>Settings</b> 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. Below the gear icon, there is a list of emails with columns for checkboxes, stars, folders, sender, subject, and date.</p>
<p><b>Step Two</b></p> <hr/> <p>Select <b>Settings</b> 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)', 'Compact'), 'Configure inbox', 'Settings' (highlighted with a red box), 'Themes', and 'Help'.</p>
<p><b>Step Three</b></p> <hr/> <p>Select the <b>IMAP/POP</b> menu.</p>	 <p>The screenshot shows the 'Settings' page 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 the text 'Cal State Fullerton Mail display language: English' and a link to 'Change language settings for other Google products'.</p>

**Step Four**

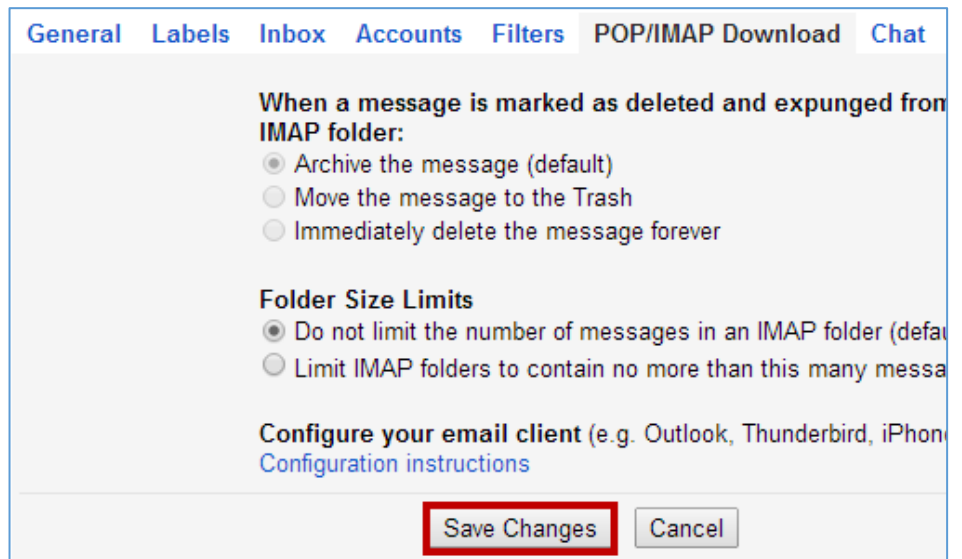
In the POP Download section, click **Enable POP for mail that arrives from now on**. In the IMAP Access section, click **Enable IMAP**.

**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.

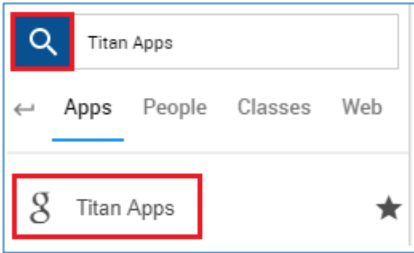
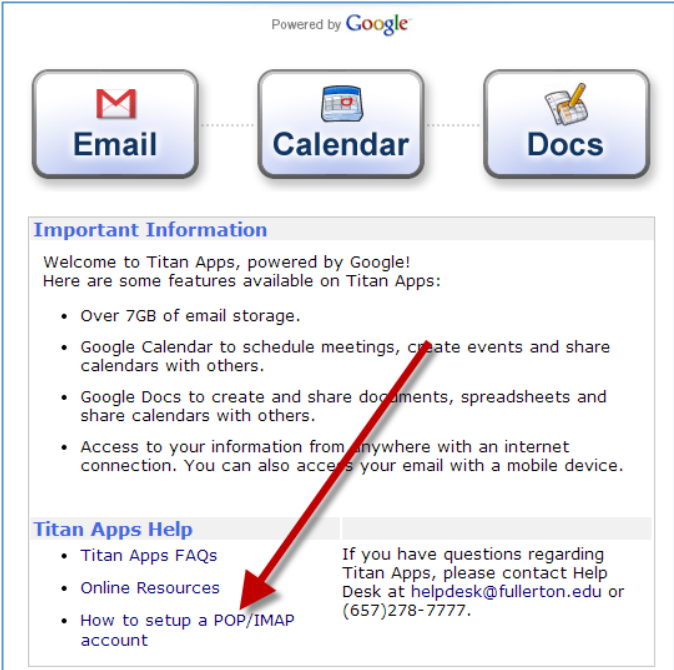
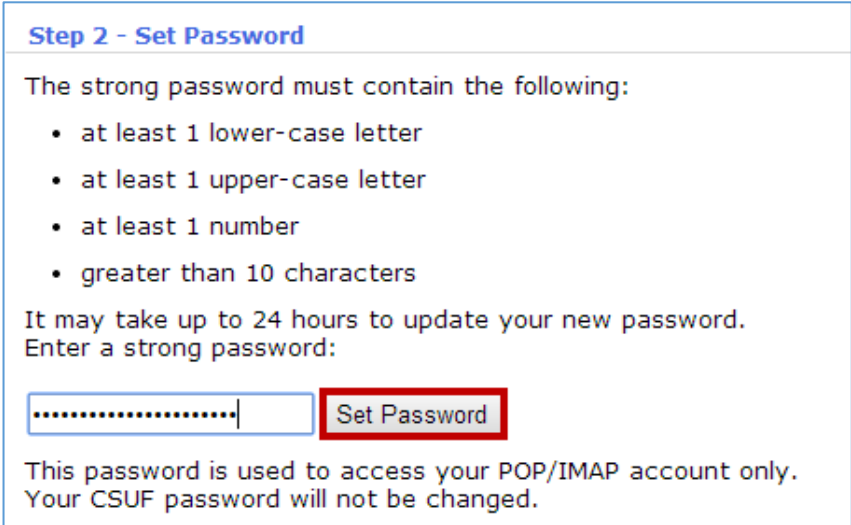


**Step Five**

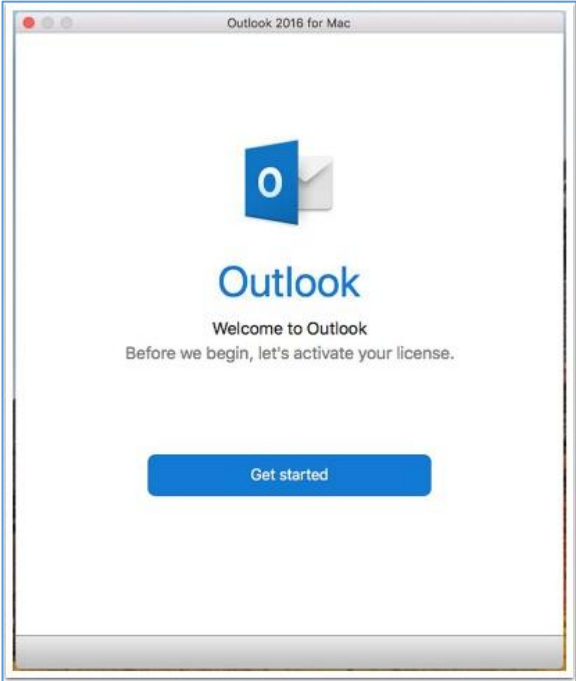
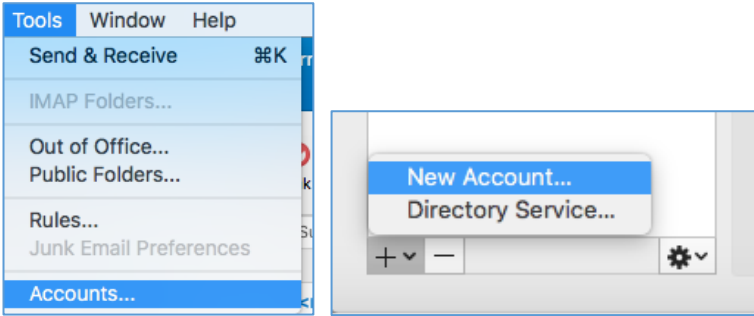
At the bottom of the POP/IMAP screen, click **Save Changes**.



Step 2: Set a POP/IMAP Password

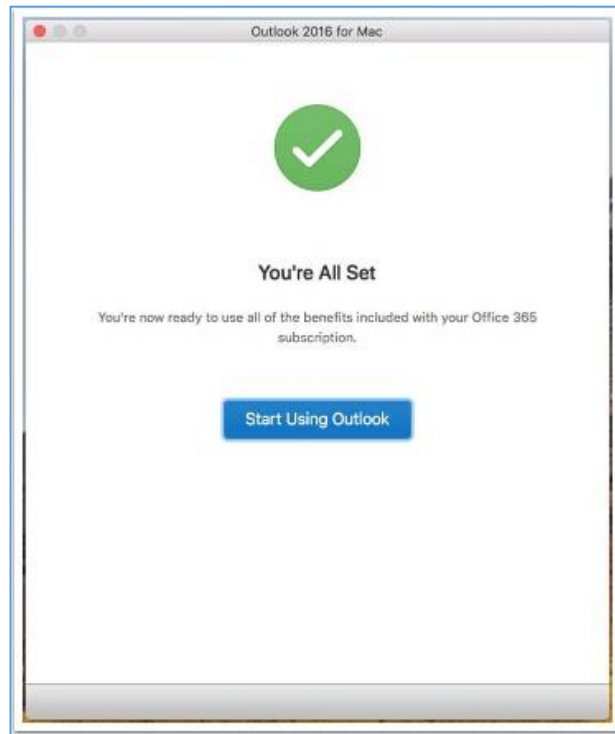
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*Step 3: Add Your Student Email Account to Mac Mail app*

Steps	Images
<p><b>Step One</b></p> <hr/> <p>If you are opening Microsoft Outlook for the first time, a wizard will appear. Click on the <b>Get Started</b> button.</p> <p><b>NOTE:</b> You can also click on <b>Tools</b> → <b>Accounts</b>. Click on + → <b>Add Account</b>. (If using this method, proceed to Step 3.)</p>	 <p>The image shows the Outlook 2016 for Mac welcome window. It features the Outlook logo, the text "Welcome to Outlook" and "Before we begin, let's activate your license.", and a prominent blue "Get started" button.</p> <p><b>OR</b></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..." selected.</p>

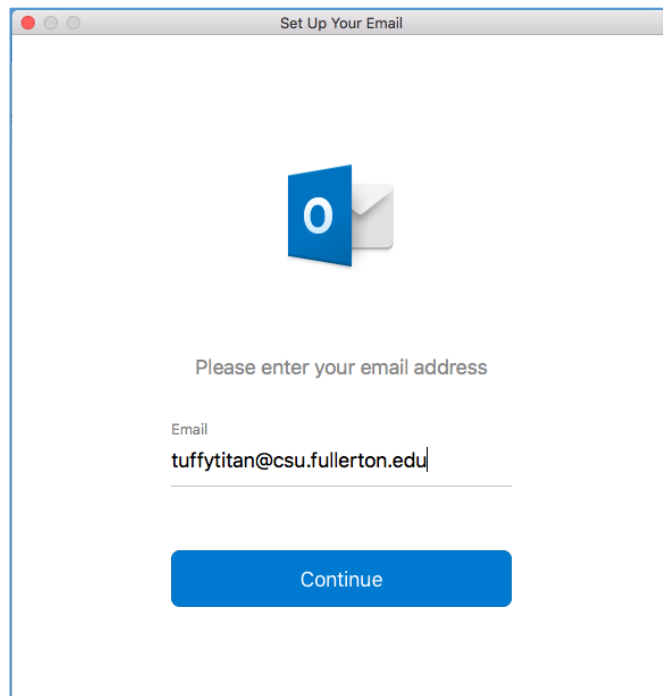
## Step Two

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



## Step Three

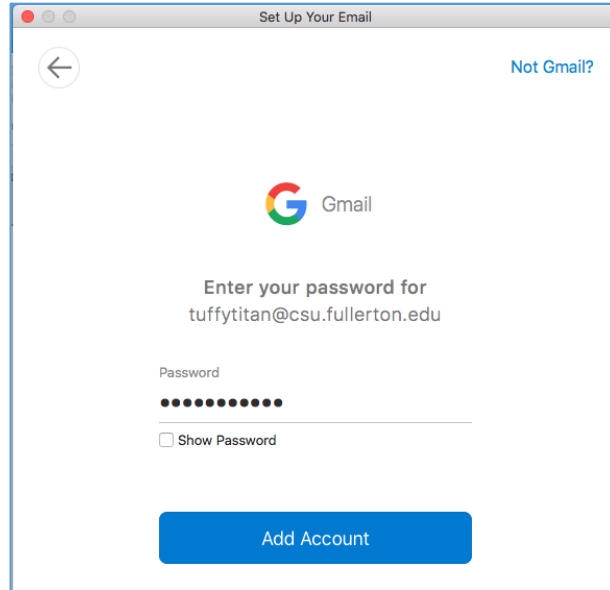
Enter your student email information using your full **@csu.fullerton.edu** email address.



**Step Four**

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

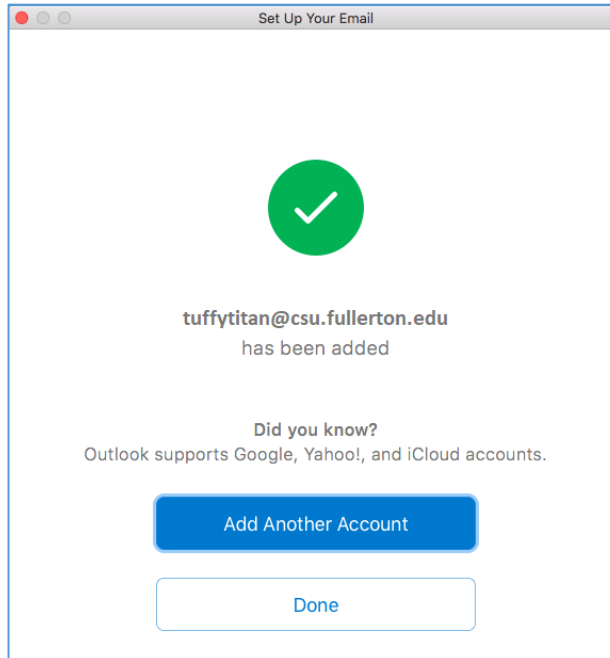
Click **Add Account**



**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 Center 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](mailto:StudentITHelpDesk@fullerton.edu).