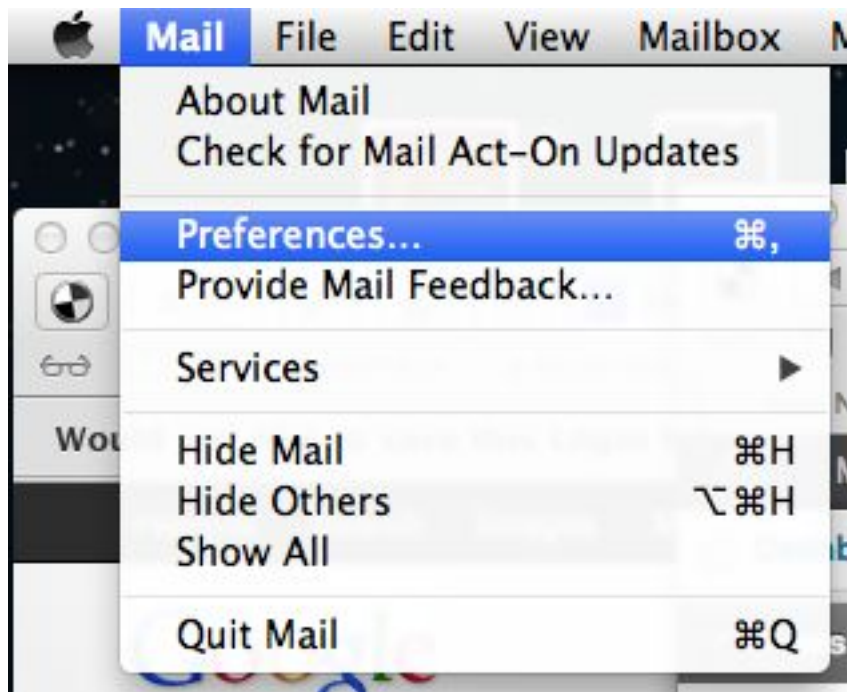


How-to setup your new Gmail using Apple Mail On your Macbook Air.

– Open **Apple Mail**, and go to the “Mail” menubar at the top of the screen and then select ‘Preferences’ from the menu.



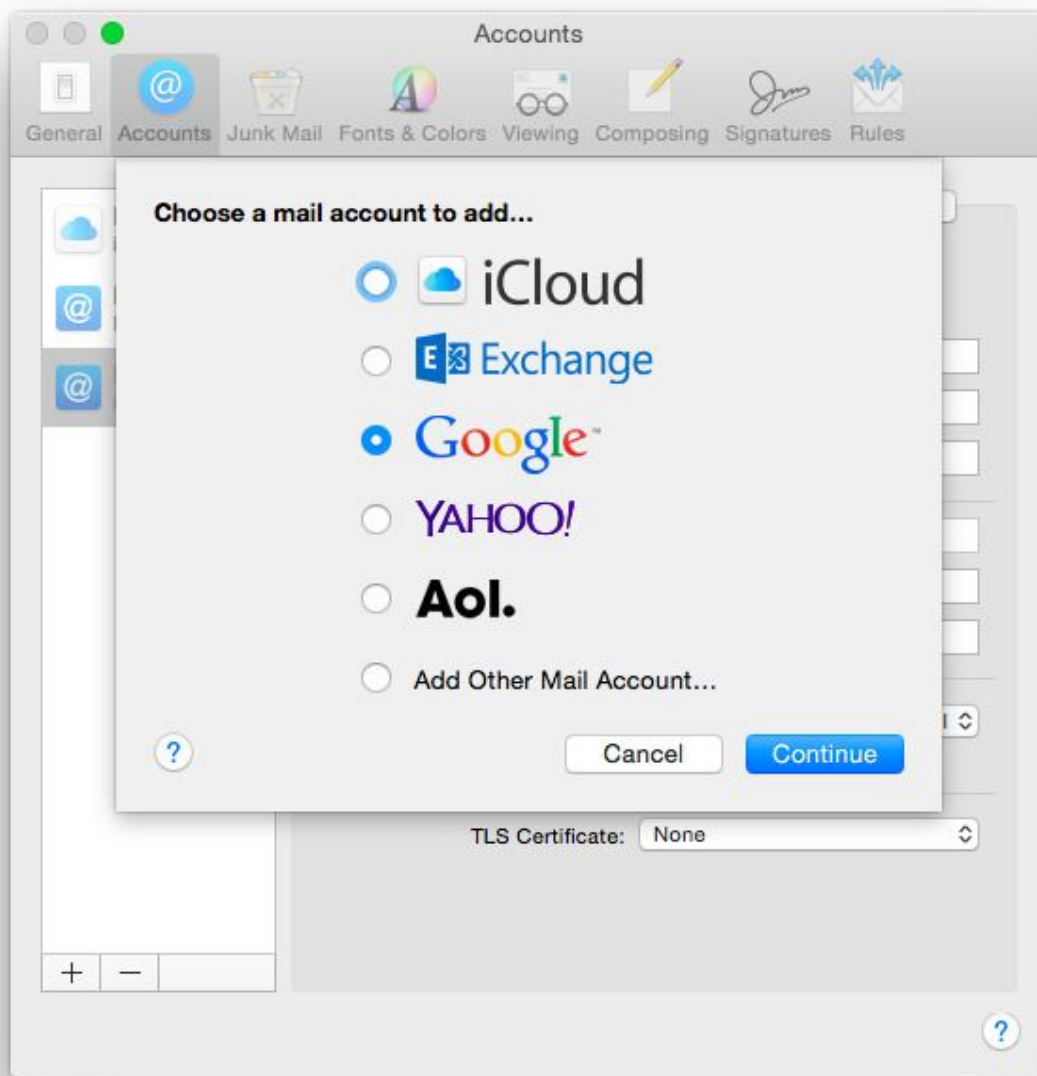
– Select the ‘Accounts’ tab. From here you can manage your mail accounts.



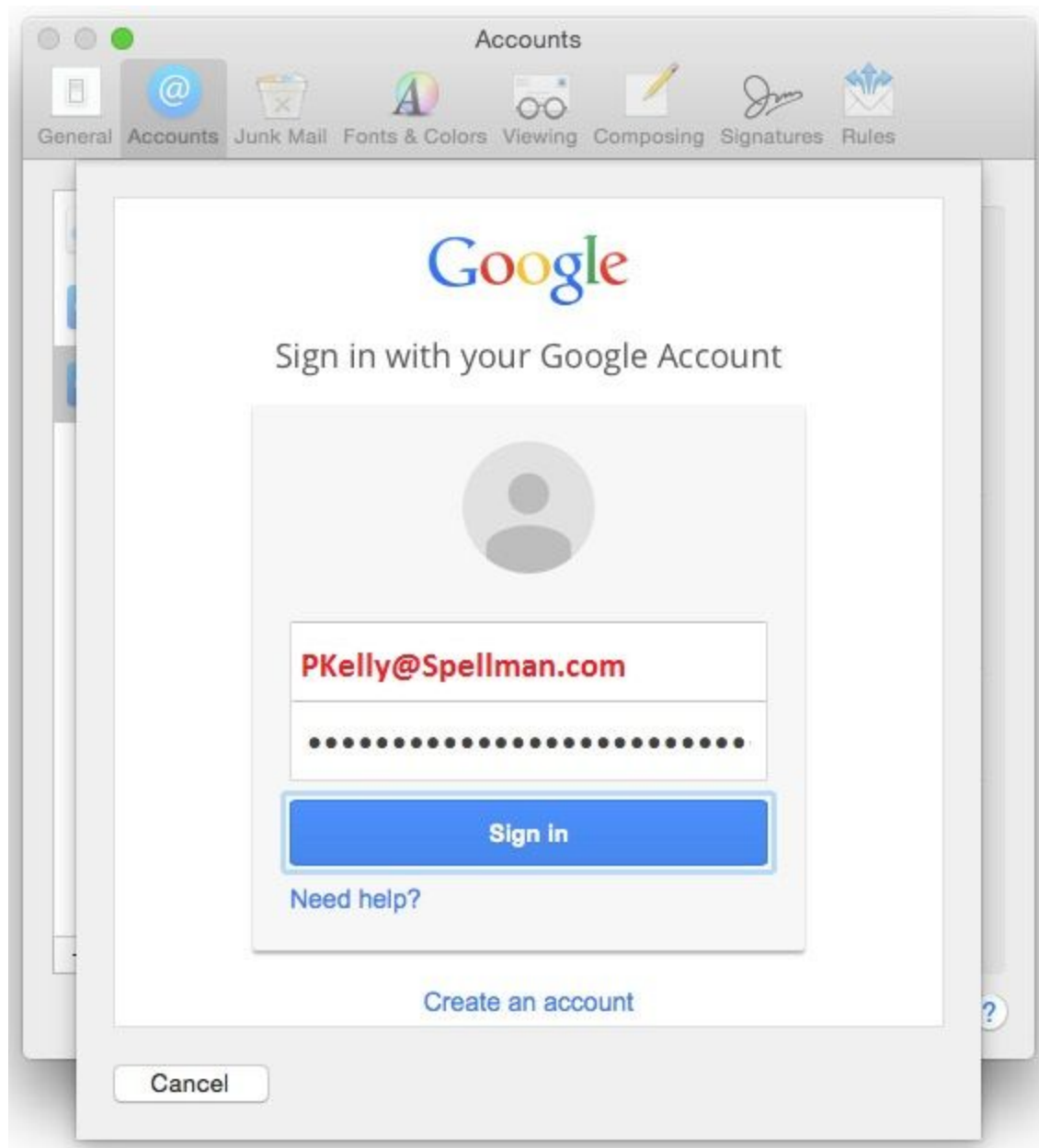
- Press the '+' button – this means add a new account.



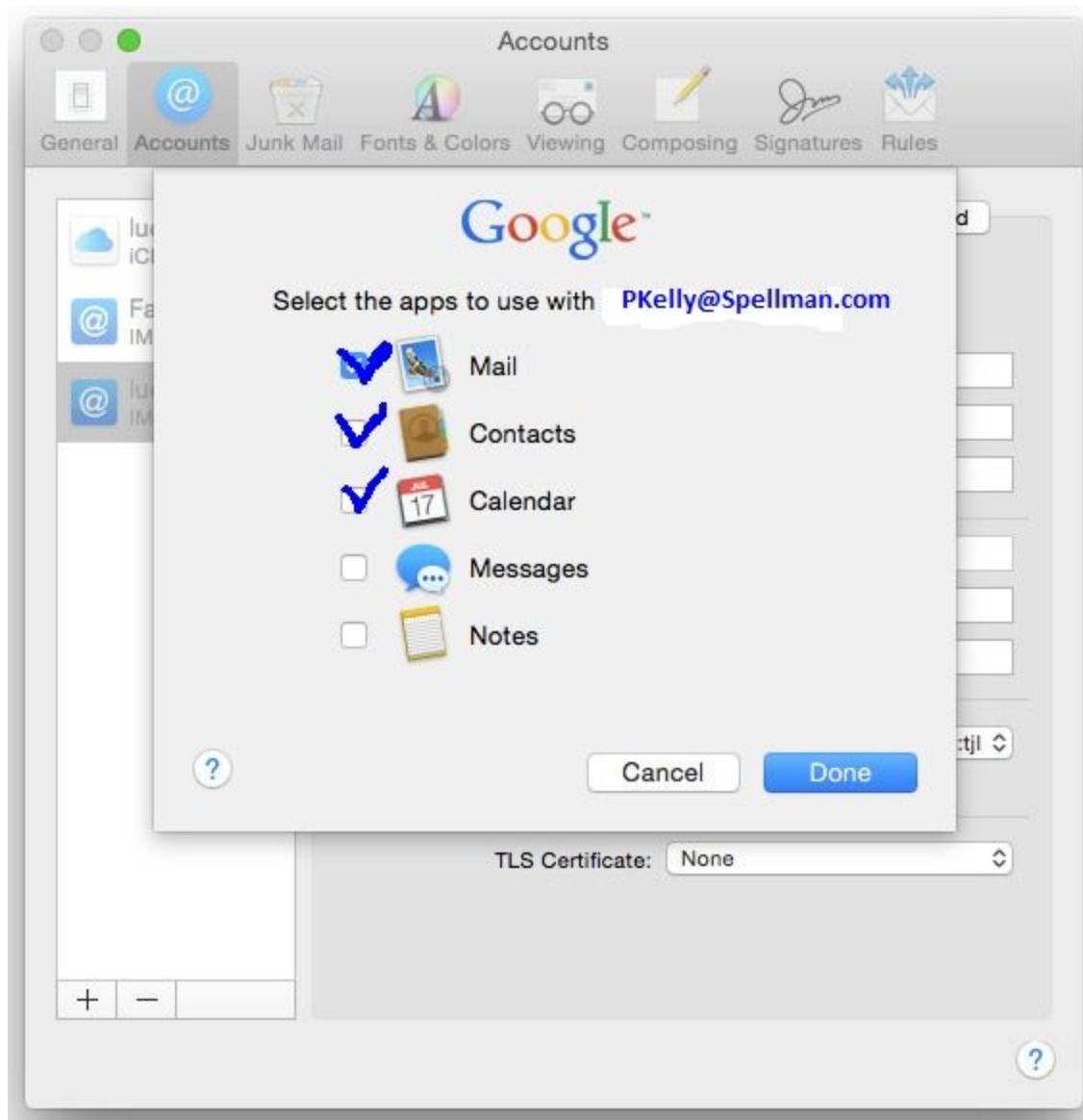
- You will select **Google** and then it will prompted for some details:



- Click continue, and you will be asked to enter your username (email address) and password.
- Where it says 'email address' put in your **username@SPELLMAN.COM** email address.
- Where it says 'password' enter your password.



- Check off **Mail**, **Contact** and **Calendar** all three options and click **Done** (shown below):



– Note: You may want to delete your existing Outlook/Exchange account and just keep only the new Google account.