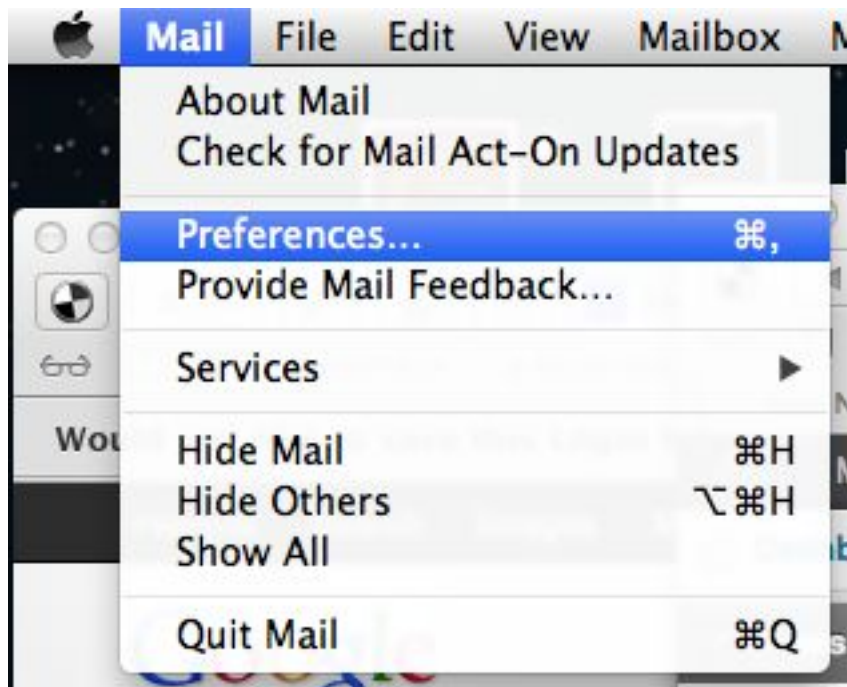# How-to setup your new Gmail using Apple Mail On your Macbook Air.

– Open Apple mail, and go to the "Mail' menubar at the top of the screen and then select 'Preferences' from the menu.

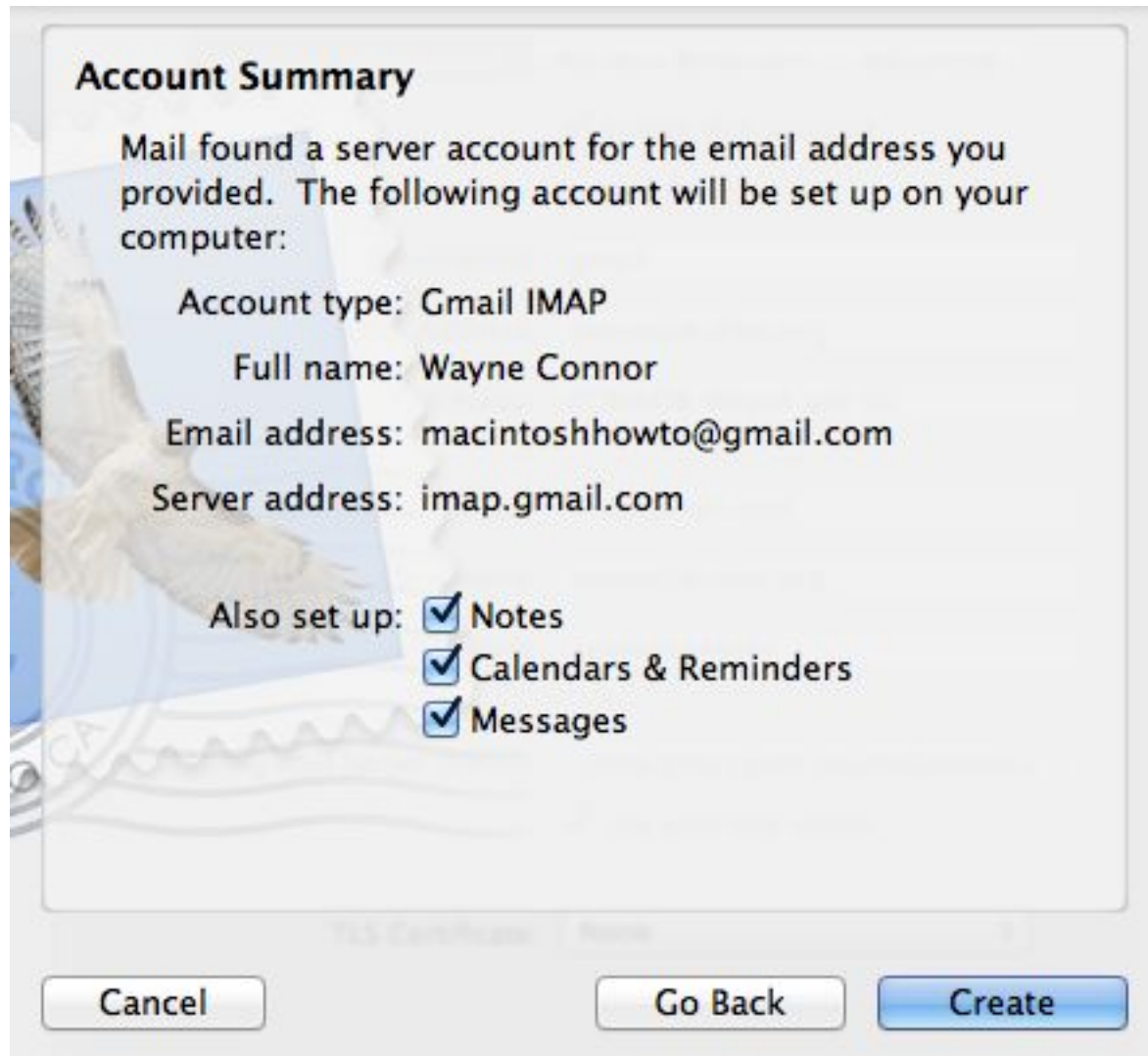– Select the 'Accounts' tab. From here you can manage your mail accounts.

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

− You will be prompted for some details:

- Where it says 'full name' enter your name, this is not important but it will appear in the ' from' field and can be anything.
- Where it says 'email address' put in your Gmail email address from step 1 above including the @gmail.com at the end.
- Where it says 'password' enter your Gmail password from step 1 above.

It will then verify that the email address and password are correct and then display a confirmation screen. It should say that the Account type is "Gmail IMAP" as follows:

Account Summary

Mail found a server account for the email address you provided. The following account will be set up on your computer:

Account type: Gmail IMAP

Full name: Wayne Connor

Email address: macintoshhowto@gmail.com

Server address: imap.gmail.com

Also set up: ☑ Notes
☑ Calendars & Reminders
☑ Messages

| Cancel | | Go Back | Create |

– Press 'Create'

– You will be taken back to the Apple Mail preferences screen. There are some settings you should change here.

1. Click on the mailbox behaviours tab

Account Information | Mailbox Behaviors | Advanced

You pretty much need to set them to the opposite of the Apple default. Tick the 'Junk' and un-tick everything else like this:

You are done!!