DavisMail - Apple Mail Configuration

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Question

How do I setup my DavisMail account using AppleMail (PC & Mac)?

Overview

Important: If you plan to access your DavisMail on a mobile device or an email application please visit this article. You must follow the steps outlined in that article before proceeding to configure your account.

Outside of the UC Davis branding, your DavisMail account is identical in function to Gmail.

We understand that many DavisMail users also have personal Google Apps accounts, you can sign-in to multiple accounts or toggle between them. For more information, please see Google’s documentation.

Answer

1. Launch Mail from the Applications folder, or from the icon in your dock.
   - If you have no previous accounts set up in Apple Mail you will see a "Welcome to Mail" screen come up.
   - If you already have an account configured in Mail then it will simply launch you into the program.
   - To create an additional IMAP account for UC Davis in Mail
     1. Go to the Mail menu.
     2. Select Preferences.
     3. Add Account.
2. Add your full name, email address, and email password.
3. Click Continue.
4. Verify that Use Secure Sockets Layer is checked, and that Authentication is Password.
5. Click Continue.
6. For Account Type choose: IMAP
7. For Description enter whatever you would like.
8. Incoming Mail Server should be imap.gmail.com
9. Enter Username, Your Full UC Davis email address (email@ucdavis.edu) and Passphrase.
10. Click Continue.
11. In Description, enter whatever you would like.
12. Outgoing Mail Server should be smtp.gmail.com
13. Check Use Only this server.
15. Enter Username, Your Full UC Davis email address (email@ucdavis.edu) and Passphrase.
16. Click Continue.
17. Verify Use Secure Sockets Layer is checked, and Authentication is Password.
18. Click Continue.
19. Finish by clicking Create.

Configuring Your New Account

1. Go to Preferences in the Mail menu at top left.
2. Click on Accounts icon.
3. Highlight your new account, and click Advanced.
4. In Port, verify that port 993 is chosen, SSL is checked, Authentication is Password, and Use IDLE command... is checked.
5. Click Account Information tab.
6. From the Outgoing Mail Server drop down menu, click on Edit Server List.
7. Select your Outgoing server setting, and click the Advanced tab.
8. Verify that **Server Port is 587**, **Use Secure Sockets Layer is checked**, and **Authentication is Password**.
9. Verify your **username and password** are in the fields below.
10. Click **OK**.