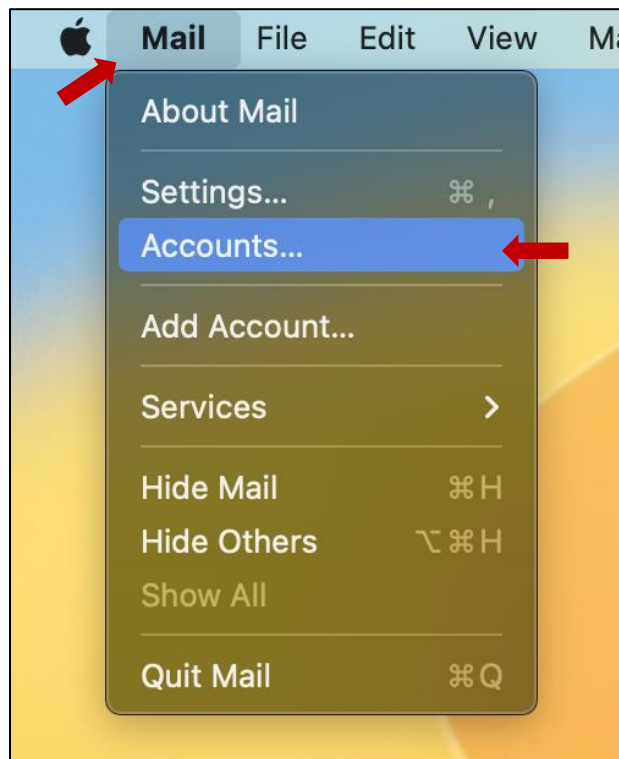


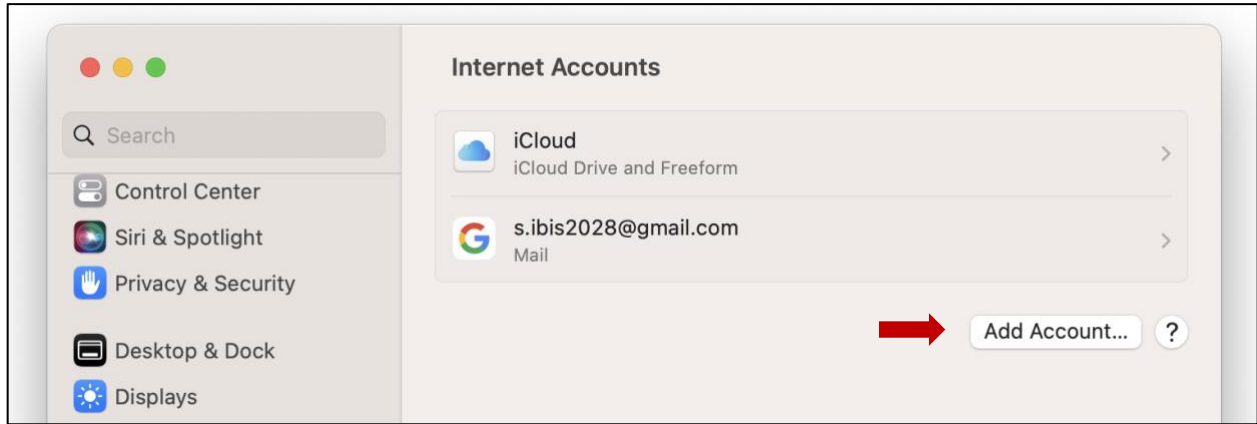
How To Configure Your University Gmail Account in Apple Mail (macOS)

Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (gmail.miami.edu) or the Gmail mobile app for iOS or Android.

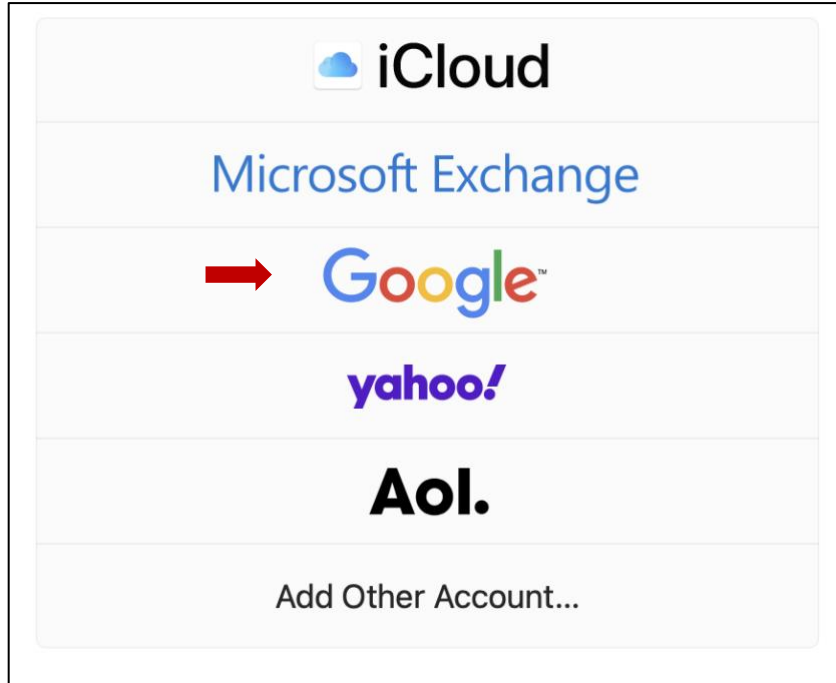
Open the **Apple Mail** application on your macOS device. From the menu bar click **Mail**, then **Accounts**.



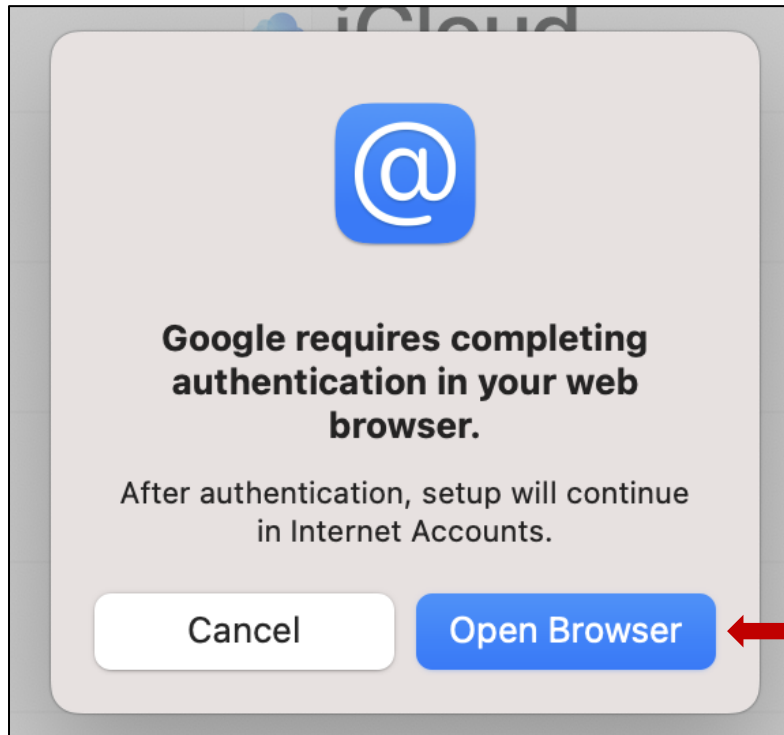
Next, click **Add Account**.



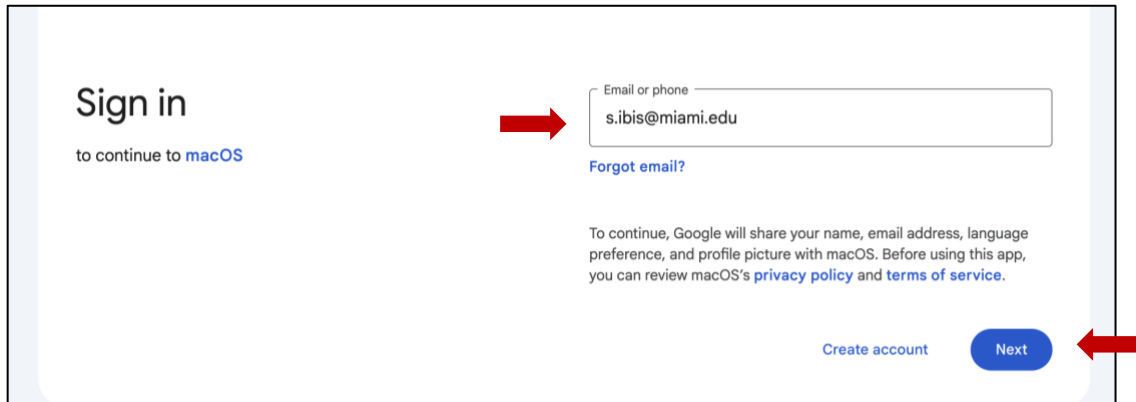
Select **Google**.



You will be prompted to open a browser window; click **Open Browser**.

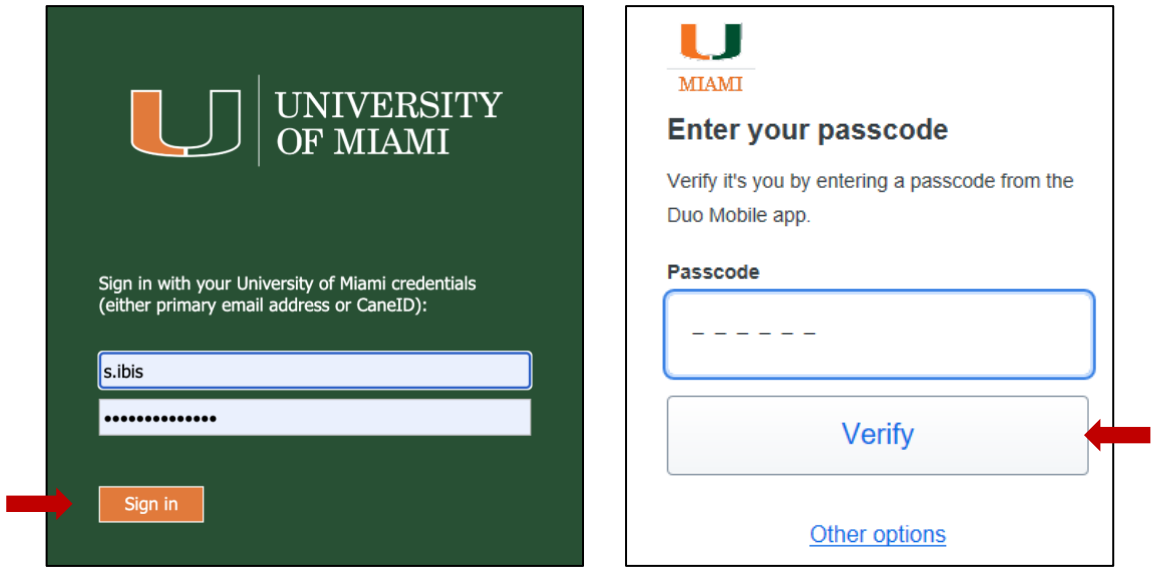


Sign in with your university email account (CaneID@miami.edu) and click **Next**.

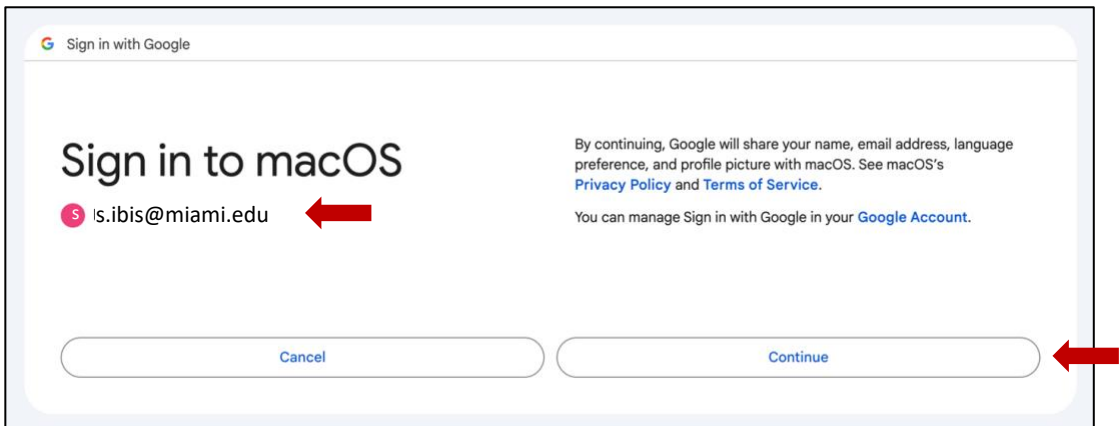


Enter your **University of Miami CaneID** and **password**, and then click **Sign in**.

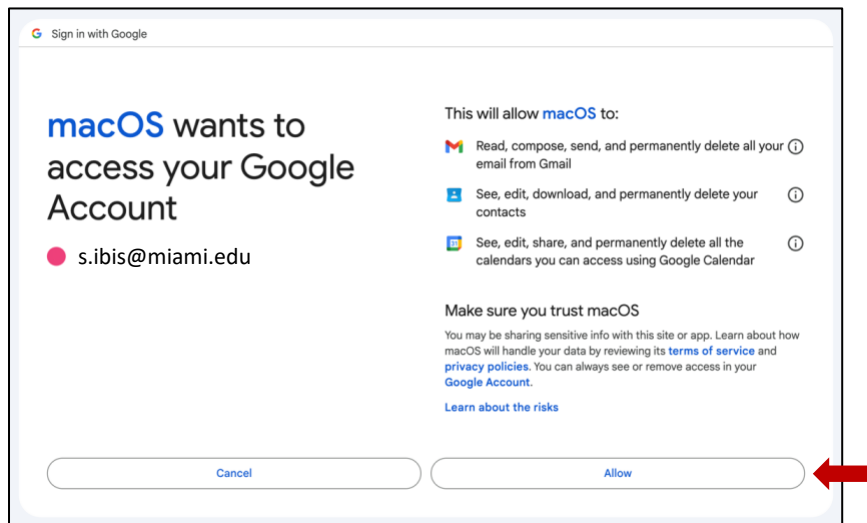
Then, enter your **multi-factor authentication (MFA) passcode**, and then click **Verify**.



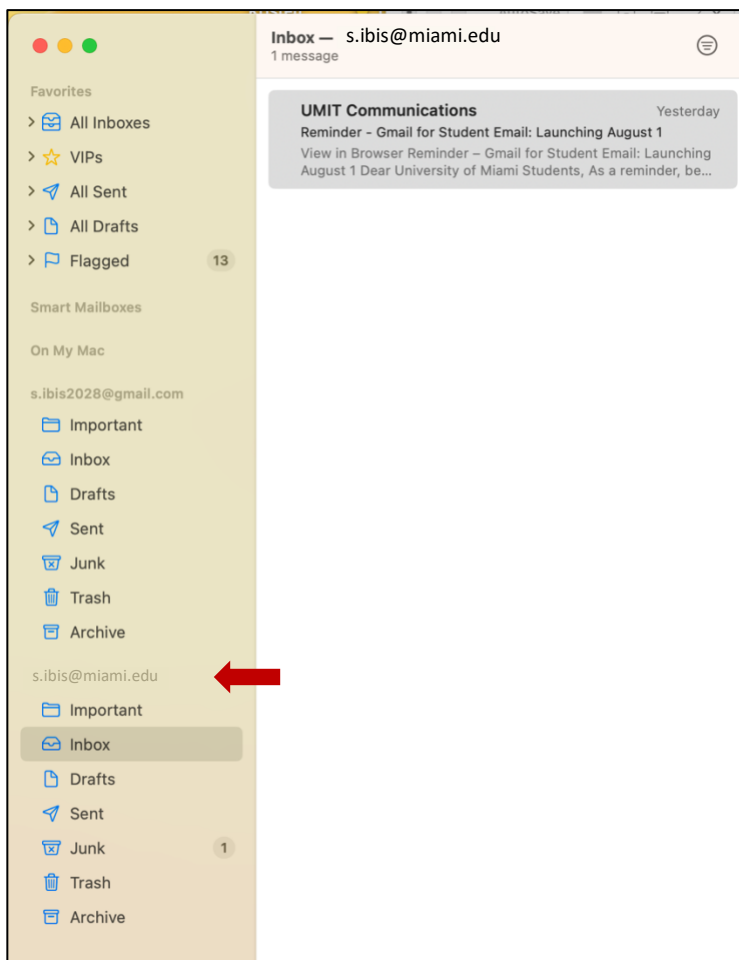
Verify you are signing in with the correct account and click **Continue**.



Review the terms and click **Allow**.



Once configured, you will see your newly added account in the Apple Mail application.



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