Wilkes University

FAQ – HOW DO I SYNC MAIL (MAC OS) WITH MY WILKES EMAIL?

Purpose

• This guides outlines the steps to sync Mail (Mac OS) with a Wilkes Email account

Requirements

- Computer running Mac OS
- Active Wilkes Account
- Active internet connection

Notes

• Wilkes email can always be accessed via https://portal.wilkes.edu or https://ewilkes.wilkes.edu

Process

1. Open **Mail** by clicking on the icon on the dock or in the **Applications** folder



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2. When prompted to Choose a Mail account provider, choose Google and click Continue

- a. Note: if you already have any email account synced to Mail, you will need to complete the following:
 - i. Select **Mail** in the menu bar
 - ii. Choose Add Account



3. Enter your full Wilkes email address (including @wilkes.edu), then click Next

	Sian in	
	to continue to mac	05
Email or phone		
		4~
Forgot email?		
To continue, Go	ogle will share your nar	ne, email address,
Before using thi	is app, you can review n	nacOS's
privacy policy a	and terms of service.	
Create accour	nt	Next

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4. Sign in using your username and password (without @wilkes.edu)

W	ilkes University
	Sign In
Username	**
Password	
ste	LOGIN
Forgot Password	
By signing onto this Violations could le disciplinary action.	portal, you agree to abide by its <u>Terms of Use</u> , ead to restriction of portal privileges and/or WSC <u>weaks</u> WSC <u>weaks</u> 2.0

- 5. **Answer** your security questions
- 6. Click Allow
- 7. Choose which apps you would like to sync with your Wilkes email and then click Done

