

Configuring NLaw Accounts in Apple Mail

Step 1

The first thing you have to do before setting up an account is create an NLaw password. This password is separate from your NetID password. First, open a browser and got to the following address:
www.nlaw.northwestern.edu



You will be navigated to a page with this login box. Enter your NetID and password in the upper set of fields and click **Login**.

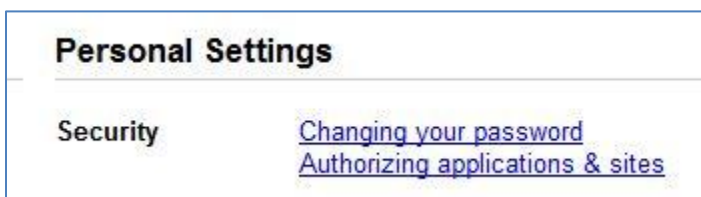
It will navigate to your NLaw account.



In the upper-right corner, you will see a set of links. Click **Settings**.



Under **Settings**, click **Accounts**, and then click **Google Account settings**.

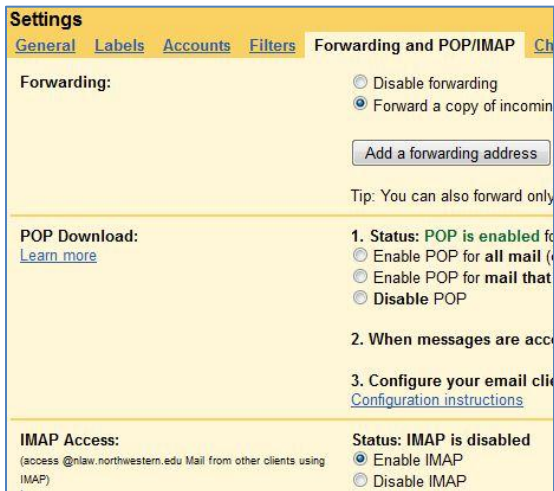


You will be directed the **Personal Settings** page. Click the **Changing your password** link.

It will redirect you to a page asking for your NetID and password. Enter those and it will take you to the page that allows password creation/change. Scroll down and enter your password, then type it again to confirm it. Click **Update** and it will create your NLaw password.

(Flip over for Page 2)

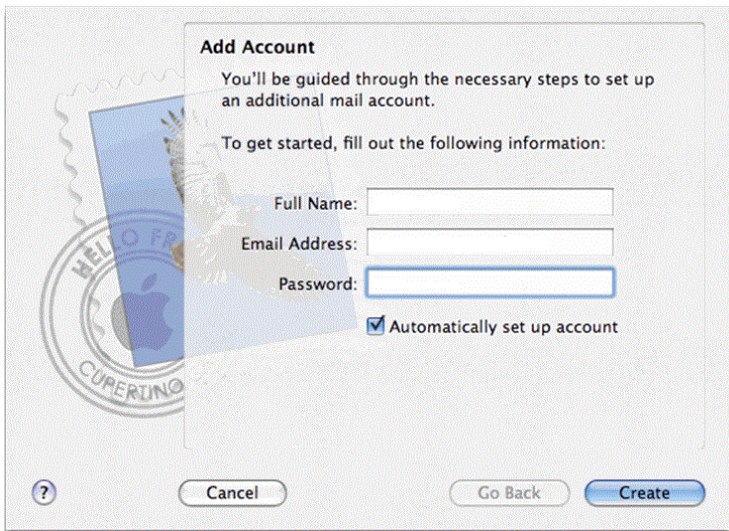
Step 2



When you have created your NLaw password, log into your NLaw account and click **Settings**.

Click on the **Forwarding and POP/IMAP** tab.

Click **Enable IMAP** and save changes.



Open Mac Mail. If you haven't set up an account yet, the startup wizard will launch.

To add a new account, go to **Mail -> Preferences**, select the **Accounts** button, and then click the "+" symbol at the lower-right to add a new account.

Enter your name, your NLaw e-mail address, and the password you just set, and click **Continue**.



On the following screen, select **IMAP** as the account type, **NLaw** as the description, and enter **imap.gmail.com** as the incoming mail server.

Enter **your full e-mail address** as your user name. Lastly, enter your **NLaw password**, and click **Continue**.

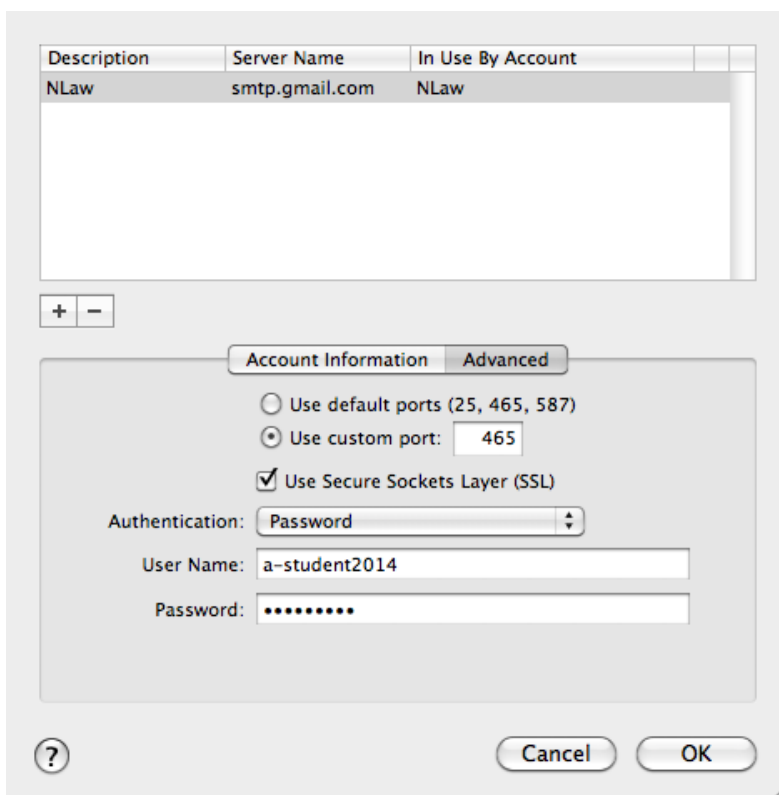


On the next screen, enter the description as **NLaw**, and set the outgoing mail server as **smtp.gmail.com**.

Next, check the box for **Use Authentication**, and enter **your full e-mail address** as your user name, and your **NLaw password**. Click **Continue**.

On the next screen, check the box for **Use Secure Sockets Layer (SSL)**, and set the authentication type to **Password**. Click **Continue**.

Click **Create** on the following page.



Next, go to **Mail -> Preferences**, and select **Accounts**. At the bottom of the window, click the drop-down menu for **Outgoing Mail Server (SMTP)**, and select **Edit SMTP Server List**.

At the bottom of the screen that comes up, select the following options:

Select **Use custom port**, and set it to 465.

On the drop-down menu for **Authentication**, select **Password**, and enter **your full e-mail address** as your user name, and your **NLaw password**.

Click **OK**, and close the preferences window.

Your account is now ready for use!