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 go to the following address: [www.nlaw.northwestern.edu](http://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.
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!