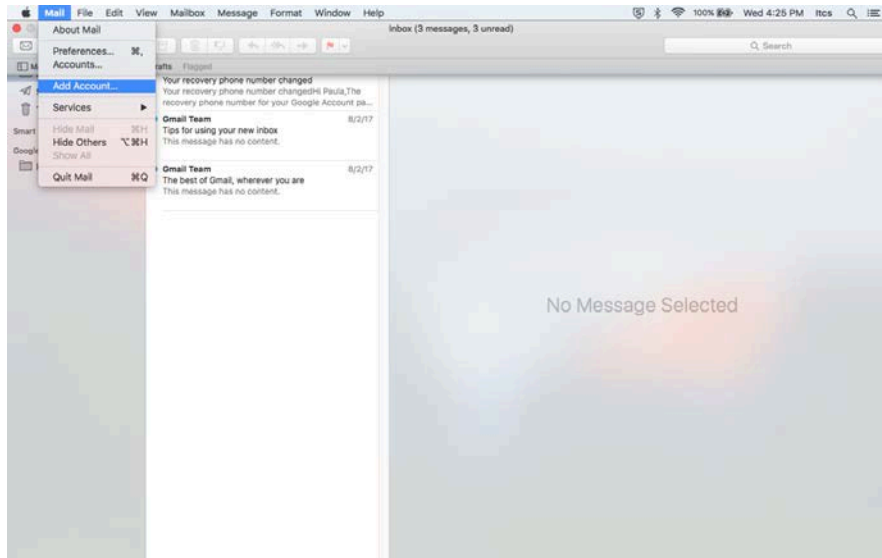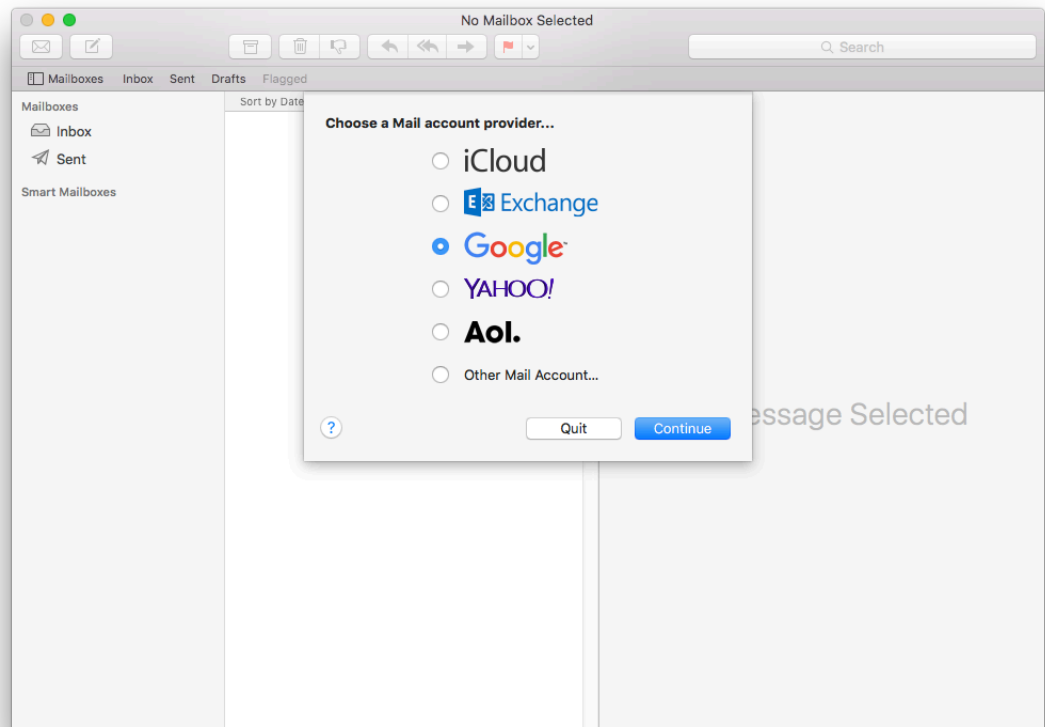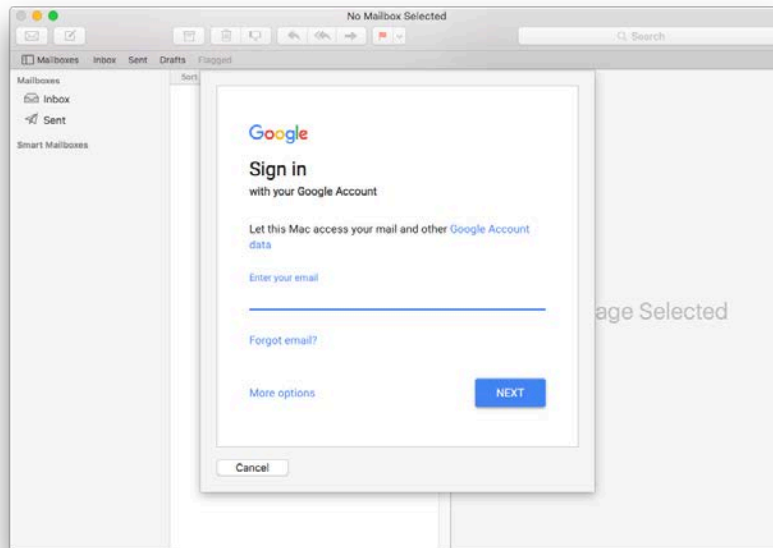1. Open your Mac Mail program. Click on the "Mail" menu and select "Add Account".
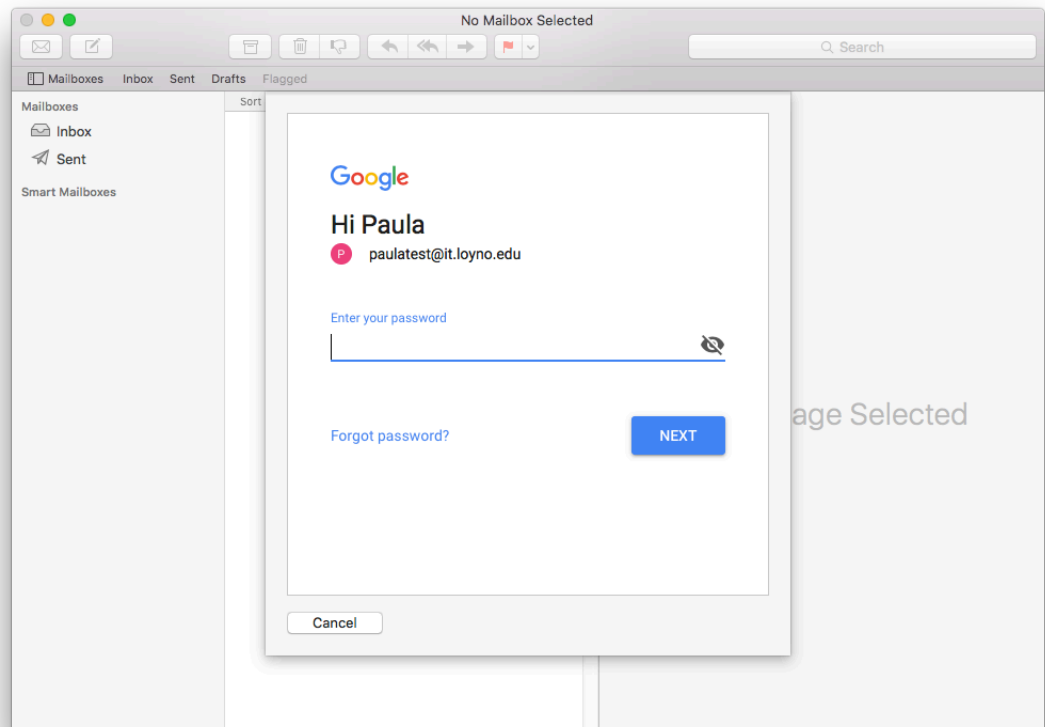

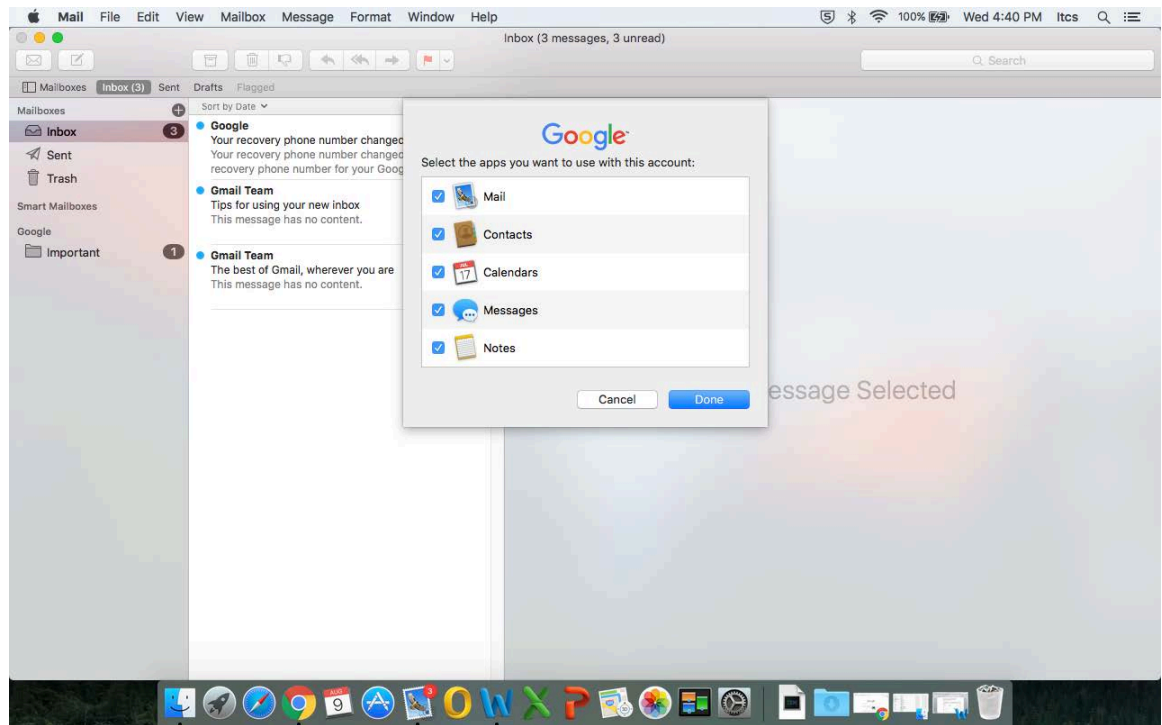2. Select Google and click "Continue".

3. Type in your Loyola Sponsored Gmail Address and click "Next".

4. Type in your password and click "Next".

5. Select the Apps you want to use with this account. Select them all and click "Done".

6. Your setup is complete. It will take some time for all of your information to populate in your Mac Mail Application.