Mac Mail IMAP Configuration

1. From the main Mac Mail window navigate to Mail → Preferences

![Preferences Window](image1)

2. Select the “Accounts” tab and then click the plus sign on the bottom to add a new account.

![Accounts Window](image2)
3. Fill in the required information and select **Continue**.
   a. Full Name: your full name
   b. Email Address: in the following format FirstName.LastName@baruch.cuny.edu
   c. Password: your BCTC or ACAD password.

4. After a short delay you will be prompted for your user name, enter the user name and select **Continue**.
   a. User Name: Your BCTC or ACAD user name.
5. Fill in the required information and select **Continue**.
   a. Account Type: **IMAP**
   b. Description: a nickname for the account (e.g. baruch email)
   c. Incoming Mail Server: **mail.baruch.cuny.edu**
   d. User Name: Your **BCTC** or **ACAD** user name.
   e. Password: Your **BCTC** or **ACAD** password.

6. You will receive a certificate error. Check the box to “**Always trust “HC01” when connecting to “mail.baruch.cuny.edu”**” then select Continue.
7. Outgoing Mail Server: Please contact your Internet Service Provider for these settings. Select **Continue** to proceed.

8. Outgoing Mail Security: Please contact your Internet Service Provider for these settings. Select **Continue** to proceed.
9. Account Summary: Verify that the information entered is displayed correctly and that “Take account online” is checked. Select Create to finish setup.

Within a few moments your inbox will synchronize with your Baruch email.