1. Open up Apple Mail. If you do not have a non Barnard email account already configured in Apple Mail you can skip to step 2. If you already have a different email account setup, click on “Mail” at the top of your screen, then click “Preferences” and then select the accounts tab across the top. Then hit the “+” symbol to add a new account. If you already have a Barnard account set up in Apple Mail you can skip to step 5.
2. Select Gmail as the type of mail account to add.

3. Enter your name, Barnard Email and Password.
4. Select which data you would like to sync to your Mac. At a minimum you must select mail. Once you hit done your account will be set up in Apple Mail.

5. From within the Apple Mail program, click “Mail” at the top of the screen. Then click “Preferences” and lastly the “Accounts” tab across the top. Once you have the accounts screen open select your Barnard account and look for the area that says “Outgoing Mail Server,” and click the drop down menu indicated below.
6. Click “Edit SMTP Server List.”

7. There are three parts you must complete:
   7.1. Click the “+” symbol to add a new server
   7.2. Add a description such as “Columbia SMTP,” and then type the server name “send.columbia.edu”
   7.3. Then click “Advanced.”
8. There are two parts you must complete here:
   8.1. Select the server that you just created and select “Use custom port” (enter 465) and check the box that says “Use Secure Sockets Layer (SSL).”
   8.2. Ensure that “Password” is selected under the “Authentication” drop down menu, then enter your Columbia UNI (without @columbia.edu) and Columbia password and then hit “OK.”

9. This will bring you back to the “Accounts” tab within preferences. Select your Barnard account on the left side. Then click on the dropdown menu next to “Outgoing Mail Server” and select the server you just created.
10. There are two parts you must complete here:

10.1. Select your Barnard account and ensure that the box that says “Use only this server” is checked

10.2. Under the section that says “Email Address” change it from your Barnard email address to your Columbia email address (i.e. zxy123@columbia.edu). Click the red X at the top left corner of the “Accounts” window and hit save when it asks you.