The instructions below are for Apple Mail running on Mac OS 10.10.3 (Yosemite) or higher. If you are using Mac OS 10.9 (Mavericks) or lower, use the instructions on page 2.

Apple Mail for Mac OS 10.10.3 and above.

1. Open Apple Mail
2. On the menu bar click on Mail, then Accounts
3. In the Internet Accounts window, click on Google in the right column.
4. Type in your VT email address, then click on the NEXT button.
5. Type in your VT PID, PID password, and 2-Factor method.
6. On the next screen select what you would like to sync from your VT Google account.
7. Click the Done button. Your email account has been setup in Apple Mail.
Before you begin you will need to turn on **Google 2-Factor Authentication** and create a **Google App Password**. If you haven’t completed both tasks you won’t be able to setup Outlook for VT E-mail. Go to: [http://www.nvc.vt.edu/intranet/is/](http://www.nvc.vt.edu/intranet/is/) for instructions on setting up Google 2-Factor and Google App Passwords.

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**Apple Mail for Mac OS 10.9 and lower.**

1. Open “**System Preferences**” and select “**Internet Accounts**”.

2. Select “**Google**” in the right column.

3. Before continuing, make sure you have created a Google App Password in your Google account settings: [https://myaccount.google.com/security](https://myaccount.google.com/security)

4. Type in your first and last name, VT email address, and Google App Password in the provided spaces.

5. Select the Mac OS apps you would like to sync with Google.

6. Your Apple Mail has been setup.

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**Having trouble or still need help?**

**NVC Information Services:**
Phone (M-F 9AM to 9:30PM): 703-538-8444  
[http://www.nvc.vt.edu/intranet/is/](http://www.nvc.vt.edu/intranet/is/)

**Virginia Tech 4-Help:**
Phone (24/7): 540-231-4357  
[https://vt4help.service-now.com/sp](https://vt4help.service-now.com/sp)