

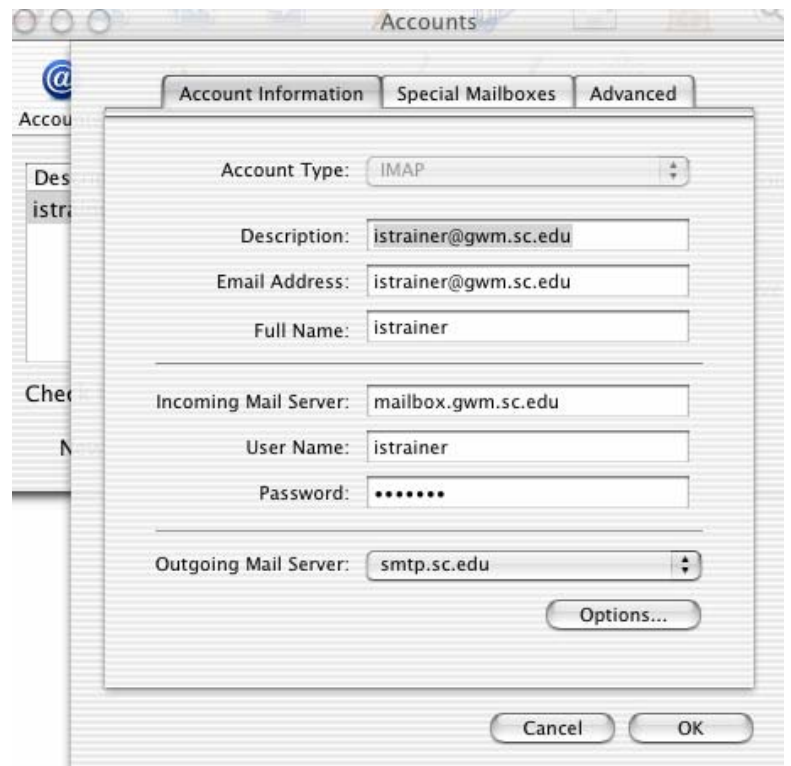
## Using OS X Mail to access your GroupWise Email via IMAP

There are two basic steps to setting up OS X Mail to manage your GroupWise account:

1. Configure OS X Mail to IMAP your GroupWise Account — This will allow you to use OS X Mail to retrieve and manage your GroupWise account.
2. Configure OS X Mail to read the GroupWise LDAP Address Book — The GroupWise LDAP address book is a replica of the USC Novell GroupWise System Address Book. The LDAP Address book makes it easy to locate people and address items to people in the GroupWise Address Book.

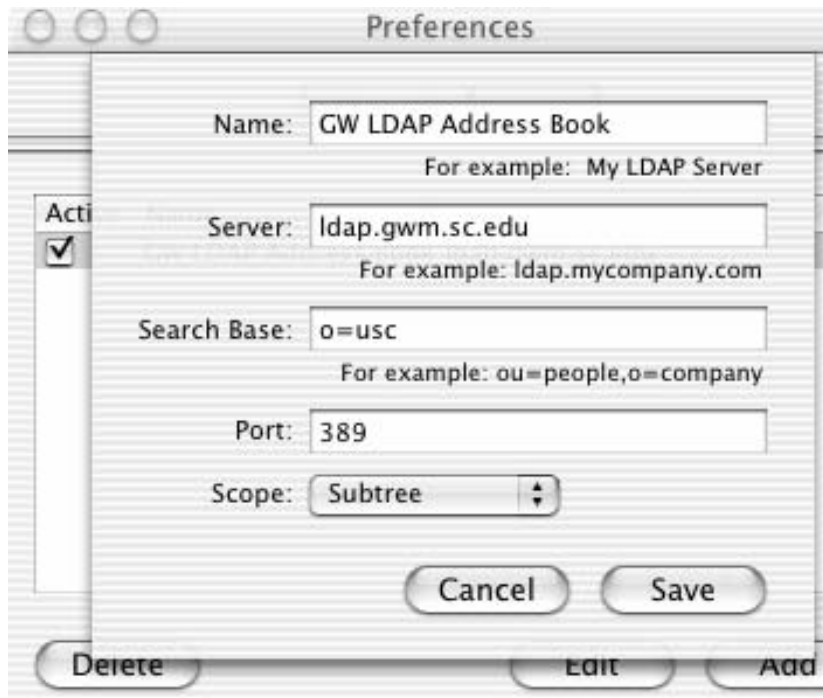
### Configuring OS X Mail to IMAP your GroupWise Account

1. Open **Mail**.
2. Choose **Mail, Preferences**.
3. Select **Accounts**, then **Add Account**.
4. Choose **IMAP** for the Account Type.
5. Enter you're a description in the Description or leave the field blank for a default description.
6. Enter your GroupWise Email Address in the Email Address field.
7. Enter your name in the Full Name field.
8. For the Incoming Mail Server, type **mailbox.gwm.sc.edu**.
9. Type your GroupWise User Name in the User Name field and your GroupWise password in the Password field.
10. For the Outgoing Mail Server, select **Add Server** from the drop-down box.
11. Enter **smtp.sc.edu** if you are on the USC campus. If you are not on campus, you must enter the smtp server for your ISP.
12. Press **OK** twice.



## Configuring OS X Mail to access the GroupWise LDAP Address Book

1. From within Mail, choose **Window**, then **Address Book**
2. From the menu, choose **Address Book**, then **Preferences**.
3. Click on the LDAP tab, and choose **Add**.
4. Enter a name for the GroupWise LDAP address book.
5. Type ldap.gwm.sc.edu for the Server.
6. In the Search Base field, enter o=usc (all alpha characters, all lowercase).
7. The Port should be 389 and the Scope should be Subtree.



8. Press **Save**.
9. In the **To** field of a new mail message, enter the desired name.
10. From the search list, select the desired name and complete the message.

Computer Services

<https://cshelpdesk.csd.sc.edu>

<http://www.csd.sc.edu/groupwise/>

803-777-1800