Check which version of Mac OS you are running by following the directions below

Click on the Apple icon in the top left of your screen
Click on About this Mac
It will tell you the version of operating system you are running.
If you are running either OS 10.11 (El Capitan) or OS 10.10 (Yosemite). Use the following directions
Directions for OS 10.10 (Yosemite) are at the bottom.

Directions for OS 10.11 (El Capitan)

Click on the Apple Icon in the top left
Click on System Preferences
Click on Internet Accounts
Click on your old Ramapo Account and click on the minus sign to delete it
Click on Google
Put in email address. It still ends in @ramapo.edu….ie. maclab@ramapo.edu
You should have a Ramapo Colllege login box
Type in username and password. Click on Login
Do Not click on Remember Me

Make sure at least Mail is checked. Uncheck anything you do not use
Click on Done

Directions for iphone/ipad

If you have used Ramapo Email before and are switching to Gmail
Please delete your account first. If not, proceed to Create Account

Delete Account

Click Settings
Click Mail, Contacts, Calendars
Click Ramapo Account
Click Delete Account
Proceed to Create Account

Create Account

Click on Add Account
Click Google
type in email address
Click on Next
Enter in your username and password for email
DO NOT CLICK ON REMEMBER ME
Make sure Mail is green. Uncheck anything you do not use

Click on Save in the top right
Open Mail

Directions for OS 10.10.5

Click on the Apple Icon in the top left
Click on System Preferences
Click on Internet Accounts
Click on your old Ramapo Account and click on the minus sign to delete it
Click on Add Other Account
Click on Add a Mail Account
Click on Create

Type in Full Name, email address and password
Click on Create
It will say account must be manually configured
Click on Next
Account Type: IMAP
Mail Server: imap.gmail.com
Username: Full email address. ie. maclab@ramapo.edu
Password
Click Next
It will say Additional Account information required
Click on Next
Port 993. check use ssl
Authentication: Password
Click Next
smtp server: smtp.gmail.com
username: Full email address
password:
Click Create
It will say Additional Account information required
Click Next
Port 587. Check Use SSL
Authentication: Password

Click Create
Click on the Account you just created (Left-hand side of the window)
You should have a Ramapo College login box
Type in username and password. Click on Login
Do Not click on Remember Me
Quit System Preferences
Open Apple Mail

Thunderbird (version 44 or higher)

If no accounts exist, Click on I think I'll configure my account later
Click Tools and Account Settings
Account Actions
Add Mail Account
Type in your name, email address and password
Click Continue
Click on Manual Config
Incoming IMAP imap.gmail.com 993 SSL/TLS Authentication Autodetect
Outgoing SMTP smtp.gmail.com 465 SSL/TLS Authentication Autodetect
For Username Incoming: Type in full email address. ie. maclab@ramapo.edu
Outgoing should be the same

Click Re-Test on the bottom right
Change Authentication to OAuth2 for both Incoming and Outgoing
Click on Done
You should have a Ramapo College login box
Type in username and password. Click on Login
Do Not click on Remember Me
Click on Allow
Click OK