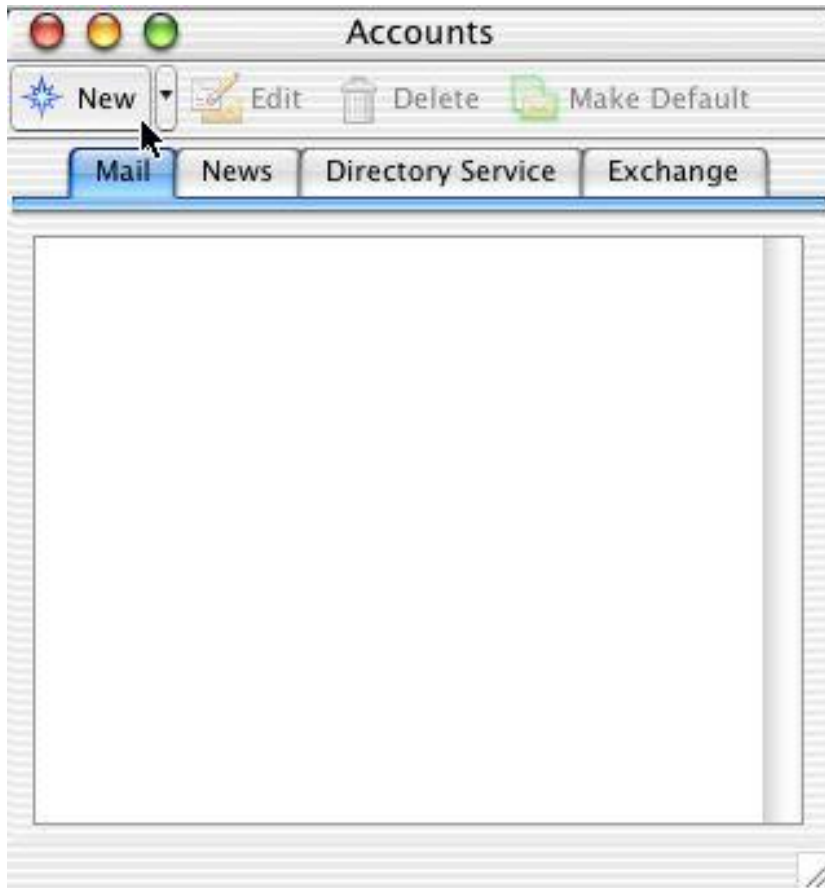# E-mail - Entourage setup guide

Email Account Setup Guide:

1) Open Entourage, go to the "**Tools**" menu and click on "**Accounts...**"


2) When the "**Internet Accounts**" window appears, click on the "**Mail**" tab. Click and hold on the "**New**" button, moving your pointer over the "**Mail...**" label and release the mouse button.

3) When the "**Account Setup Assistant**" dialog starts, begin filling out **Your name**: the name you want to appear on all your emails you send to people. At the bottom left of this window, click **Configure account manually**.

4) In the **New Account** window, choose IMAP (recommended protocol) unless you are an advanced user and need POP3. Click OK.
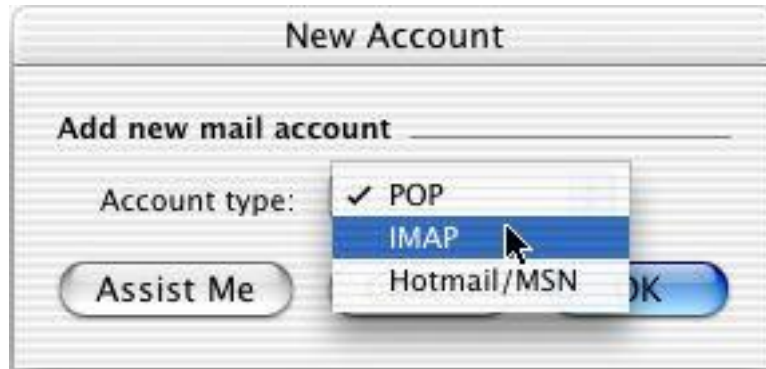
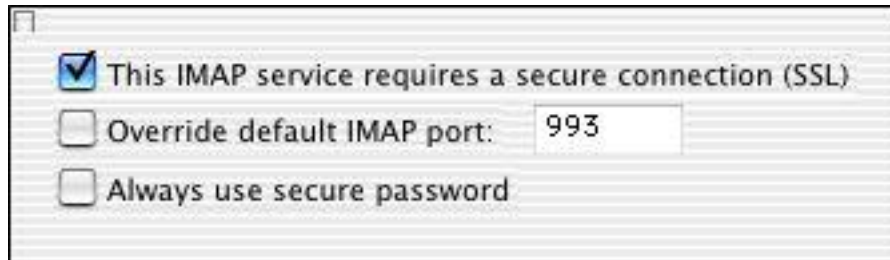5) In the **Edit Account** window, fill in the following information:

Account Settings		Personal information	
Account name:	Your full name	**Name**:	Your full name
Include this account...:	(optional)	**E-mail address**:	<yourname>@udomain.com
Receiving mail		**Sending mail**	
Account ID:	<yourname>@udomain.com	**SMTP Server**:	mail.udomain.com
IMAP server:	mail.udomain.com		
Password/Save password:	(optional)		
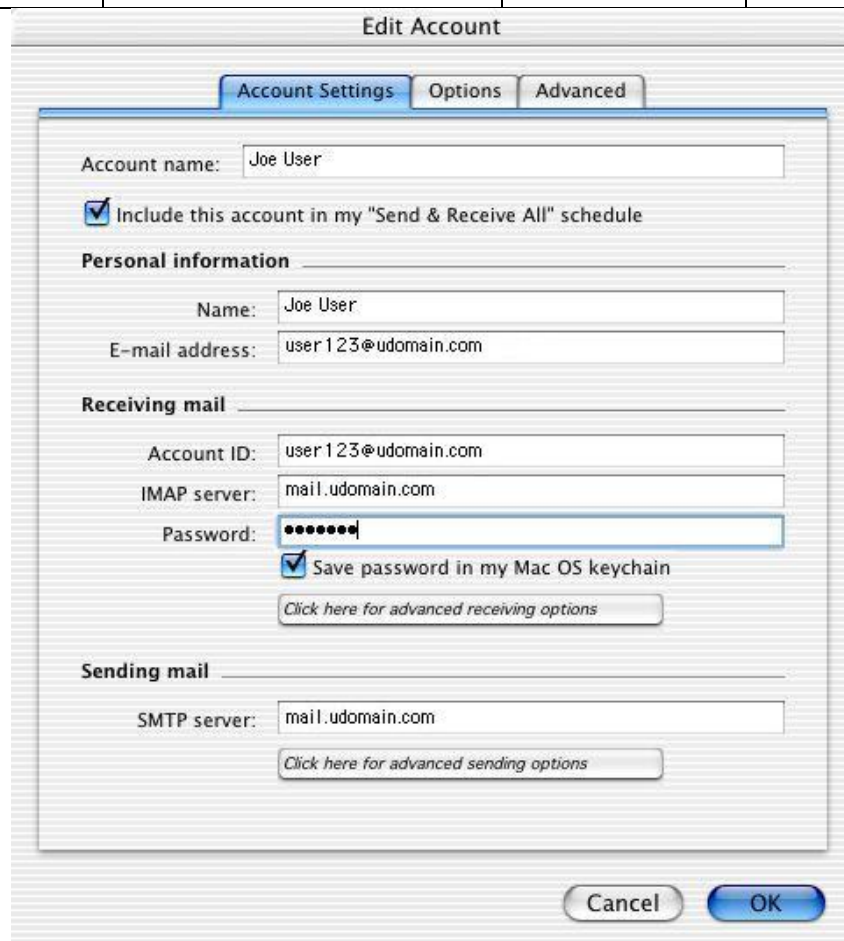
6) Set advanced receiving options:

This IMAP service requires a secure connection (SSL) should be checked.

Override default IMAP port: check if 993 isn't set, and reset to 993 if needed.
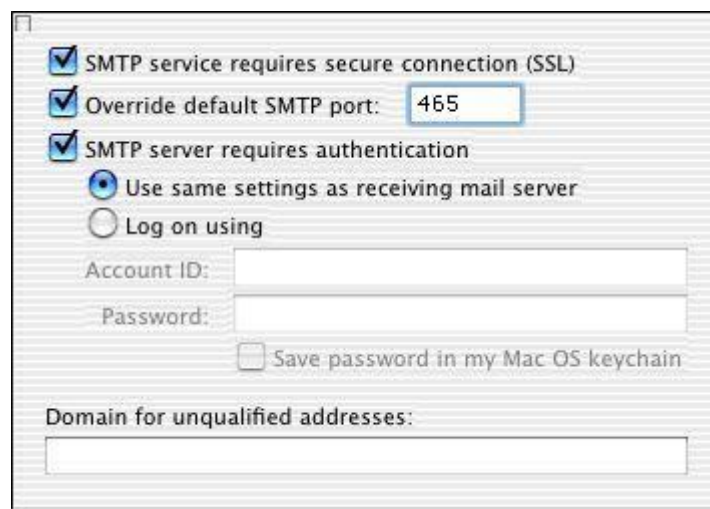
7) Set advanced sending options:

SMTP service requires secure connection (SSL) should be checked.

Override default SMTP port should be checked and changed to 465.

SMTP server requires authentication should be checked.
  Use same settings as incoming mail server should be set.

8) Settings in the **Options** tab are optional. The settings shown in the **Advanced** tab are preferred, but the "Delete options" can be altered to suit your needs.

Edit Account

Account Settings | **Options** | Advanced

Message Options

Default signature: None

Additional headers:

Header	Value

Server Options

- ☑ Send commands to server simultaneously
- ☐ Download complete messages in Inbox
- ☐ Partially receive messages over `20` KB
- Root folder: `mail`
- ☐ Live Sync (stay connected with server)
  - ☑ Only connect to Inbox
  - ☐ Connect immediately on launch
  - ☐ Disconnect from server after `9` minutes.
- ☑ Check for unread messages in subscribed folders

Cancel | OK

Edit Account

Account Settings | Options | **Advanced**

Special folders

- ☐ Store sent messages in this IMAP folder: Sent Items
- ☐ Store drafts in this IMAP folder: Drafts

Delete options

You can choose how you want to delete messages from the IMAP server.

- ⦿ Mark messages as deleted
  - ☑ Purge deleted messages when leaving IMAP folders
  - ☑ Purge deleted messages when quitting Entourage
- ○ Move messages to the "Deleted Items" folder
  - Move to this IMAP folder: Deleted Items
  - ☐ Empty "Deleted Items" folder on quit
    - ○ Delete messages older than: `5` days
    - ⦿ Delete all messages

Cancel | OK