E-mail - Entourage setup guide

Email Account Setup Guide:

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

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Link	to Existing		⊳
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Acco	unts	•	

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.

000	Account Setup Assistant	5
Your Name		Q
When you send a the message. Ty	1 message, your name appears in pe your name as you would like i	n the From box of it to appear.
Your name:	Joe User	
	For example: John Smith	

Click the right arrow to continue.





4) In the **New Account** window, choose IMAP (recommended protocol) unless you are an advanced user and need POP3. Click OK.

Add new mail acc	ount	
Account type:	✓ POP	
	IMAP	
Assist Me	Hotmail/MSN)K

5) In the Edit Account window, fill in the following information:

Account Settings		Personal informa	ation
Account name:	Your full name	Name:	Your full name
Include this account:	(optional)	E-mail address:	<yourname>@udomain.com</yourname>
Receiving mail		Sending mail	
Account ID:	<yourname>@udomain.com</yourname>	SMTP Server:	mail.udomain.com
IMAP server:	mail.udomain.com		
Password/Save password:	(optional)		
	Edit Account		

đ	
M Include this acco	ount in my "Send & Receive All" schedule
Personal information	on
Name:	Joe User
E-mail address:	user123@udomain.com
Receiving mail	
Account ID:	user123@udomain.com
IMAP server:	mail.udomain.com
Password:	••••••
	Save password in my Mac OS keychain
	Click here for advanced receiving options
Sending mail	
SMTP server:	mail.udomain.com
	Click here for advanced sending options
SMTP server:	mail.udomain.com Click here for advanced sending options

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.

_		
Override default IMAP port:	993	
<u> </u>		

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.

raun simir port.	465	
r requires authen	ication	
ne settings as reco	iving mail serve	r
using		
1		
Save passw	ord in my Mac O	S keychair
	r requires authent ne settings as rece using	r requires authentication me settings as receiving mail serve using Save password in my Mac O

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 A	ccount		
ſ	Account Settings	Options	Advanced	1
lessage Optio	ns			
Default signa	ture: None			
Additional he	aders:			
Header	Value			
erver Options	5. <u></u>			
Send com	nmands to server sim	ultaneousl	y	
Download	d complete messages	in Inbox	(A)	
Partially r	mail	r 20	₹ KB	
Live Sync	(stay connected with	server)		
Only	connect to Inbox			
Conn	ect immediately on la	unch	- 14	
🗌 Disco	nnect from server aft	er 9	minu	tes.
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