

# Setting Up Microsoft® Entourage

## Setting Up a POP3 or IMAP Email Account

1. Select [Entourage / Account Settings](#).
2. Click the [Mail](#) tab.
3. Click the [New](#) button.
4. Click the [Configure account manually](#) button.
5. Click the [Account type](#) drop-down menu and choose one of the following:
  - To use a POP3 server, select [POP](#).
  - To use an IMAP server, select [IMAP](#).
6. Click the [OK](#) button. The [Edit Account](#) window will appear. Enter the following information in the spaces provided:

### Account Name

- Account Name—Enter a descriptive name for the account.

### Personal Information

- Name—Enter your first and last name. This is the name that will appear in the [From](#) field of messages you send.
- E-mail address—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.

## Comparing POP and IMAP

### POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you are away from your desk, you can still access your email from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

### Receiving Mail

- Account ID—Your Account ID is your email address. Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- Based on your selection in Step 5, enter the corresponding POP or IMAP server:
  - POP server—Enter the POP server name: *pop.emailsrvr.com*
  - IMAP server—Enter the IMAP server name: *imap.emailsrvr.com*
- Password—Enter the password for your email account.

### Sending Mail

- SMTP Server—Enter the SMTP server name: *smtp.emailsrvr.com*
7. Click the [Click here for advanced sending options](#) button, located below the [SMTP server](#) box.

8. Check the [Override default SMTP port](#) box.
9. Enter the default outgoing port *587* or the alternate port *8025*.
10. Check the [SMTP server requires authentication](#) box.
11. Click the [Use same settings as receiving mail server](#) button.
12. Click just outside of the pop-up window to return to the main [Edit Account](#) window.
13. Click the [OK](#) button.
14. Click the [Close](#) button, located in the upper left corner.

### IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on the server, you must monitor your mailbox size. You may need to delete messages periodically.

## Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your POP3 or IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure email messages.

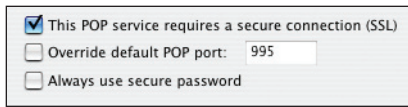
1. Select [Entourage / Account Settings](#).
2. Click the [Mail](#) tab.
3. Double-click your mail account, as it appears in the list.

### Receiving Mail Section



POP server:

4. In the [POP Server](#) (or [IMAP Server](#)) box, enter the secure server name: *secure.emailsrvr.com*
5. Click the [Click here for advanced receiving options](#) button.



This POP service requires a secure connection (SSL)  
 Override default POP port:   
 Always use secure password

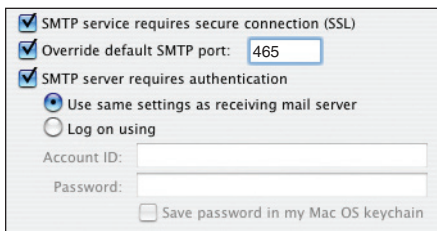
6. Check the [This \[POP or IMAP\] service requires a secure connection \(SSL\)](#) box.
7. The number in the port box will change automatically. The secure POP server port is 995. The secure IMAP server port is 993.
8. Click just outside of the pop-up window to return to the main [Edit Account](#) window.

### Sending Mail Section



SMTP server:

9. In the [SMTP server](#) box, enter the secure server name: *secure.emailsrvr.com*
10. Click the [Click here for advanced sending options](#) button.



SMTP service requires secure connection (SSL)  
 Override default SMTP port:   
 SMTP server requires authentication  
 Use same settings as receiving mail server  
 Log on using  
Account ID:   
Password:   
 Save password in my Mac OS keychain

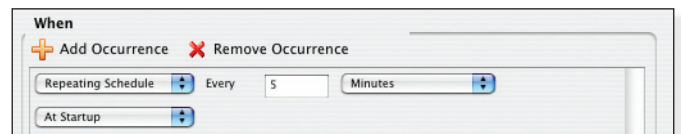
11. Check the [SMTP service requires secure connection \(SSL\)](#) box.
12. Be sure that the [Override default SMTP port](#) box is checked.
13. Replace the SMTP port with the secure port 465. Or, you can use the alternate port 587 or 8025.
14. Be sure that the [SMTP server requires authentication](#) box is checked.
15. Click just outside of the pop-up window to return to the main [Edit Account](#) window.
16. Click the [OK](#) button.
17. Click the [Close](#) button, located in the upper left corner, to close the [Accounts](#) window.

## Leaving a Copy of Messages on the Server (POP3 Only)

1. Select [Entourage / Account Settings](#).
2. Click the [Mail](#) tab.
3. Double-click your mail account, as it appears in the list.
4. Click the [Options](#) tab.
5. To leave a copy of messages on the server, check the [Leave a copy of messages on the server](#) box.
6. To avoid exceeding your account's storage limits, check the [Delete messages from the server after . . . days](#) box, and make changes to the days value, as desired.
7. You may also want to check the [Delete messages from the server after they are deleted from this computer](#) box. This will reduce the amount of storage you are using on your server.
8. Click the [OK](#) button.
9. Click the [Close](#) button, located in the upper left corner, to close the [Accounts](#) window.

## Checking for Mail Automatically

1. Select [Tools / Run Schedule / Edit Schedules](#).
2. Double-click the schedule labeled, [Send & Receive All](#). Be sure that you do not uncheck the box when you click the item. The [Edit Schedule](#) window will appear.



**When**  
+ Add Occurrence - Remove Occurrence  
Repeating Schedule: Every 5 Minutes  
At Startup

3. By default, Entourage will check for new mail every 10 minutes. To adjust how often Entourage should check for new mail, replace the number in the [Every . . . Minutes](#) box.
4. Make other changes, as desired.
5. Click the [OK](#) button.
6. Click the [Close](#) button, located in the upper left corner, to close the [Schedules](#) window.

## Adjusting Spam Handling Preferences

1. Select [Tools / Junk E-mail Protection](#).
2. Click the [Level](#) tab.
3. Select the level of email protection you would like to use.
4. If you want Entourage to automatically delete old spam messages, check the [Delete messages from the Junk E-mail folder older than . . . days](#) box.
5. Click the [Safe Domains](#) tab.
6. When you add domains to your Safe Domains list, you ensure that messages from those domains will not be incorrectly identified as spam. A domain is anything that follows the @ symbol in a person's email address (e.g., microsoft.com, gmail.com). Enter domains in the [Safe Domains](#) box, separating domain names with a comma.
7. Click the [OK](#) button.