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.

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.

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.

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.
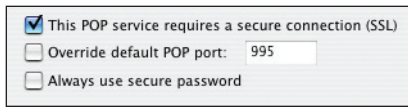
Assigning SSL Secure Server Settings

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: secure.emailsrvr.com

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: 995
> ☐ Always use secure password
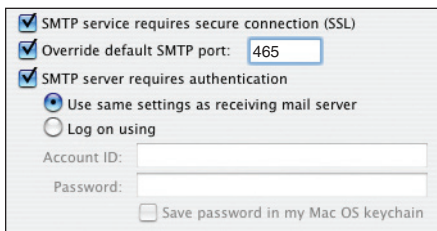
6. Check the This [POP or IMAP] service requires a secure connection (SSL) box.

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: secure.emailsrvr.com

9. In the SMTP server box, enter the secure server name: *secure.emailsrvr.com*

10. Click the Click here for advanced sending options button.

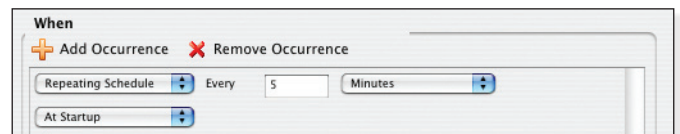> ☑ SMTP service requires secure connection (SSL)
> ☑ Override default SMTP port: 465
> ☑ SMTP server requires authentication
>   ⦿ Use same settings as receiving mail server
>   ◯ Log on using
>   Account ID:
>   Password:
>   ☐ Save password in my Mac OS keychain

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.