



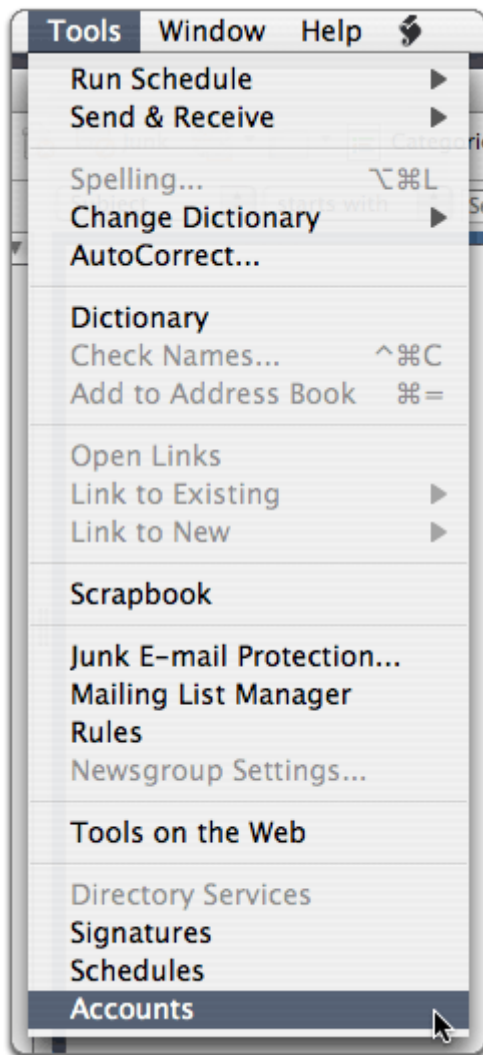
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## Setting Up Your E-mail in Microsoft Entourage

This tutorial shows you how to set up Microsoft Entourage to work with your e-mail account. This tutorial focuses on setting up Microsoft Entourage 2003, but these settings are similar in other versions of Microsoft Entourage. You can set up previous versions of Microsoft Entourage by using the settings in this tutorial.

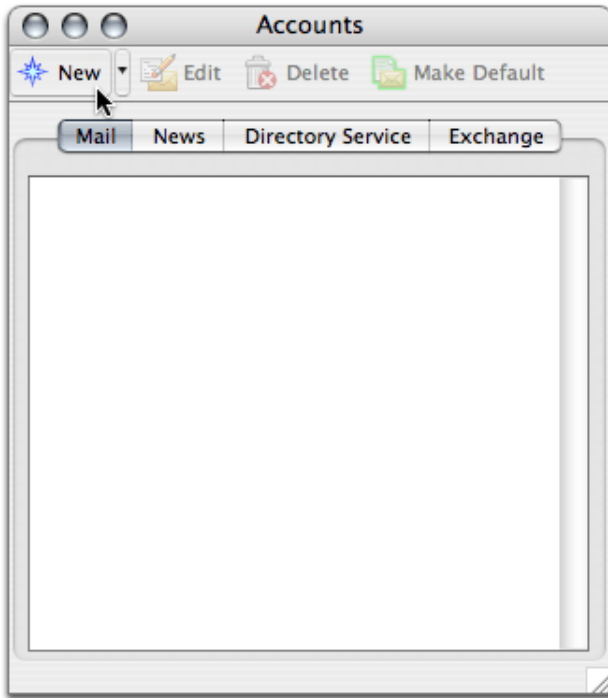
### To Set Up Your E-mail Account in Microsoft Entourage

1. Open Microsoft Entourage 2004.
2. Select Tools > Accounts.

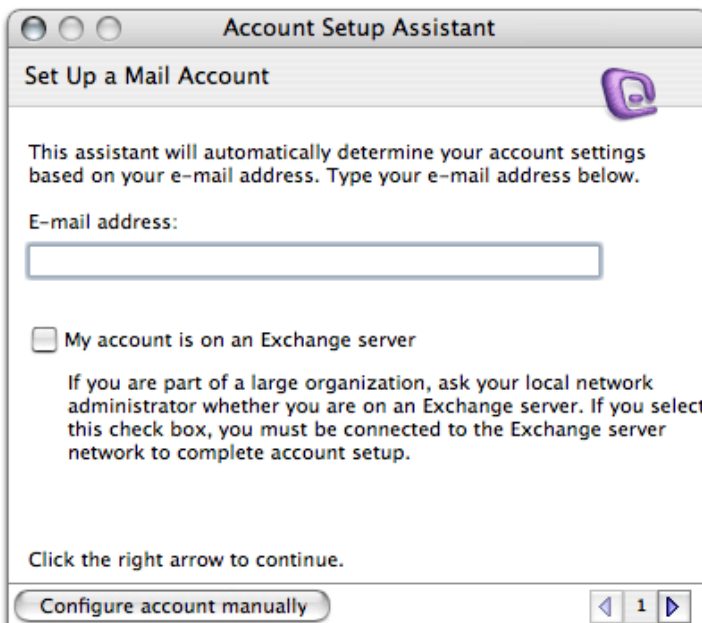




3. Click "New."

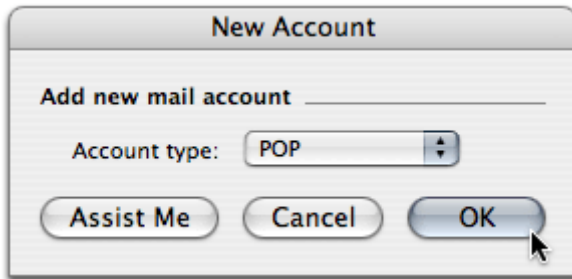


4. If the "Account Setup Assistant" window displays, click "Configure account manually."





5. Select POP for the account type and click OK.



6. On the Edit Account window, enter your information as follows:

**Account name**

Enter a name for your account, for example: My Mail, Work, or Home.

**Name**

Enter your first and last name.

**E-mail address**

Enter your e-mail address.

**Account ID**

Enter your e-mail address, again.

**POP server**

Enter mail.yourdomainname.com as your incoming server

(replace *mail.yourdomain.com* with Your domain e.g. if your domain is *bobsite.com* then it should be *mail.bobsite.com*)

**Password**

Enter the password for your e-mail account.

**SMTP server**

Enter mail.yourdomainname.com for your outgoing mail server.

(replace *mail.yourdomain.com* with Your domain e.g. if your domain is *bobsite.com* then it should be *mail.bobsite.com*)

Click "Click here for more advanced sending options."





Account name: My Mail

Include this account in my "Send & Receive All" schedule

**Personal information**

Name: Jane Smith

E-mail address: jsmith@coolexample.com

**Receiving mail**

Account ID: jsmith@coolexample.com

POP server: pop.secureserver.net

Password: .....

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

**Sending mail**

SMTP server: smtpout.secureserver.net

[Click here for advanced sending options](#)

Cancel OK

7. Select "Override default SMTP port" and change the number to 28.
8. Select "SMTP server requires authentication" and "Use same settings as receiving mail server ." Click OK.

SMTP service requires secure connection (SSL)

Override default SMTP port: 80

SMTP server requires authentication

Use same settings as receiving mail server

Log on using

Account ID: \_\_\_\_\_

Password: \_\_\_\_\_

Save password in my Mac OS keychain

Domain for unqualified addresses:  
|\_\_\_\_\_