



Configure Mac Entourageemail

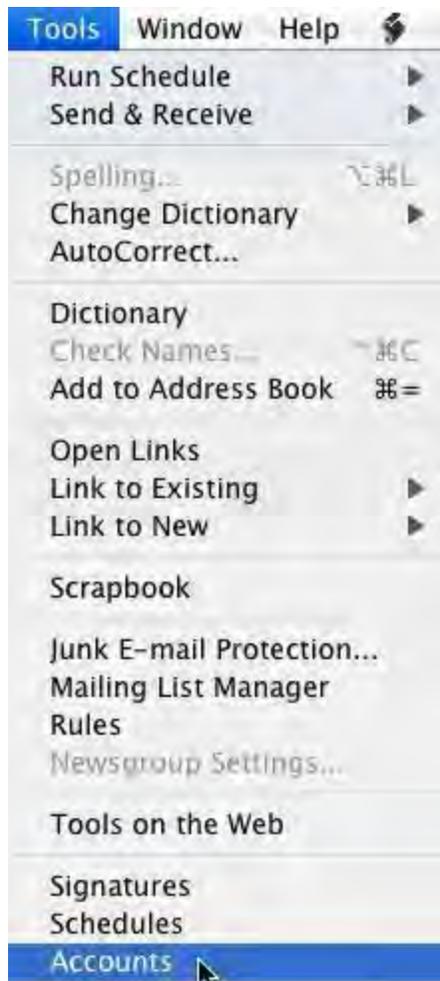
In order to send and receive E-mail, you can configure Entourage for Mac OS X as your E-mail client with the following required settings.

This step-by-step tutorial will demonstrate how to make the necessary changes so that you will be sending and receiving E-mail quickly and conveniently.

Start by configuring Entourage with your new E-mail account so that Entourage will check E-mail services (The following steps bypass the Setup Assistant) – Let's begin:

Step 1:

With Entourage open, click on the **Tools** menu at the top of the screen and then click on **Accounts**.



Step 2:

When the **Accounts** window opens, click the **New** button in the upper-left corner of the window and select **Mail**.



Step 3:

When the **Account Setup Assistant** box appears select the **Configure account manually** button at the bottom of the window.



Step 4:

When the **New Account** box appears select either **POP** or **IMAP** for your server type. If you are not certain which one to select, **POP** is the most common setting. Click **OK**.



Step 5:

The **Edit Account** box will now appear – this is where you will configure the bulk of your account settings. In this window you will enter the following information:

- **Account Name:** Enter a description for the e-mail account you will be using
- **Name:** Enter your full name
- **Email Address:** Enter the E-mail address that has been configured
- **Account ID:** Enter your **FULL E-mail Address** – this is your username to log into the mail server (also used with Webmail)
- **POP Server:** Enter your incoming mail server – **typically mail.yourdomainname.xyz** (.com, .net, .org etc.) – Remember to change the "yourdomainname" to the domain that you are hosting
- **Password:** Enter the password for the E-mail address that you are configuring
- **SMTP Server:** Enter your outgoing mail server – **typically mail.yourdomainname.xyz** (.com, .net, .org etc.) – Remember to change the "yourdomainname" to the domain that you are hosting

Click **OK** in the Edit Account window.

Close the Accounts window to save your settings.

Edit Account

Account Settings | Options | Advanced | Security

Account name:

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

Personal information

Name:

E-mail address:

Receiving mail

Account ID:

POP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server:

[Click here for advanced sending options](#)

Step 6 - We're Finished:

You should now be able to send and receive E-mail using your account.