

How to Setup Email in Entourage

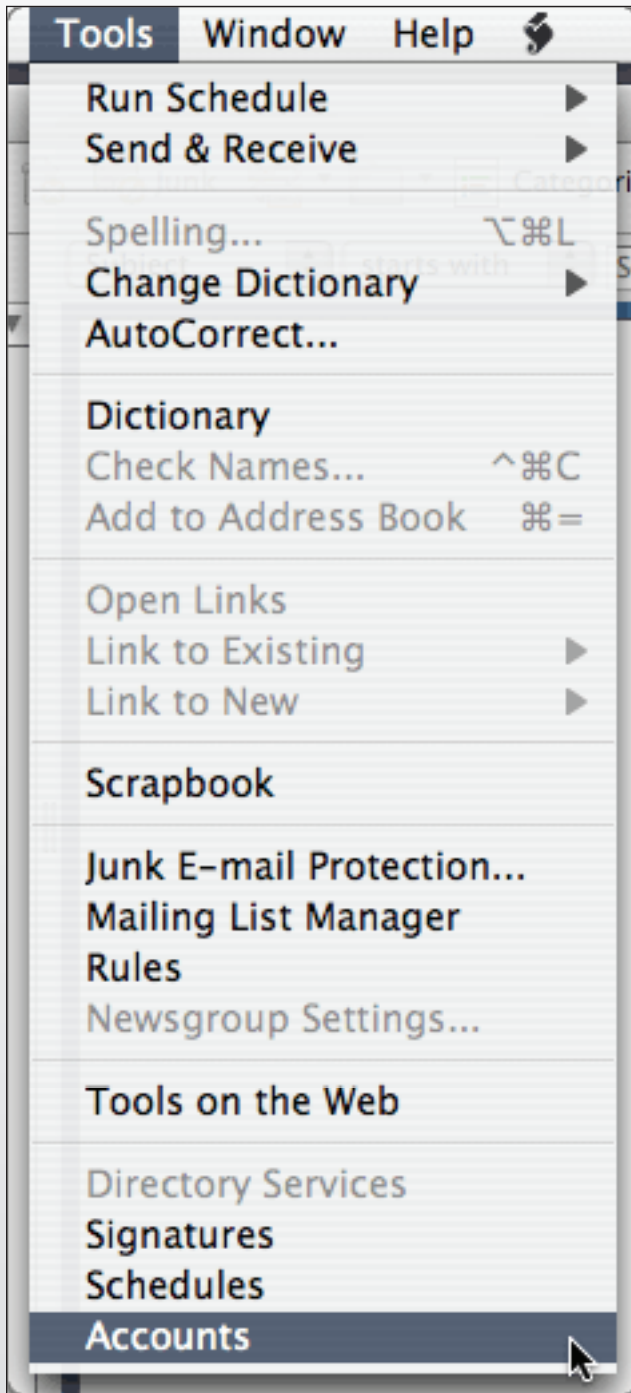
information for macrobatix customers

The following is a step-by-step tutorial
showing you how setup email in Entourage.
Brought to you by Macrobatix, LLC.



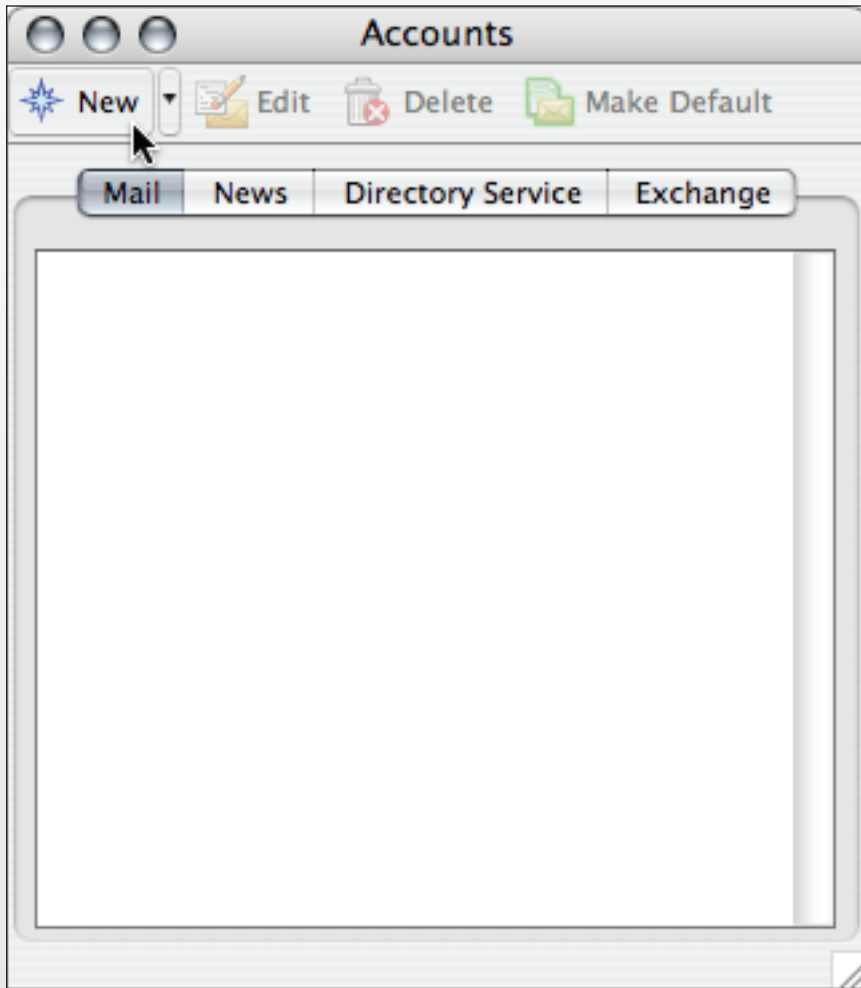
STEP 1

From the Entourage menu, select "Tools", then "Accounts".



STEP 2

To create a new account, click the "New" button in the accounts window.

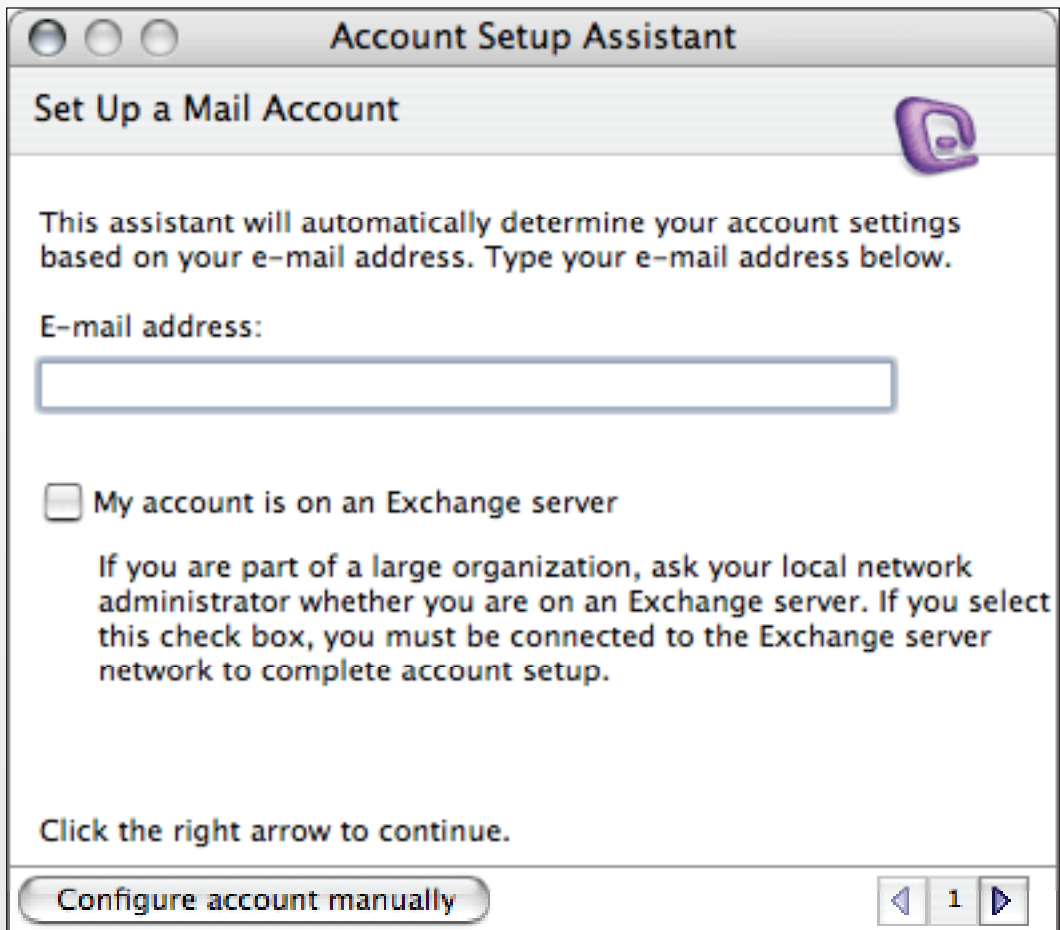


STEP 3

Select "Mail".

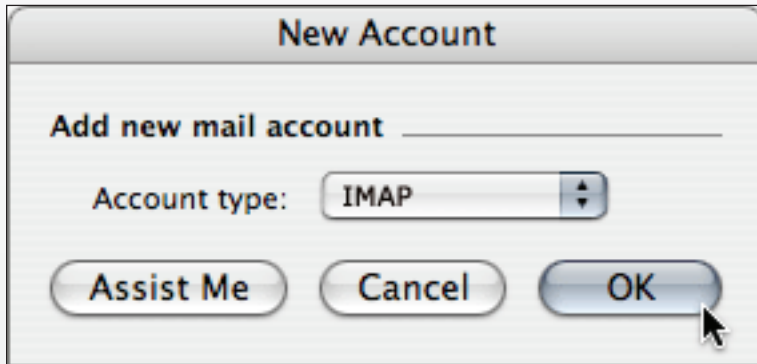
STEP 4

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



STEP 5

Select "IMAP" from the dropdown menu in the "New Account" window for the account type.



STEP 6

Click "OK".

STEP 7

In the "Edit Account" window, enter the following information in the appropriate fields:

- Account name: Enter a name for your account.
- Name: Enter your first and last name.
- E-mail address: Enter your entire email address. Example: youremail@your-domain-name.com.
- Account ID: Enter your entire email address, again.
- IMAP server: Enter the domain name of your incoming mail server.
- Password: Enter the password for your email account.
- SMTP server: Enter the domain name of your outgoing mail server.

The screenshot shows the "Edit Account" window with three tabs: "Account Settings" (selected), "Options", and "Security".

Account Settings

Account name:

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

Personal information

Name:

E-mail address:

Receiving mail

Account ID:

IMAP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

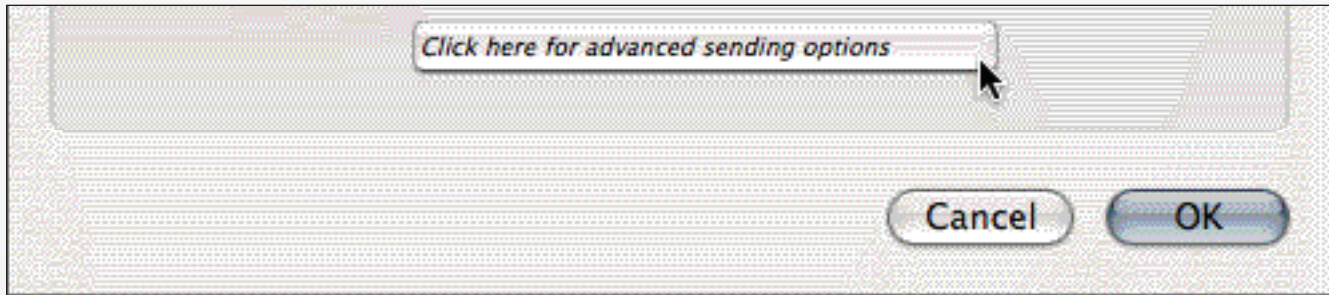
SMTP server:

[Click here for advanced sending options](#)

Buttons: Cancel, OK

STEP 8

Click "Click here for more advanced sending options."



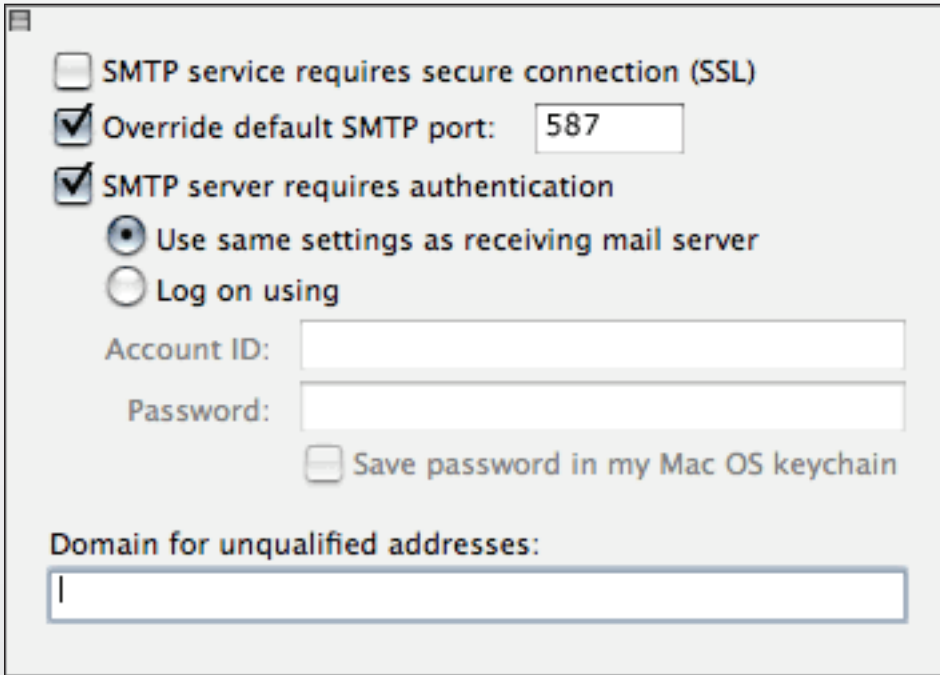
STEP 10

Click the checkbox next to “Override default SMTP port” and change the number to 587.

STEP 11

Click the checkbox next to “SMTP server requires authentication”.

Select “Use same settings as receiving mail server .”



The screenshot shows the 'Edit Account' window with the following settings:

- 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
- Domain for unqualified addresses:

STEP 12

Click “OK” in the “Edit Account” window.

Setup Complete

Congratulations! You have successfully set up your email account in Entourage.

If you have any questions or need help with this or any other Macrobatix tutorial please send email to support@macrobatix.com. Please visit www.macrobatix.com/tutorials to see other information and tutorials.