1) Open Entourage, go to the "**Tools**" menu (if you get other pop-up screens when opening Outlook Express, close them until you can click on the "**Tools**" menu), and click on "**Accounts...**"

Tools	Window	Help	S
Run S	Schedule		•
Send	& Receive		•
Spelli	ing	-	- 981
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Dictio	onary		
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Add I	to Address	Book	$\mathfrak{H} =$
Open	Links		
Link	to Existing		
Link	to New		•
Junk	Mail Filter.		
Maili	ng List Mai	nager	
Rules			
News	group Sett	ings	
Tools	on the We	eb	
Direc	tory Servic	es	
Signa	tures		
Schee	dules		
Acco	unts	•	

2) When the "**Internet Accounts**" window appears, click on the "**Mail**" tab. Click and hold on the "**New**" button, moving your pointer over the "**Mail...**" label and release the mouse button.



3) When the "**Account Setup Assistant**" dialog starts, begin filling out **Your name**: the name you want to appear on all your emails you send to people. At the bottom left of this window, click **Configure account manually**.

$\Theta \Theta \Theta$	Account Setup Assistant
Your Name	
When you send the message. Ty	a message, your name appears in the From box of ype your name as you would like it to appear.
Your name:	Test
	For example: John Smith

Click the right arrow to continue.

Configure account manually



4) In the **New Account** window, you can either choose **POP** or **IMAP**. Click OK.



NOTE: Once you've selected the Account Type (POP3 or IMAP), you're <u>not allowed</u> to change it later. Quick explanation of POP3 and IMAP as the table below:

POP3		IMAP	
•	Faster	•	Slower
•	Once retrieved, no backup in the	•	Backup your sent and received mail in the
	server		server
•	Your mail will be stored in the local	•	Your mail will be stored in local computer
	computer only		and server
•	Your mail will not sync if access with	•	You can access your mail using any
	different computer		computer (mail sync)

5) In the **Edit Account** window, fill in the following information:

Account Settings

Account name: Your full name Include this account...: (optional)

Personal information

Name: Your full name **E-mail address**: <your e-mail address > Example: test@belxpress.com

Receiving mail

Account ID: <your e-mail address> Example: test@belxpress.com IMAP server: <your mail server> Example: mail.belxpress.com Password/Save password: (optional)

Sending mail

SMTP Server: <your mail server> Example: mail.belxpress.com

Account name: te	est account		
Include this acco	ount in my "Send & Receive All" schedule		
Personal information	on		
Name: Test Me			
E-mail address:	test@belxpress.com		
Receiving mail			
Account ID:	test@belxpress.com		
IMAP server:	mail.belxpress.com		
Password:			
	Save password in my Mac OS keychain <i>Click here for advanced receiving options</i>		
Sending mail			
SMTP server:	mail.belxpress.com		
	Click here for advanced sending options		

6) Set advanced receiving options (optional):

This step is optional, without SSL is preferred. However, if you choose to enable SSL, **This IMAP service requires a secure connection (SSL)** should be checked.

Override default IMAP port: check if 993 isn't set, and reset to 993 if needed.

This IMAP service requires a	secure conn	ection (SSL
Override default IMAP port:	993	
Always use secure password		

NOTE: For faster performance, without SSL is preferred. For added security, SSL or TLS can be used. If TLS has been chosen, set the **Outgoing server (SMTP)** port to **587** (not 465).

7) Set advanced sending options:

If you choose to enable SSL, **SMTP service requires secure connection** (**SSL**) should be checked. Without SSL is recommended as the server's self-signed certification will cause warning alert from Entourage.

Override default SMTP port should be checked and changed to **587**. If SSL is enable, and if you have trouble sending e-mail with port 587, try port 465 instead, otherwise stick to port 587.

SMTP server requires authentication MUST be checked.

Use same settings as incoming mail server should be set, or **Log on using** should be checked, and specify Account ID as your <u>full e-mail address</u> and password

Override defai	at SMTP port: 301
SMIP server re	equires authentication
Use same	settings as receiving mail server
U Log on usi	ng
Account ID:	
Password:	
	Save password in my Mac OS keychair
omain for ungua	lified addresses:

8) Settings in the **Options** tab are optional. The settings shown in the **Advanced** tab are preferred, but the "Delete options" can be altered to suit your needs.

ecial folders					
Store sent	messages in thi	s IMAP folder	Sent It	ems	\$
Store draf	ts in this IMAP fo	lder:	Drafts		÷
elete options					
You can choo server.	se how you want	to delete me	ssages fror	n the IMAP	
• Mark mes	sages as deleted				
Purge	deleted message	es when leavir	ng IMAP fol	ders	
Purge	deleted message	es when quitti	ng Entoura	ge	
O Move mes	sages to the "De	leted Items" f	older		
Move to t	his IMAP folder:	Deleted Ite	ms		÷
Empty	"Deleted Items"	folder on qui	t		
O De	elete messages o	lder than: 🗍	5	days	
🕑 De	lete all message	S			

9) Congratulation! You're done.