

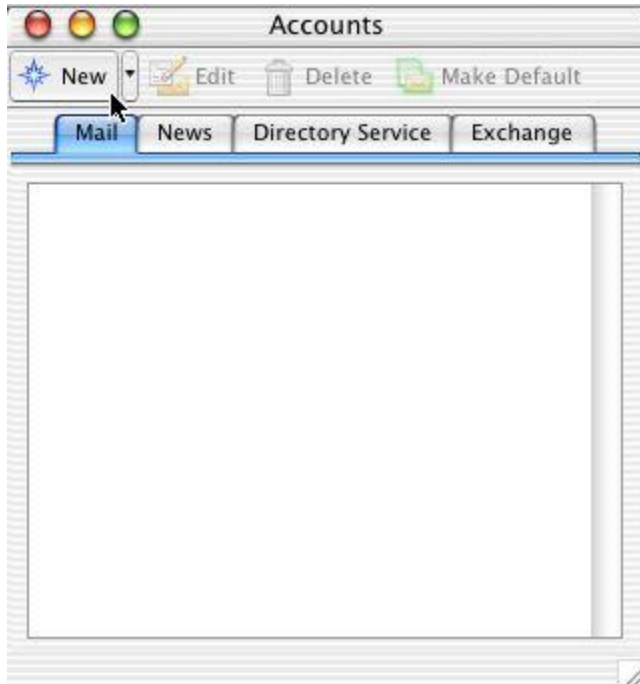
Microsoft Entourage For Max OS X – Email Account Set up Guide

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...**"

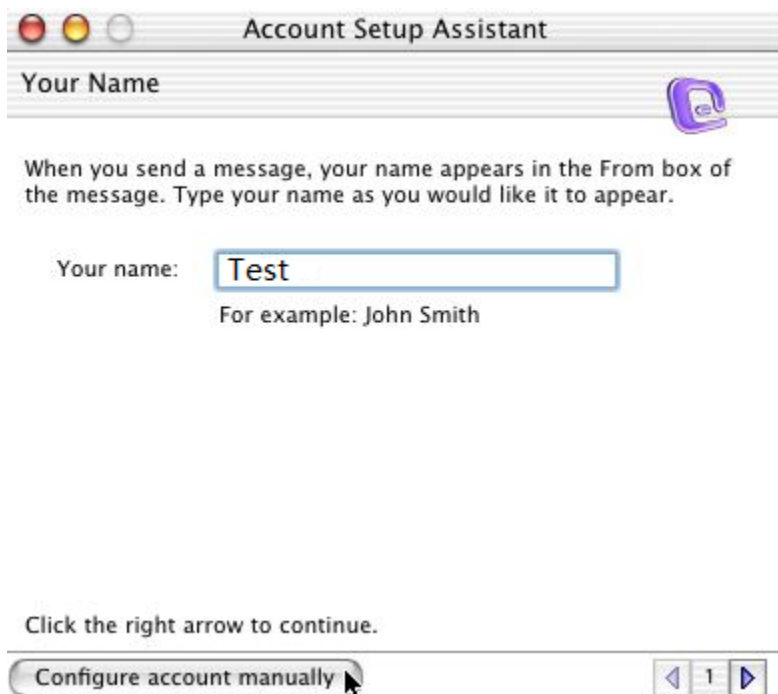


2) When the "**Internet Accounts**" window appears, click on the "**Mail**" tab. Click and hold on the "**New**" button, moving your pointer over the "**Mail...**" label and release the mouse button.

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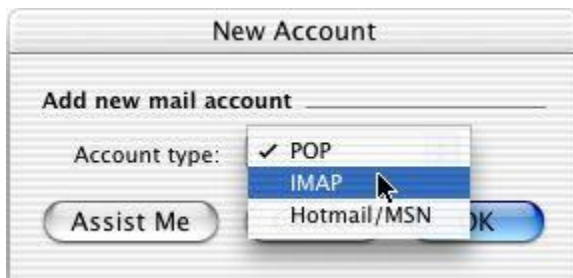


3) When the "**Account Setup Assistant**" dialog starts, begin filling out **Your name**: the name you want to appear on all your emails you send to people. At the bottom left of this window, click **Configure account manually**.



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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 not allowed to change it later. Quick explanation of POP3 and IMAP as the table below:

POP3	IMAP
<ul style="list-style-type: none">• Faster• Once retrieved, no backup in the server• Your mail will be stored in the local computer only• Your mail will not sync if access with different computer	<ul style="list-style-type: none">• Slower• Backup your sent and received mail in the server• Your mail will be stored in local computer and server• You can access your mail using any 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

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Account name: test account

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

Personal information

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

[Click here for advanced receiving options](#)

Sending mail

SMTP server: mail.belxpress.com

[Click here for advanced sending options](#)

Cancel OK

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 connection (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).

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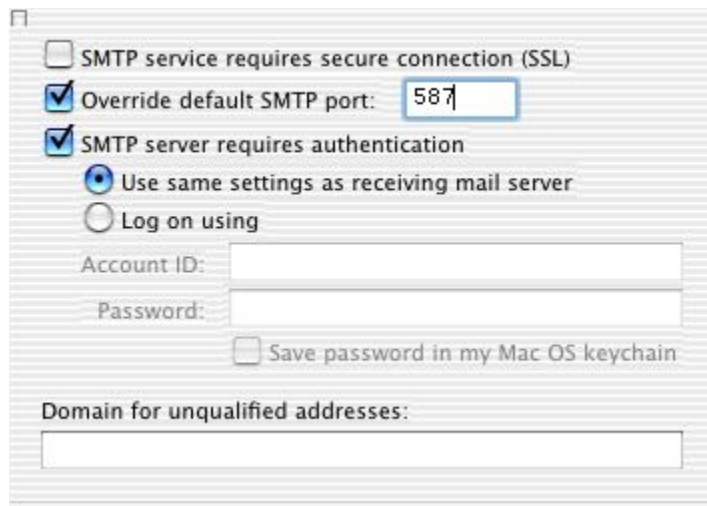
7) Set advanced sending options:

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 full e-mail address and password

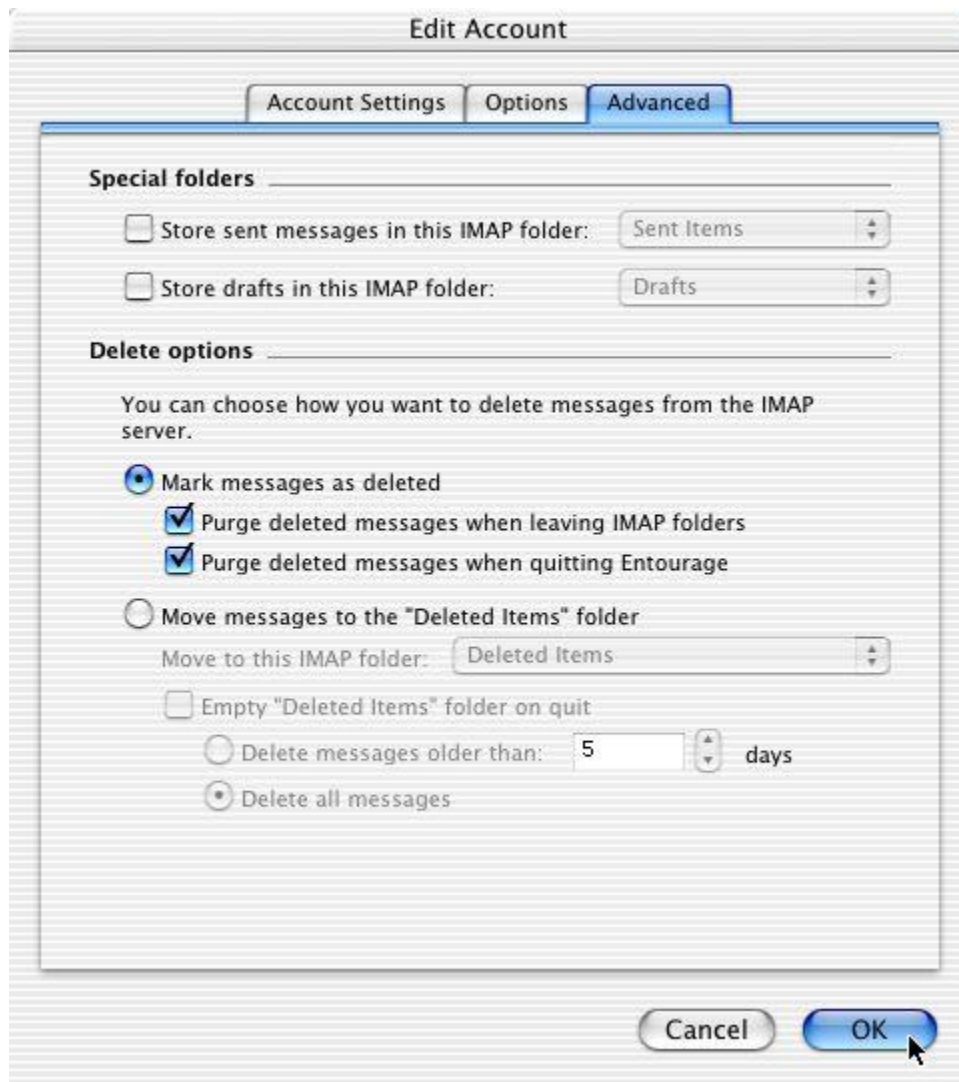


The screenshot shows the advanced settings for an SMTP server. The options are as follows:

- 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:

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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.



9) Congratulation! You're done.