

MAC ENTOURAGE EMAIL ACCOUNT SET UP

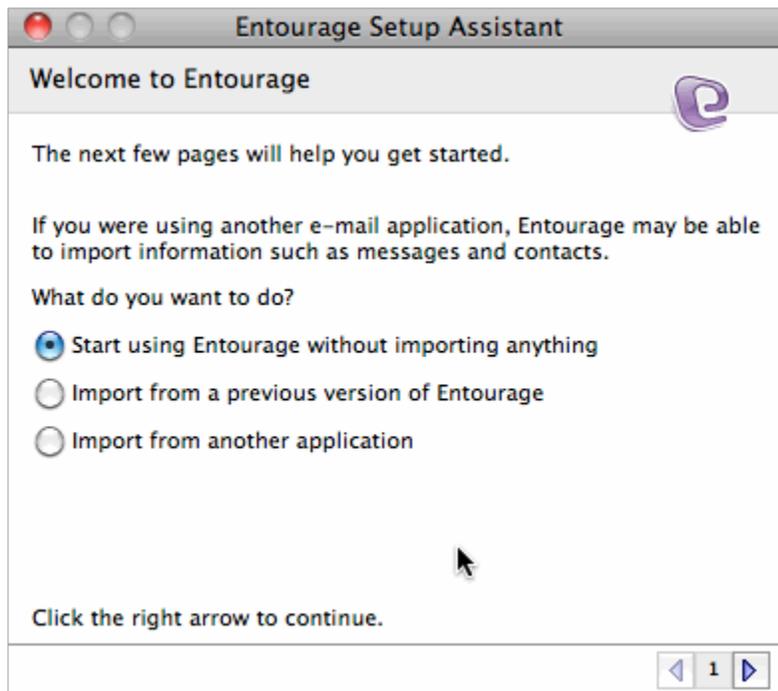
Adding a new account:

If this is the first time you've opened Entourage 2008, begin at If you're opening Entourage 2008 for the first time.

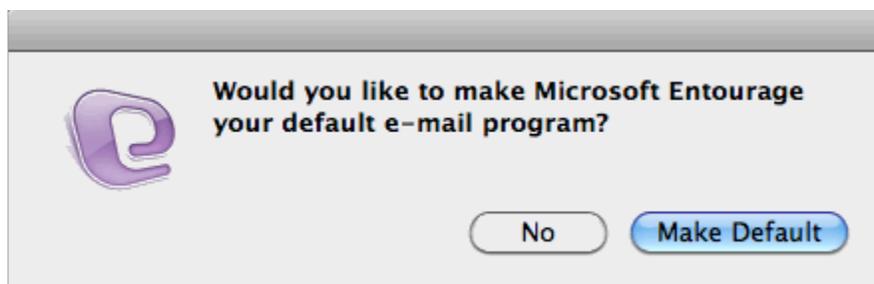
If you've previously set up accounts in Entourage 2008, begin over the page, where it says **'If you've previously set up email accounts in Entourage 2008.'**

If you're opening Entourage 2008 for the first time:

Open Microsoft Entourage 2008. You'll see the Entourage Setup Assistant screen. We've found that it's best to set up email accounts in Entourage manually, so simply click the close button to close this window.

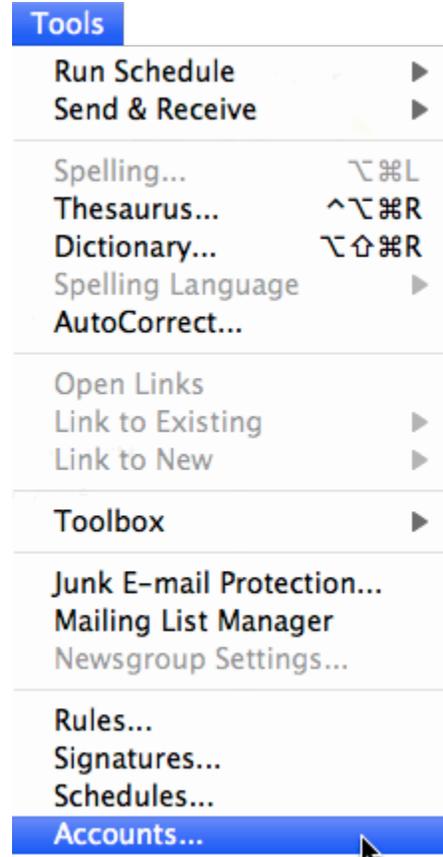


Next, you may see a window asking whether you want to make Entourage your default email program. If you plan to use Entourage as your email software, click the Make Default button. The main Entourage 2008 email window will appear on screen. When it does, continue at If you've previously set up email accounts in Entourage 2008.



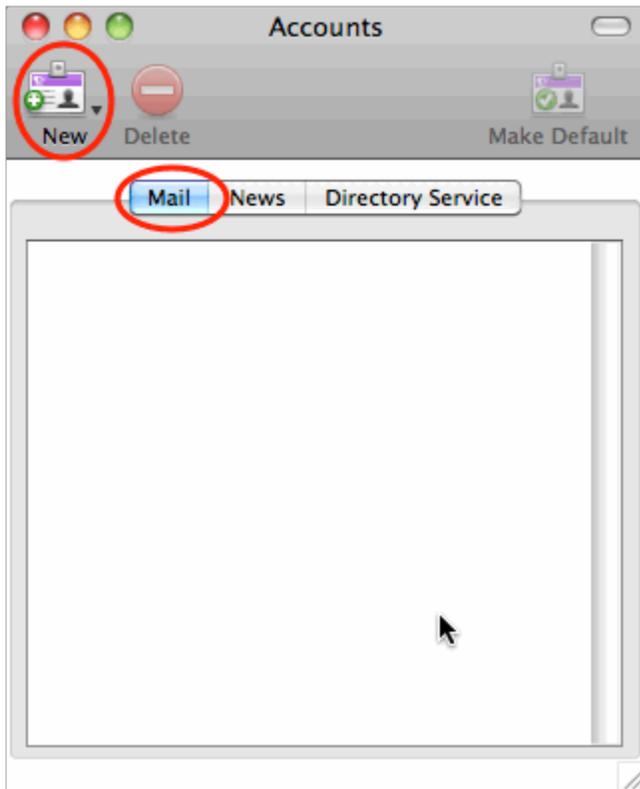
If you've previously set up email accounts in Entourage 2008:

With the main Entourage 2008 email window on screen, click Accounts... in the Tools menu (in the menu bar). The continue starting at Step 1 below.

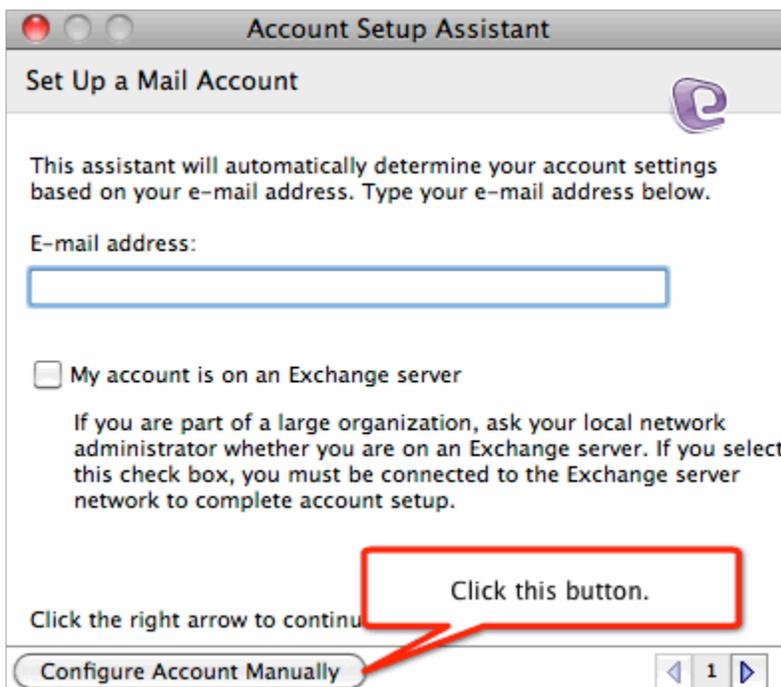


Steps:

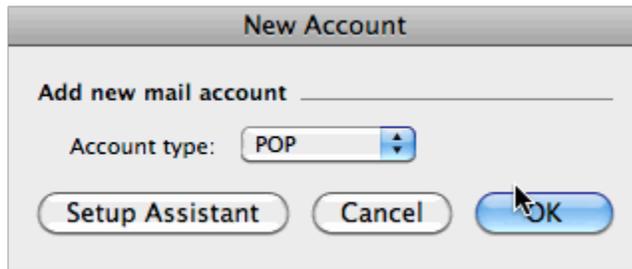
1. The Accounts window will appear. This window lists accounts that have already been set up in Entourage (if you've previously set up any accounts). If this is your first Entourage account, the list will be empty. Make sure the Mail tab is clicked (it is by default), then click the New button.



2. The Account Setup Assistant window appears. Just click the **Configure Account Manually** button at the lower left corner of the window.



3. The next window, called the **New Account** window, asks what kind of email account you want to create. Set the popup menu for Account type to **POP**. (That's the default setting). Then click the **OK** button.



4. The **Edit Account** window appears. Enter your **email** account info in this window.

Account name: Whatever you enter into this field is what Entourage displays as the account name in the Accounts list window (the window in step 3). The only requirement is that if you have multiple email accounts in Entourage, you want to enter something in this field that allows you to recognize which email address this account corresponds to. It could be “My home email”, “Company email”, or anything else that makes sense to you. We typically enter the actual email address that corresponds to this account here.

Include this account in my “Send & Receive All” schedule: **Click this box.**

Name: Enter your name.

E-mail address: Enter your email address.

Account ID: Enter your email address. Your Account ID is the same as your email address.

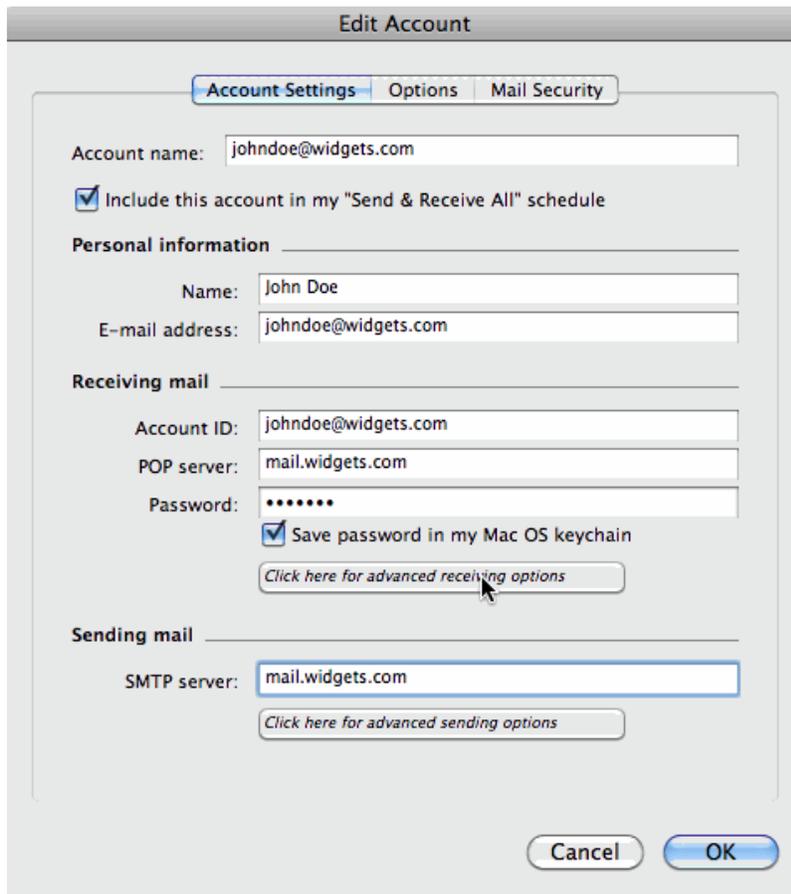
POP server: Enter your incoming mail server in the Incoming mail server field. Your incoming mail server is mail.(your domain name). So, for example, if your domain name were widgets.com, your incoming mail server would be mail.widgets.com. **Refer to your email from Bizboost.**

Password: Enter your email password.

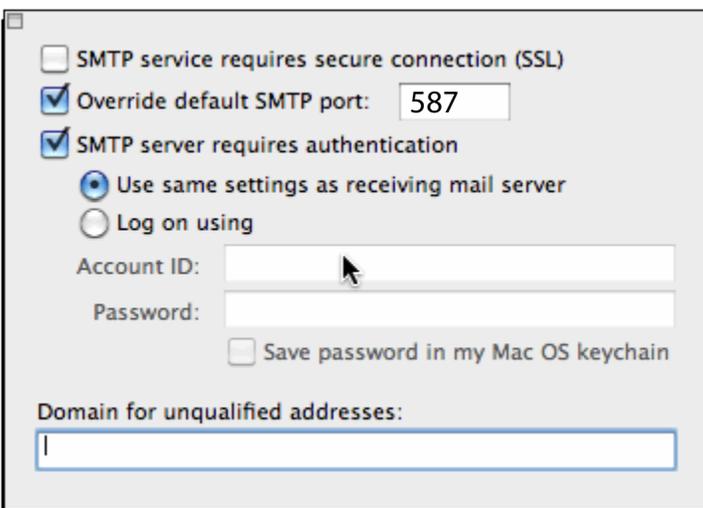
Save password in my Mac OS keychain: If you want to avoid having to enter your password each time you check for new messages, click this box.

SMTP server: Enter your outgoing mail server. Your outgoing mail server is the same as your incoming mail server.

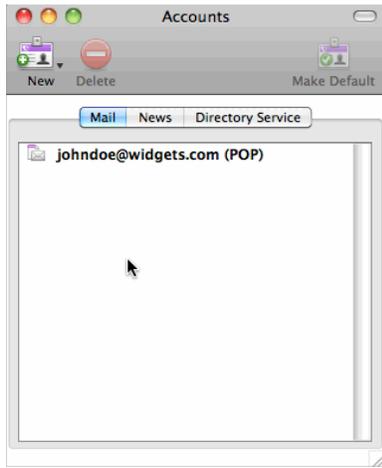
Click the button just below the SMTP server that says **Click here for advanced sending options.**



5. In the popup menu that appears, click the box for **Override default SMTP port**, then change the default number (25) to 587. Then click the box for **SMTP server requires authentication**, and also click the radio button for **Use same settings as receiving mail server**. Click the close box to close this popup window and return to the Edit Account window.



6. Back in the Edit Account window, click the **OK** button. That takes you back to the list window (from step 3), and your new email account is listed in the window. Click the close button to close this window and return to the main Entourage email window. **You can now send and receive email.**



Removing message copies from the web server

1. Click on **Mail** from the top menu
2. Click on **Preferences**
3. Click on **Accounts** (the @ symbol)
4. If you have more than one Email account, select the account you want to edit and Click **Advanced**
5. Select the **Remove copy from server after retrieving a message** check box. You can also remove messages currently saved on the server by clicking the **Remove now** button.
6. Click **Save**

This will ensure your messages are always downloaded to your Mac, and prevent your mailbox quota from being exceeded.

