

## Configuring Microsoft Entourage 2004 to use your new e-mail account

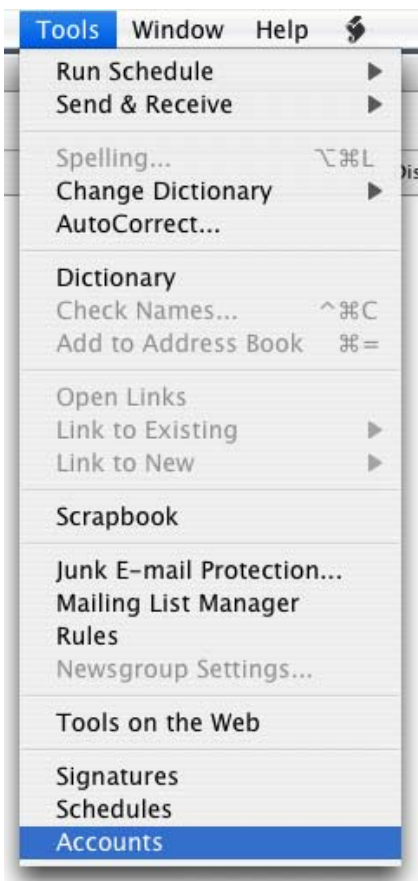
Microsoft Entourage is the e-mail program included with Microsoft Office for the Macintosh. The following instructions provide a walk through on setting up Entourage to use your e-mail account.

What you need to know:

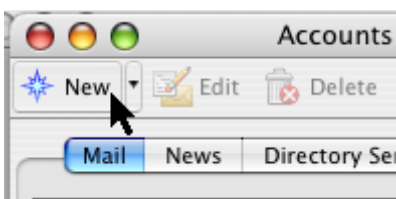
- Your e-mail address (Our example will use jsmith@mydomain.com.au)
- Your password
- Your e-mail server address (Our example will use mail.mydomain.com.au)

*Note: You may elect to use your Internet Service Providers outgoing e-mail server to send your e-mail. In this case you will need to also know the ISP outgoing (SMTP) server name as well.*

1. Start Entourage.
2. Go to the Tools menu and choose Accounts.



3. Click the new button at the top left of the window.



4. Enter your e-mail address, but do not tick the option for an Exchange server.

Click the arrow at the bottom right of the window to continue.

This assistant will automatically determine your account settings based on your e-mail address. Type your e-mail address below.

E-mail address:

jsmith@mydomain.com.au

My account is on an Exchange server

5. You will be presented with a message stating Automatic Configuration Failed. Ignore this message and click the arrow at the bottom right to continue.
6. Enter your name as you would prefer people to see it when they receive e-mail from you. This is most commonly your first name followed by your last name.

Enter your e-mail address, and then enter your e-mail address again for the Account ID.

Type in your password.

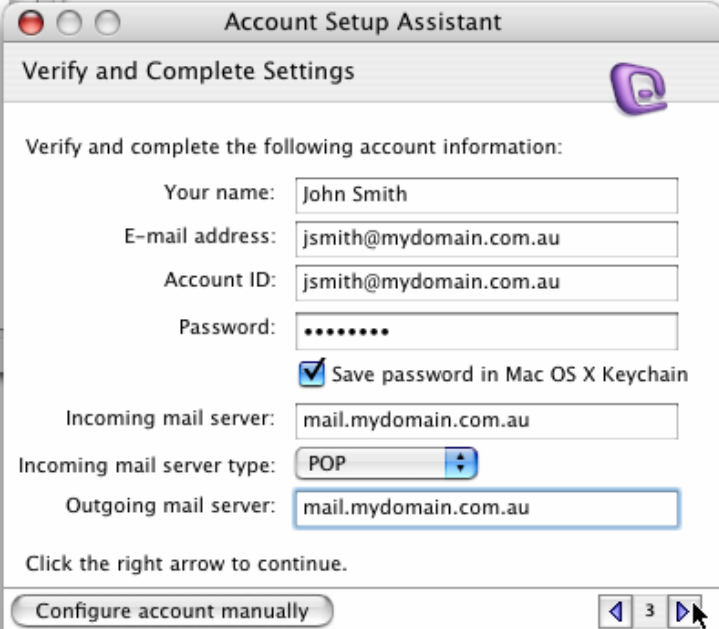
Enter your e-mail server address into the incoming field. Your incoming mail server is mail. followed by your domain name. For our example the domain is mydomain.com.au, so this means that our incoming mail server is mail.mydomain.com.au

Select POP as the incoming server type.

You have two options for your outgoing mail server. You may use the same address as your incoming mail server, or you may use your Internet Service Providers (ISP) mail server.

Some people find that their ISP may block mail being sent to other mail servers, so in this situation they need to use their ISP's mail server instead. The ISP mail server is generally mail. followed by the ISP's domain name. So for example if we take Bigpond who do require this configuration to be used, you enter mail.bigpond.com as your outgoing mail server.

Once ready, click the arrow at the bottom right to continue.



The screenshot shows a window titled "Account Setup Assistant" with a sub-header "Verify and Complete Settings". The window contains several input fields and a checkbox:

- Your name: John Smith
- E-mail address: jsmith@mydomain.com.au
- Account ID: jsmith@mydomain.com.au
- Password: [masked with dots]
- Save password in Mac OS X Keychain
- Incoming mail server: mail.mydomain.com.au
- Incoming mail server type: POP (selected in a dropdown menu)
- Outgoing mail server: mail.mydomain.com.au

At the bottom, there is a button labeled "Configure account manually" and a navigation bar with a left arrow, the number "3", and a right arrow.

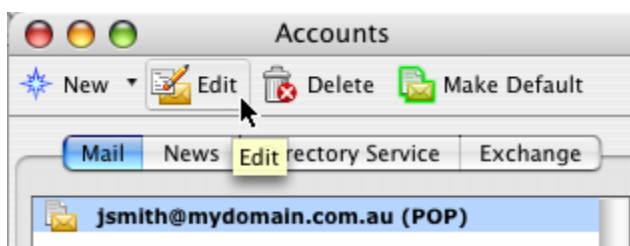
7. Do not select Verify My Settings at this point. Instead click the next arrow and choose to skip the verification process.
8. Now enter a description for your mail account. This is something for you to tell what it is in the accounts list, it can be something simple like your e-mail address.

Select Finish when done.

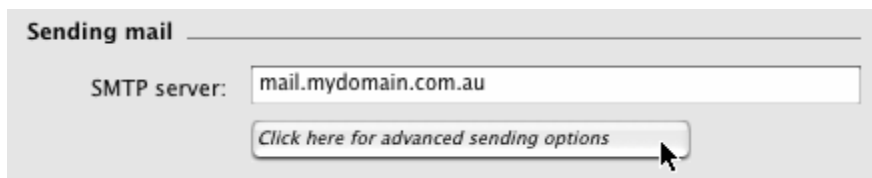
9. **If you entered your ISP's e-mail server as your outgoing mail server** and you have more than one item listed in the accounts list, highlight your account you just added and select the Make Default button, then proceed to step 13.

**If you used your new e-mail server as your outgoing mail server** ie. mail.mydomain.com.au and you have more than one item listed in the accounts list, highlight your account you just added and select the Set as Default button, otherwise continue on.

10. Select the account you just added into the list and choose the edit button.



11. Click on the button at the very bottom of the window called 'Click here for advanced sending options'.



12. Tick the box title 'SMTP server requires authentication' and leave the option to use the same settings as receiving mail server selected.

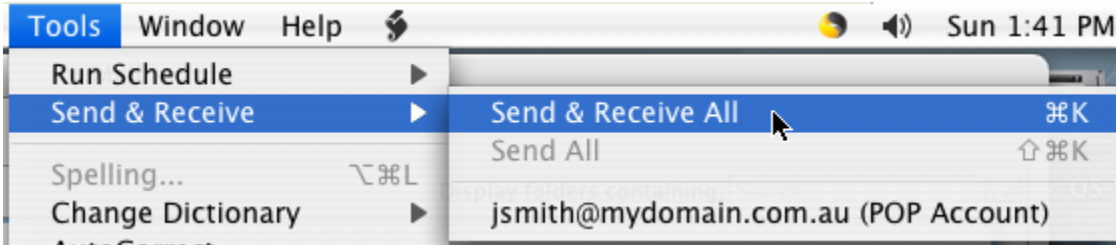
Click the little grey box at the top left of the popup box when done, and click OK.



13. Click the red circle at the top left the close the Accounts box.

You are now ready to use your e-mail.

You may send an e-mail to your own e-mail address to test if it is working. Wait about 30 seconds and then go to the Tools menu, Send & Receive and click Send & Receive All to see your test e-mail arrives in your inbox.



### Important Information

Your new mail server features security to prevent unauthorised access and spamming.

When using your new e-mail server as the outgoing mail server in Entourage (ie mail.mydomain.com.au), the e-mail address you enter into the account settings of Entourage must match your username.

For example if your username is jsmith@mydomain.com.au you must enter your e-mail address as jsmith@mydomain.com.au.

If your e-mail address does not match your username, the server will refuse to send your outgoing e-mail messages.

For example your username is jsmith@mydomain.com.au but you enter jsmith@somewhereelse.com.au as your e-mail address.

This does not apply if you are using your ISP's mail server as your outgoing e-mail server.