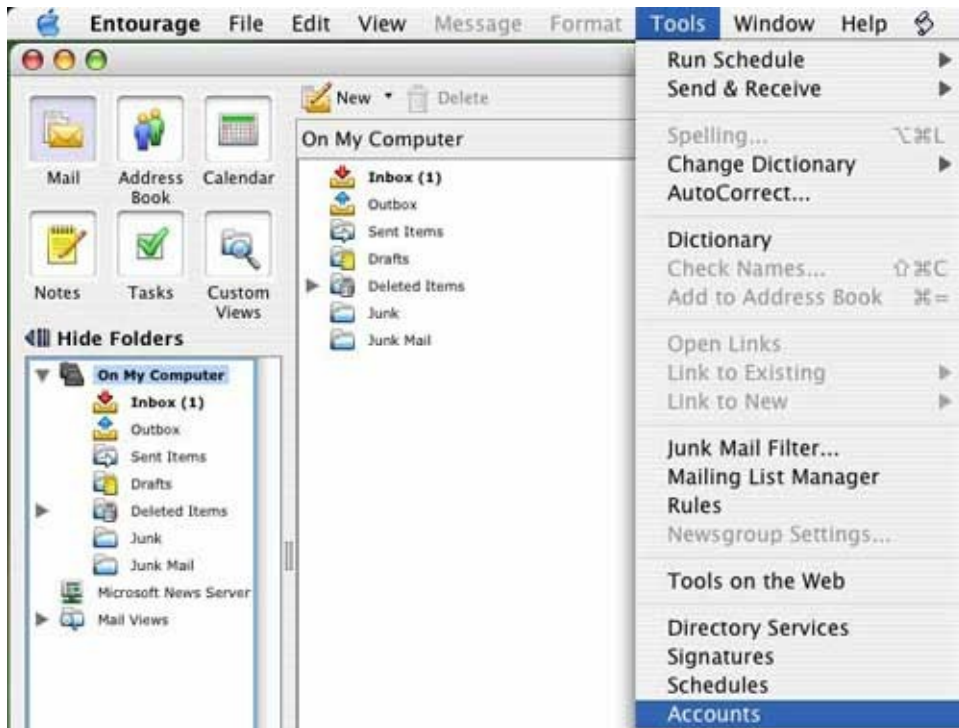
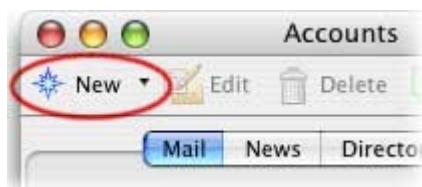


Entourage POP3 Email Account Setup

1. With Entourage open, click on the Tools menu at the top of the screen and then click on Accounts.



2. When the Accounts window opens, click the New button in the upper-left corner of the window.



If the Account Setup Assistant appears, click Configure account manually.

3. The New Account box appears. Select **POP** for your server type.





4. You will now be in the Account Settings tab in the Edit Account window:

A screenshot of a Mac OS 'Edit Account' dialog box. The title bar reads 'Edit Account'. There are two tabs: 'Account Settings' (selected) and 'Options'. The 'Account Settings' tab contains several sections: 'Account name' with a text field containing 'yourdomain.com mail box'; a checked checkbox 'Include this account in my "Send & Receive All" schedule'; 'Personal information' with 'Name' (your name) and 'E-mail address' (username@yourdomain.com) fields; 'Receiving mail' with 'Account ID' (username@yourdomain.com), 'POP server' (mail.yourdomain.com), and 'Password' (masked with dots) fields, plus a checked checkbox 'Save password in my Mac OS keychain' and a 'Click here for advanced receiving options' button; and 'Sending mail' with an 'SMTP server' (mail.yourdomain.com) field and a 'Click here for advanced sending options' button. At the bottom are 'Cancel' and 'OK' buttons.

- In the **Account name box** enter a descriptive name for this email account.
- In the **Name box** enter your name.
- In the **E-mail address box** enter your e-mail address.
- In the **Account ID box** enter your full email address again.
- In the **POP server:** box enter the **incoming server** listed in your welcome kit.
- In the **Password box** enter you password for your email address.
- Check the Save password in my Mac OS keychain box.
- Click on the Advanced sending options button
- In the **Incoming server port** enter **995**
- Make sure to set the security connection type to **TLS**
- In the **SMTP server box** enter the **outgoing server** listed in your welcome kit.
- Click on the Advanced sending options button
- **In the Outgoing server port enter 587**
- Make sure to set the security connection type to **TLS**

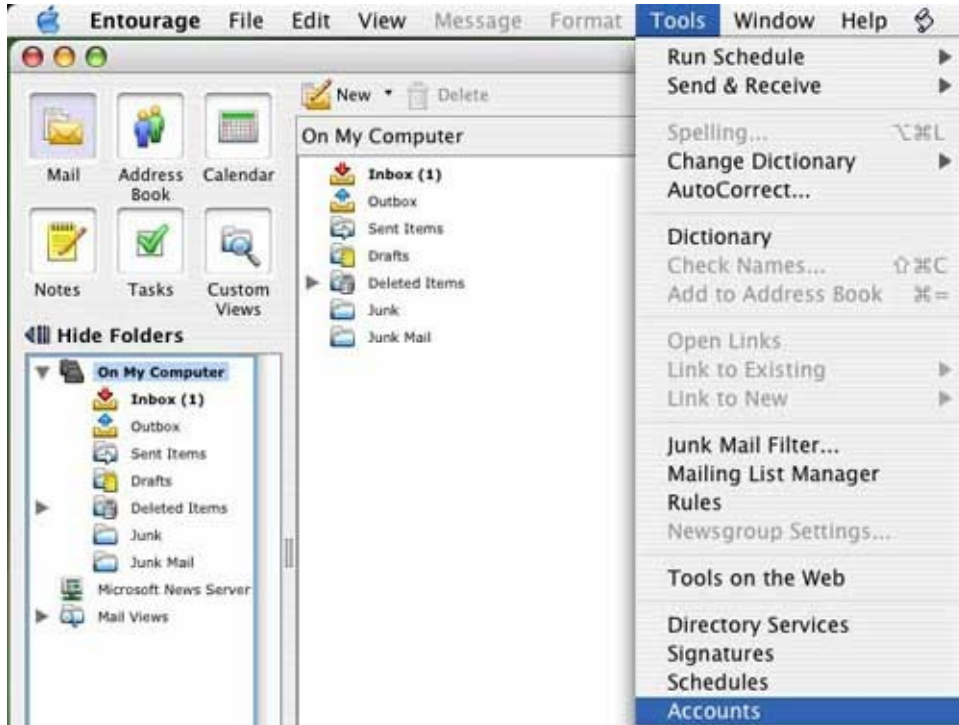
Usually, if your website, as an example, is **http://www.firstfinancial.com** then the name of your domain is **firstfinancial.com** and the name of the mail server is **http://mail.firstfinancial.com**

5. Click OK.



HOW TO SET UP ENTOURAGE TO STORE MESSAGES ON SERVER

1. With Entourage open, click on the Tools menu at the top of the screen and then click on Accounts.



2. When the Accounts window opens click once on the account you want to edit so that it becomes highlighted, then click the **Edit** button at the top of the Accounts window.





3. Select the Options tab. Check **Leave a copy of each message on the server** checkbox. Click OK.

