



How To: Setup your email address in Microsoft Entourage for Mac OS X

Checklist

Ensure you have the following details with you that are required to complete the process:

- Your full email address (eg. yourname@yourdomain.com.au)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server. If your website address was <http://www.spectrumwired.com> your incoming and outgoing mail servers would be *spectrumwired.com* (we ignore the 'http://www.')

Overview

This document's aim is to assist with email setup for the companies and businesses that have website hosting through Spectrum Wired.

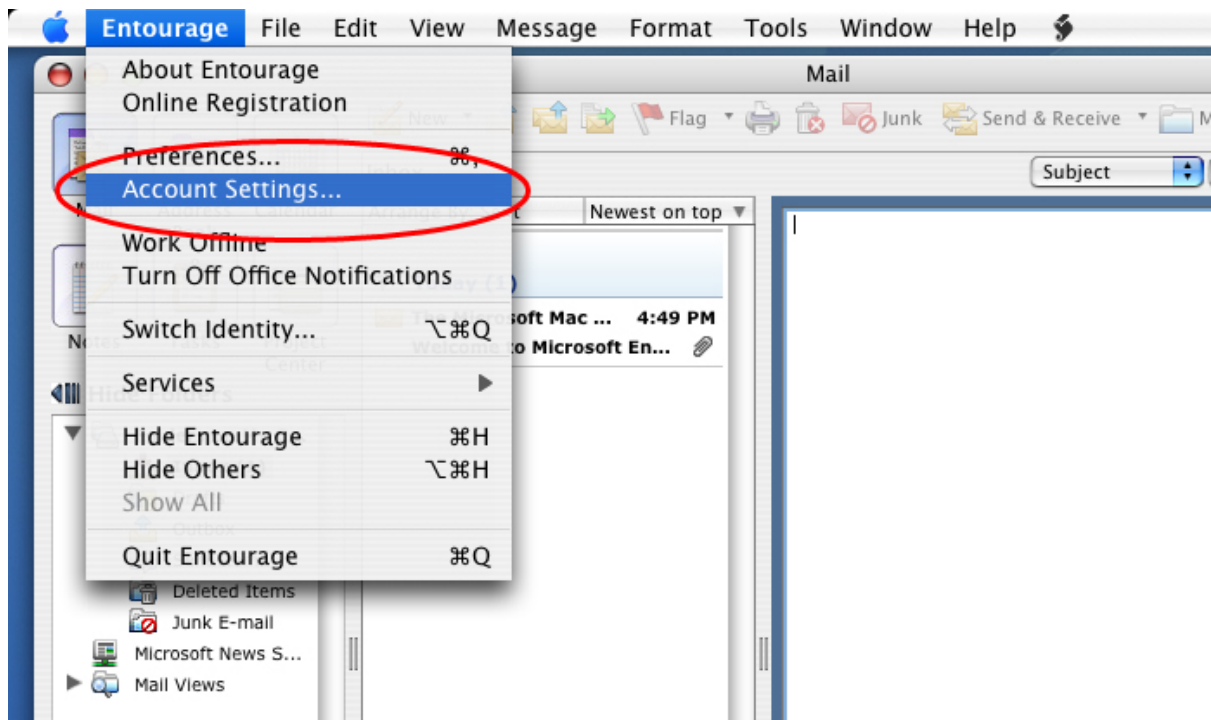
Instructions will be provided for email setup with Microsoft Entourage by-step point form with accompanying screen-grabs.

This document is for clients of Spectrum Wired hosting services only

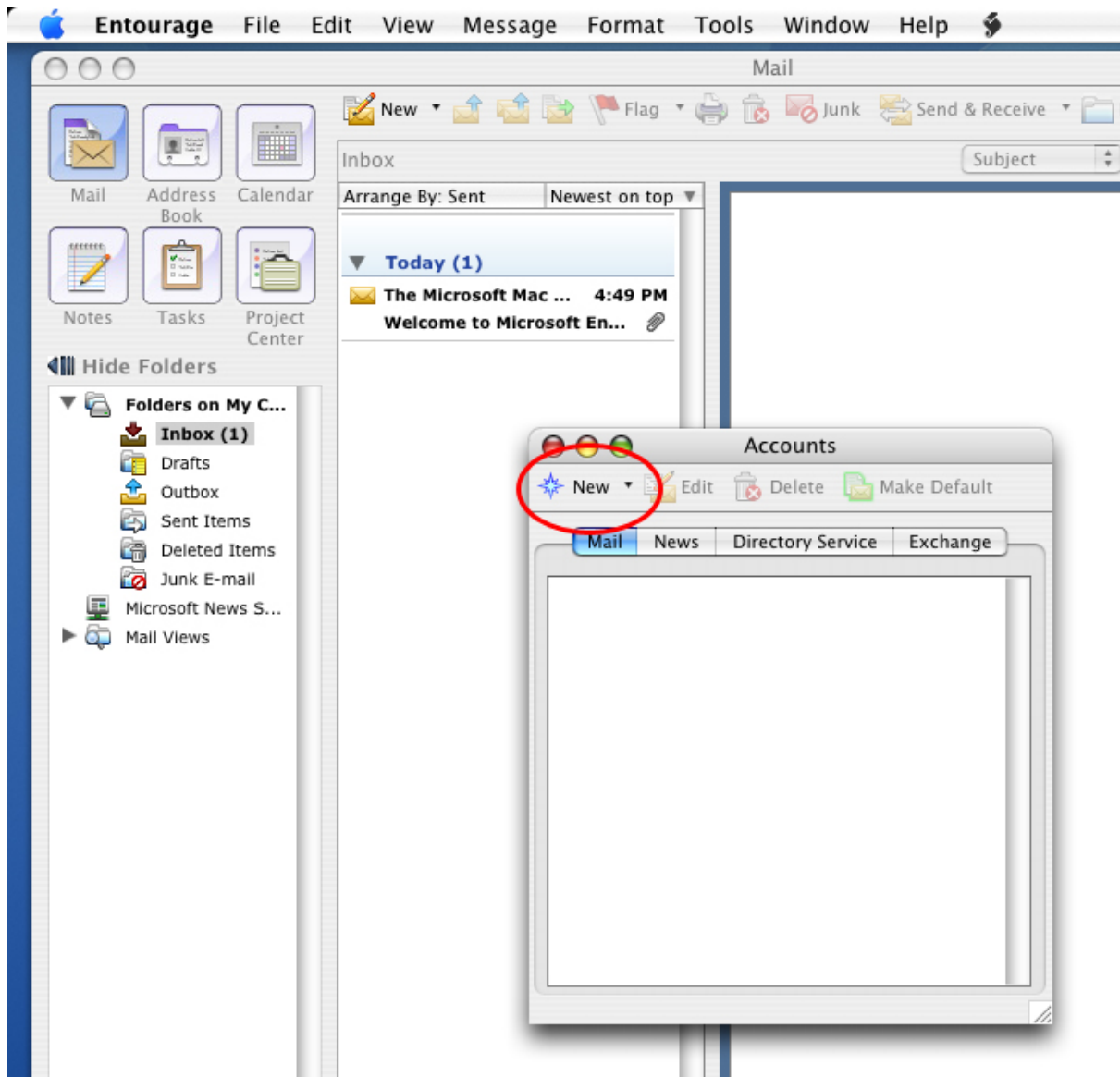
Please Note: If after following these instructions you find that you can receive but not send emails; you must contact your ISP's technical support and use their outgoing mail (SMTP) server.

Microsoft Entourage: Setting up your email address for the first time

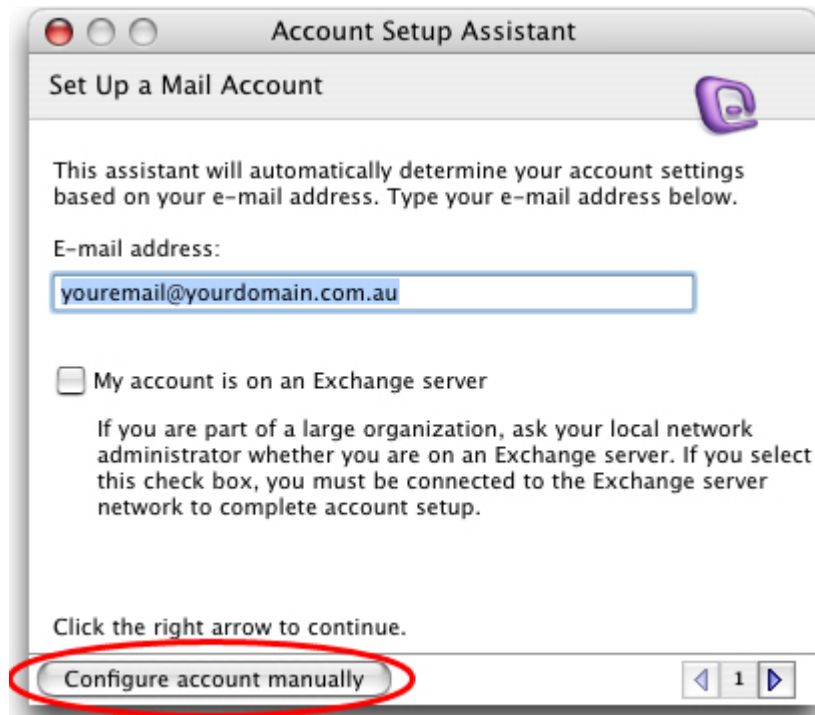
- 1) Open Entourage
- 2) In the '**Entourage**' menu select **Account Settings...**



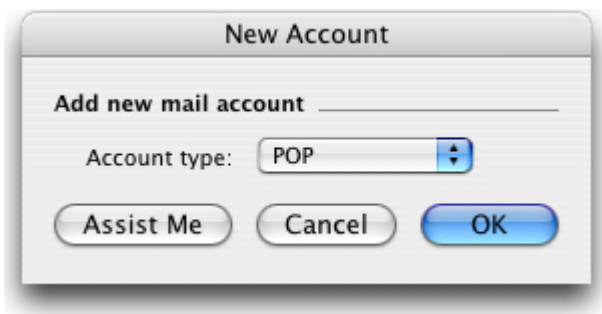
3) Click on the 'New' button.



- 4) Click on the **'Configure account manually'**.

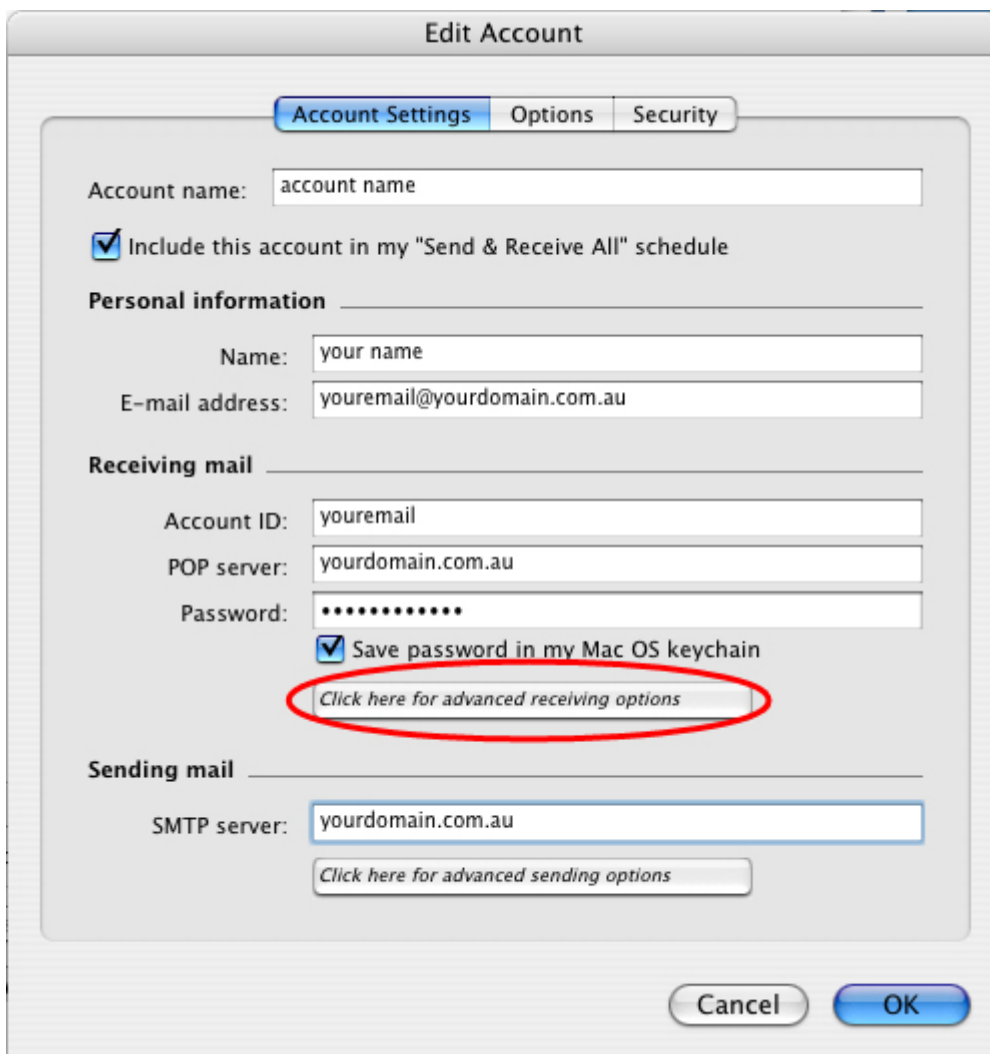


- 5) Make sure that '**POP**' is selected, then click on the '**OK**'.

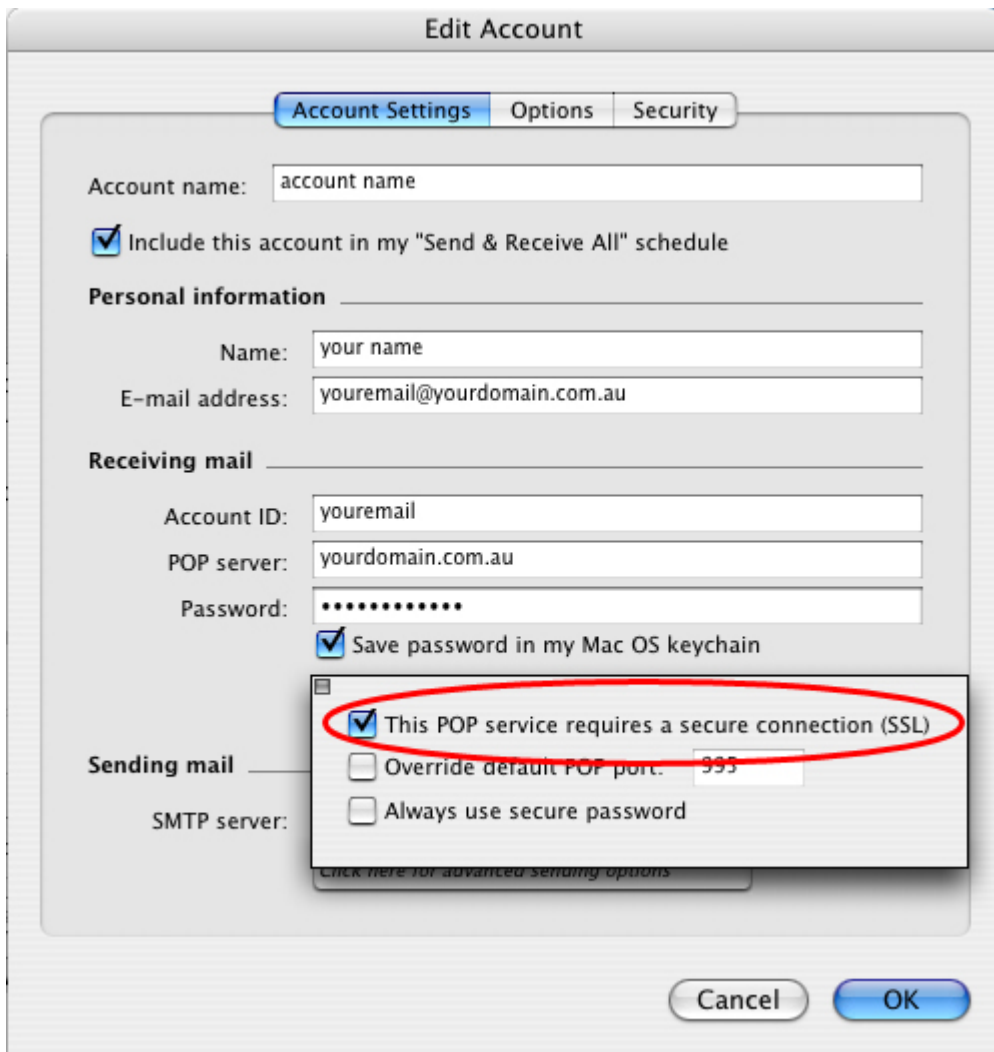


- 6) Enter your incoming mail server (Eg *yourdomainname.com.au*) The important points to remember are:
 - a. E-mail address Make sure this has your full email. Eg: youremail@yourdomain.com
 - b. Account ID: is the first part of your email address. Eg youremail (we ignore the '@yourdomain.')
 - c. POP server: Make sure this has your correct server settings. Eg: yourdomain.com.au
 - d. Password: Make sure this has your password entered correctly.
 - e. Incoming mail server type: This should have POP selected.
 - f. Outgoing mail SMTP server: This should have the same settings as your incoming mail server (unless you are using your ISP's outgoing mail server).

- 7) Click on the '**Click here for advanced receiving options**' button.

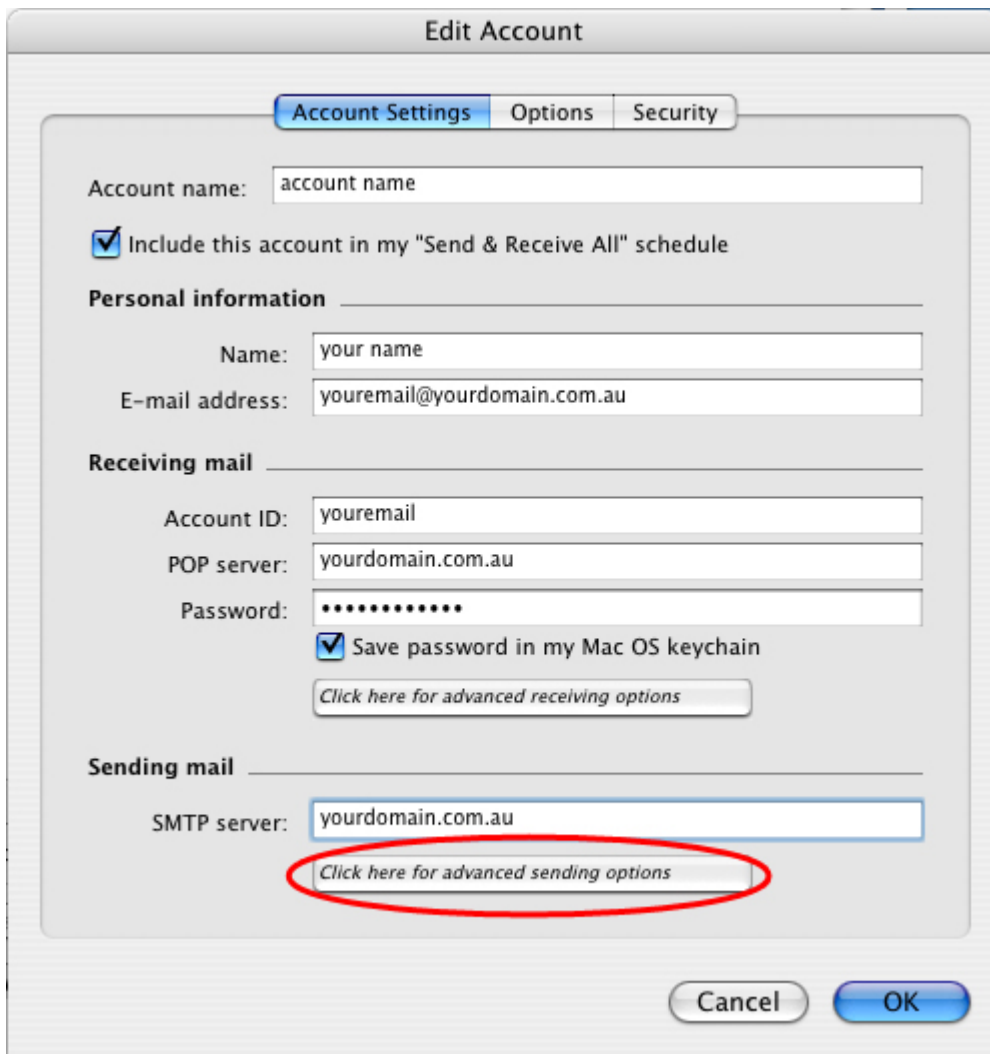


- 8) Make sure the **'This POP service requires a secure connection (SSL)'** checkbox is ticked.



The screenshot shows the 'Edit Account' dialog box with the 'Security' tab selected. The 'Account Settings' tab is also visible. The 'Account name' field contains 'account name'. The checkbox 'Include this account in my "Send & Receive All" schedule' is checked. The 'Personal information' section includes 'Name: your name' and 'E-mail address: youremail@yourdomain.com.au'. The 'Receiving mail' section includes 'Account ID: youremail', 'POP server: yourdomain.com.au', and 'Password:'. The checkbox 'Save password in my Mac OS keychain' is checked. The 'Sending mail' section includes 'SMTP server:'. The checkbox 'This POP service requires a secure connection (SSL)' is checked and circled in red. The checkbox 'Override default POP port: 995' is unchecked, and the checkbox 'Always use secure password' is unchecked. The 'Cancel' and 'OK' buttons are at the bottom right.

- 9) Click on the **'Click here for advanced sending options'** button.



Edit Account

Account Settings Options Security

Account name:

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

Personal information

Name:

E-mail address:

Receiving mail

Account ID:

POP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

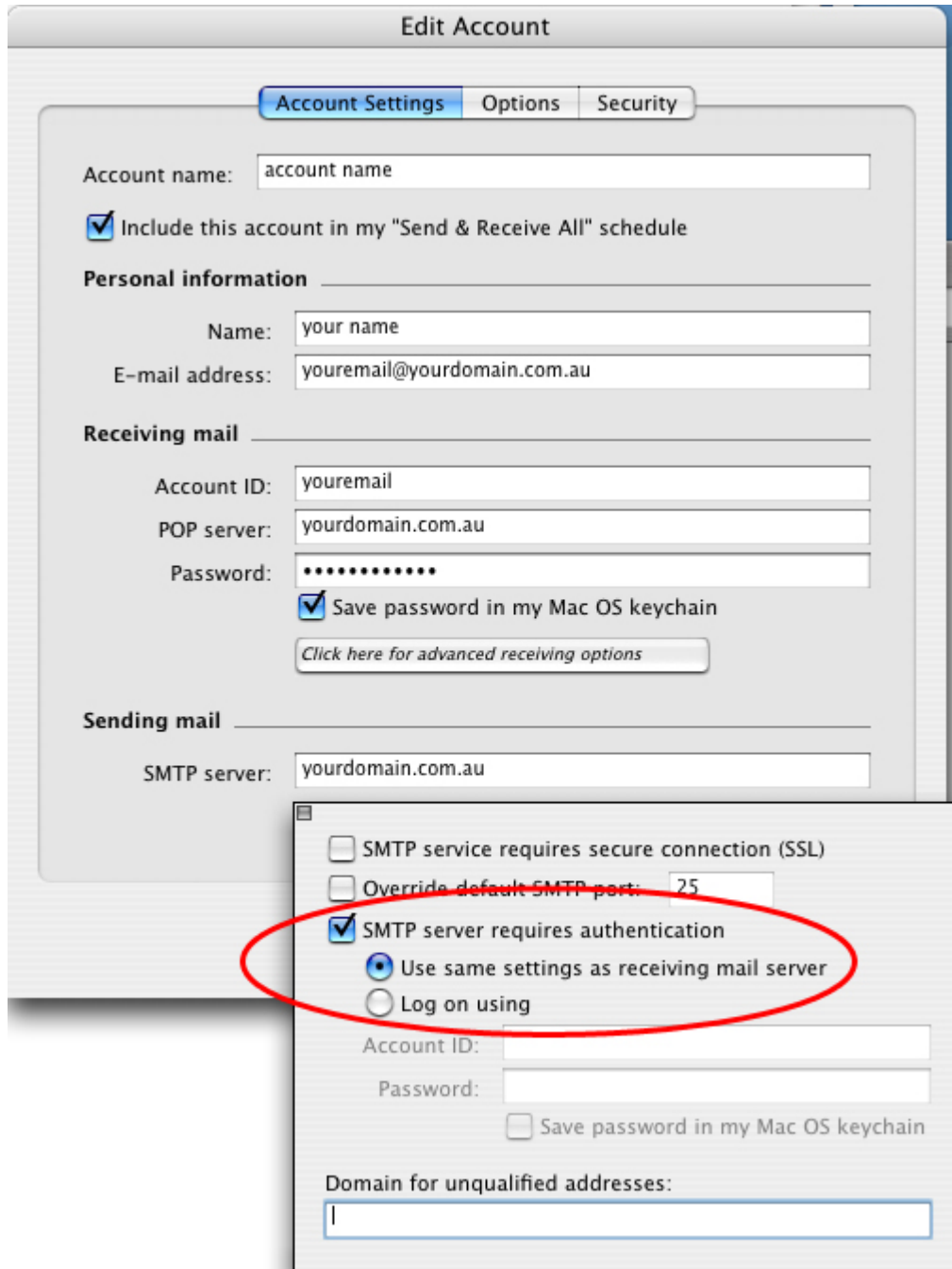
Sending mail

SMTP server:

[Click here for advanced sending options](#)

Cancel OK

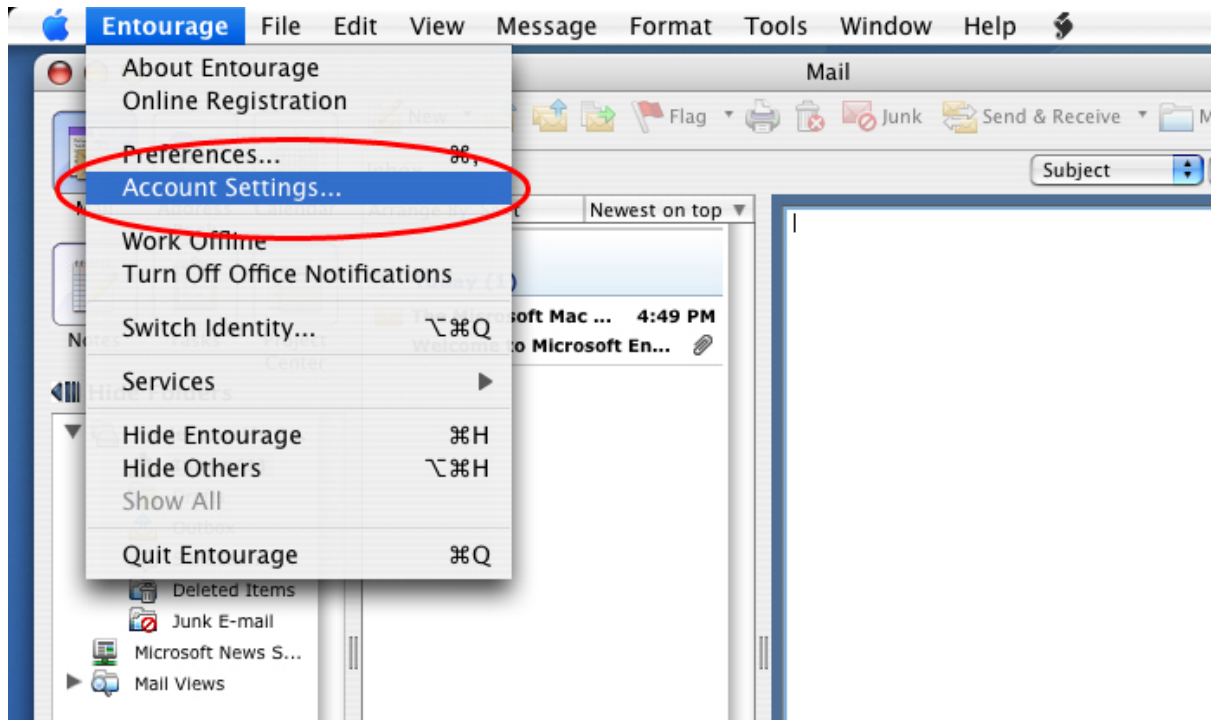
10) Make sure the 'SMTP server requires authentication. Use the same settings as receiving mail server' checkbox's are ticked.



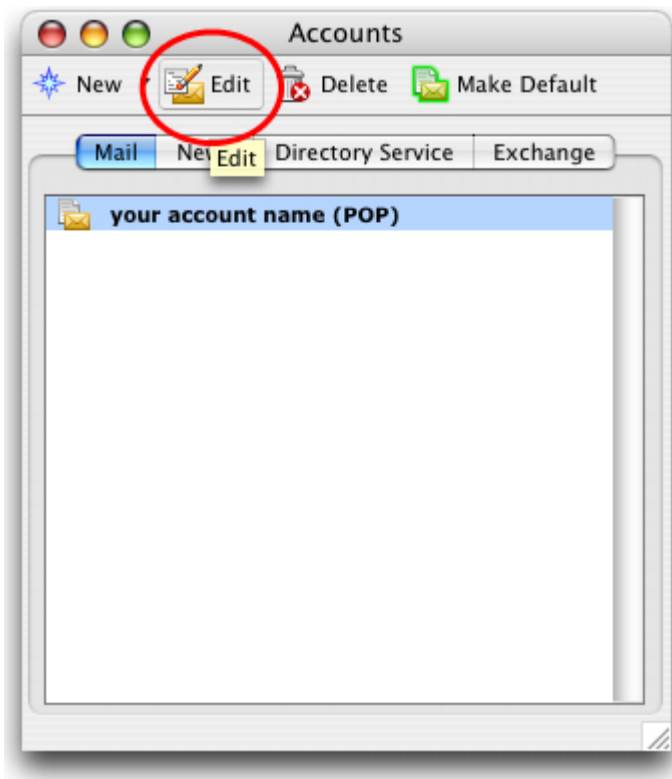
11) Confirm all dialogues and your email is now setup

Microsoft Entourage: Checking Existing Email Settings

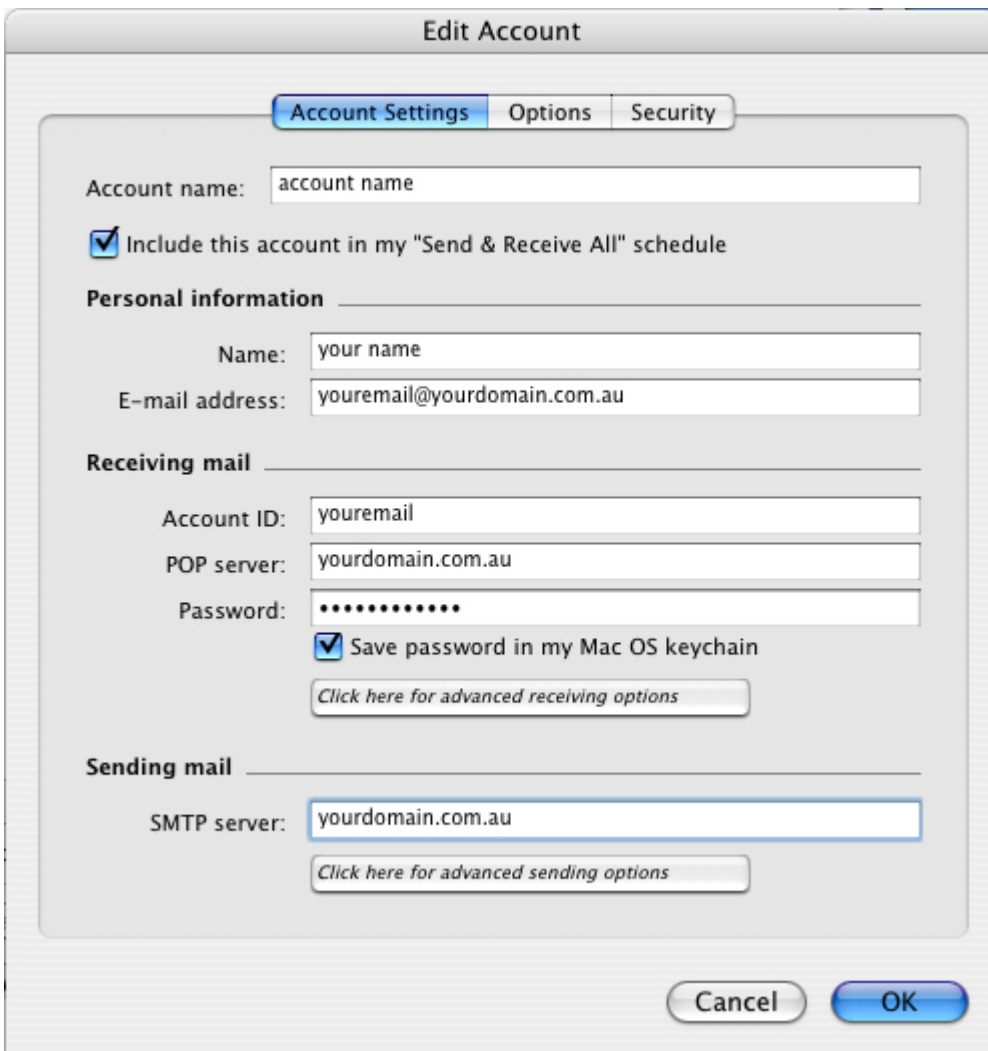
- 1) Open Entourage
- 2) In the '**Entourage**' menu select '**Account Settings...**'



3) Make sure your account is selected and click the **'Edit'** button.



- 4) Check your settings here. The important points to remember are: Enter your incoming mail server (Eg *yourdomainname.com.au*) The important points to remember are:
- g. E-mail address Make sure this has your full email. Eg: youremail@yourdomain.com
 - h. Account ID: is the first part of your email address. Eg youremail (we ignore the '@yourdomain.')
 - i. POP server: Make sure this has your correct server settings. Eg: yourdomain.com.au
 - j. Password: Make sure this has your password entered correctly.
 - k. Incoming mail server type: This should have POP selected.
 - l. Outgoing mail SMTP server: This should have the same settings as your incoming mail server (unless you are using your ISP's outgoing mail server)



Edit Account

Account Settings Options Security

Account name:

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

Personal information

Name:

E-mail address:

Receiving mail

Account ID:

POP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server:

[Click here for advanced sending options](#)

Cancel OK