

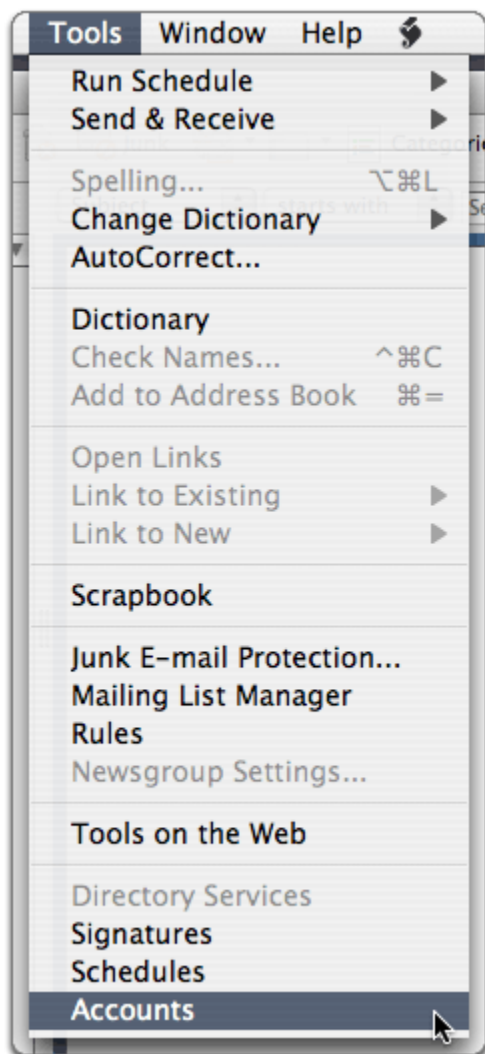
# Setting Up Your E-mail in Microsoft Entourage

---

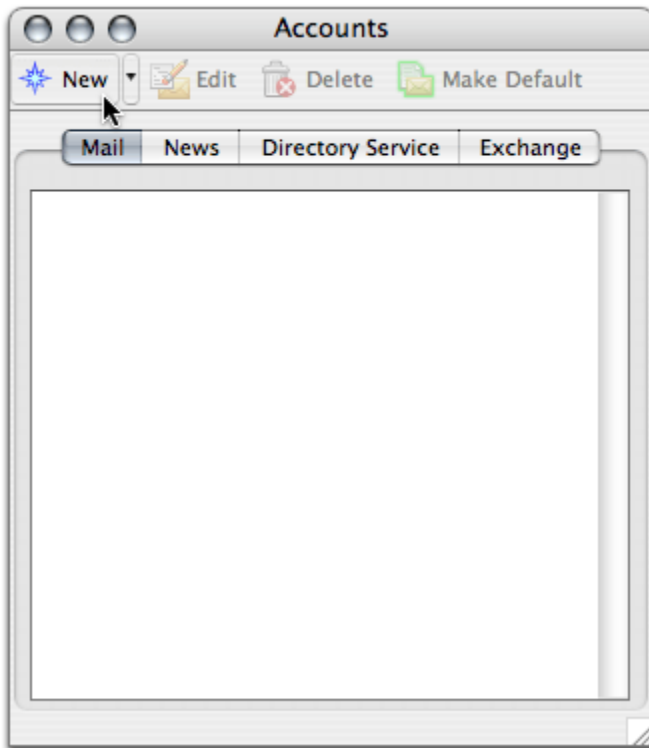
This tutorial shows you how to set up Microsoft Entourage to work with your e-mail account. This tutorial focuses on setting up Microsoft Entourage 2003, but these settings are similar in other versions of Microsoft Entourage. You can set up previous versions of Microsoft Entourage by using the settings in this tutorial.

## To Set Up Your E-mail Account in Microsoft Entourage

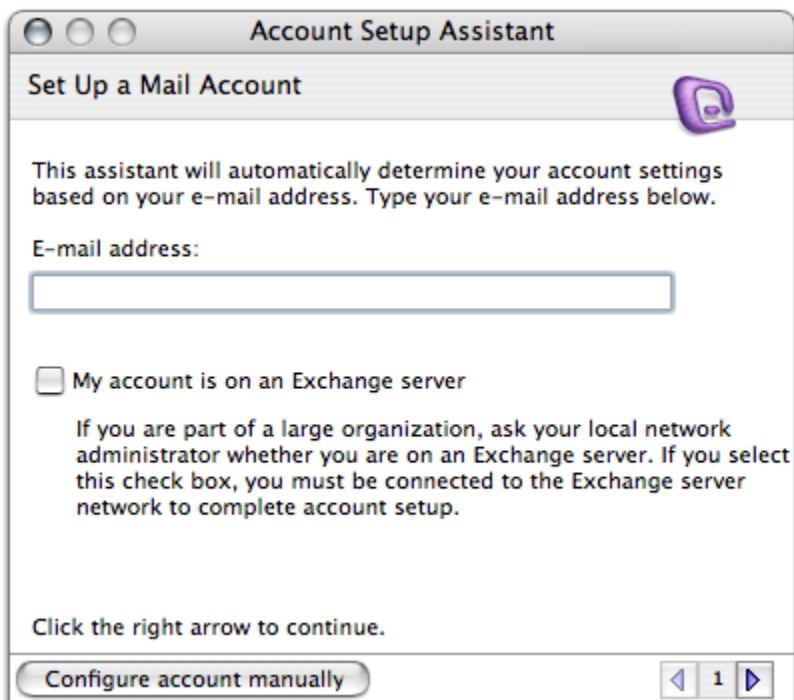
1. Open Microsoft Entourage 2004.
2. Select Tools > Accounts.



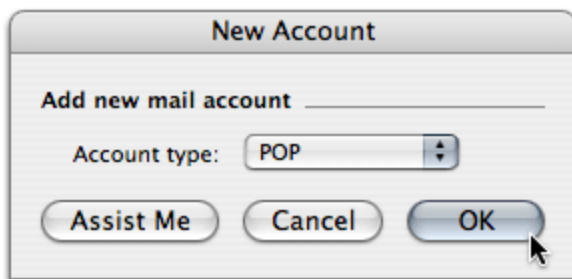
3. Click "New."



4. If the "Account Setup Assistant" window displays, click "Configure account manually."



5. Select POP for the account type and click OK.



6. On the Edit Account window, enter your information as follows:

**Account name**

Enter a name for your account, for example: My Mail, Work, or Home.

**Name**

Enter your first and last name.

**E-mail address**

Enter your e-mail address.

**Account ID**

Enter your e-mail address, again.

**POP server**

Enter pop.secureserver.net as your incoming server

**Password**

Enter the password for your e-mail account.

**SMTP server**

Enter smtpout.secureserver.net for your outgoing mail server.

Click "Click here for more advanced sending options."

**NOTE:** "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

The screenshot shows the 'Edit Account' dialog box with the following fields and options:

- Account name:** My Mail
- Include this account in my "Send & Receive All" schedule
- Personal information**
  - Name:** Jane Smith
  - E-mail address:** jsmith@coolexample.com
- Receiving mail**
  - Account ID:** jsmith@coolexample.com
  - POP server:** pop.secureserver.net
  - Password:** [masked]
  - Save password in my Mac OS keychain
  - [Click here for advanced receiving options](#)
- Sending mail**
  - SMTP server:** smtpout.secureserver.net
  - [Click here for advanced sending options](#)

Buttons: Cancel, OK

7. Select "Override default SMTP port" and change the number to 80.
8. Select "SMTP server requires authentication" and "Use same settings as receiving mail server ." Click OK.

The image shows a dialog box for configuring SMTP settings. It contains several options and input fields:

- 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: