

Email Email Clients

Setting up Microsoft Entourage to Access Your Email Account

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You can configure Microsoft Entourage® 2004 to access the email messages on your email account using POP or IMAP. While the exact steps may differ from version to version, these settings are similar in other versions of Microsoft Entourage.

To Set Up Microsoft Entourage 2004 to Access your Email Account

1. Open Microsoft Entourage.
2. From the **Tools** menu, select **Accounts**.



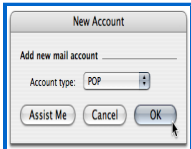
3. Click **New**.



4. If the **Account Setup Assistant** window opens, click **Configure account manually**.



5. In the **Account Type** section, select **POP** or **IMAP**, and then click **OK**.



6. In 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 email address.

Account ID

Enter your email address, again.

POP/IMAP server

For POP accounts, type **pop.secureserver.net**, or for IMAP accounts, type **imap.secureserver.net** for your incoming server.

Password

Enter the password for your email account.

SMTP server

Type **smtpout.secureserver.net** for your outgoing server.

7. Click the **Click here for more advanced sending options** button, under **Sending Mail** settings.

NOTE: "smtpout.secureserver.net" is an SMTP relay server. To use this server to send email messages, you must first log in to your Account Manager and activate SMTP relay for your email account. 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 for more information.

8. Select **Override default SMTP port** and change the number to **80** under **Sending Mail** settings.



NOTE: For security purposes, we recommend enabling SSL. To enable SSL, select **Click Here for Advanced Sending Options** and select **SMTP server requires secure connection (SSL)**. If you enabled SSL, use port 995 for your Incoming Port and port 465 for your Outgoing Port.

9. Click **OK**.



If you have trouble sending mail, try setting your Outgoing mail (SMTP) server port to 587, 25, or 3535.

10. Select **SMTP server requires authentication** and use same settings as receiving mail server, and then click **OK**.



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