

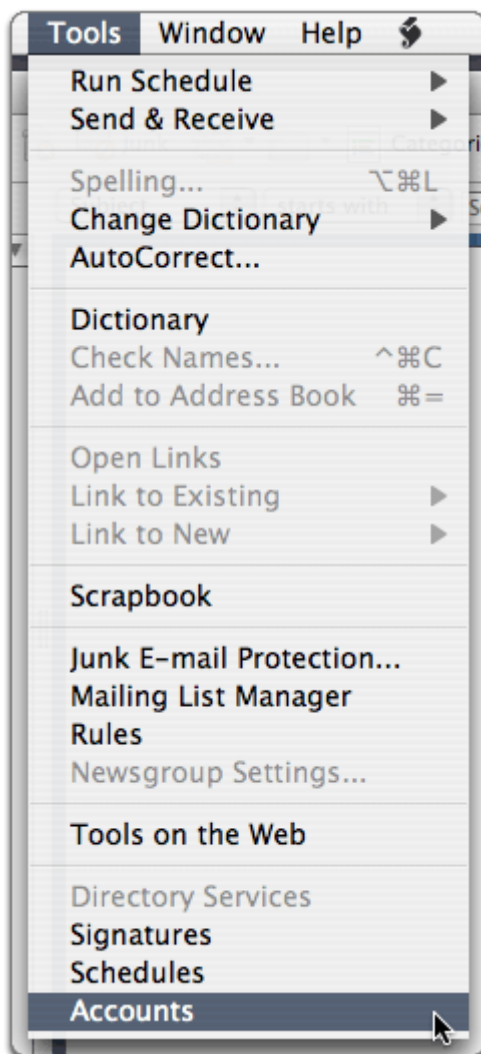
# Setting Up Your E-mail in Microsoft Entourage

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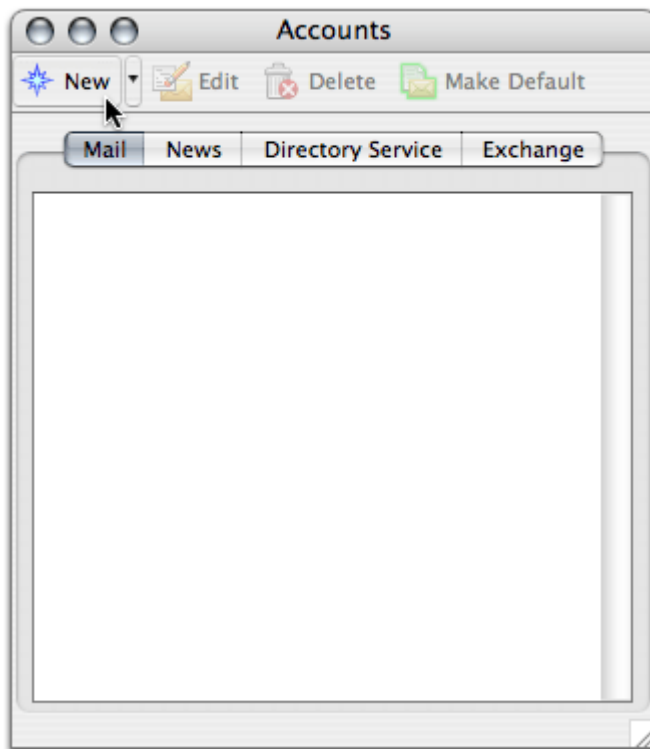
This tutorial shows you how to set up Microsoft Entourage to work with your e-mail account. This tutorial focuses on setting up Microsoft Entourage 2003, but these settings are similar in other versions of Microsoft Entourage. You can set up previous versions of Microsoft Entourage by using the settings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

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

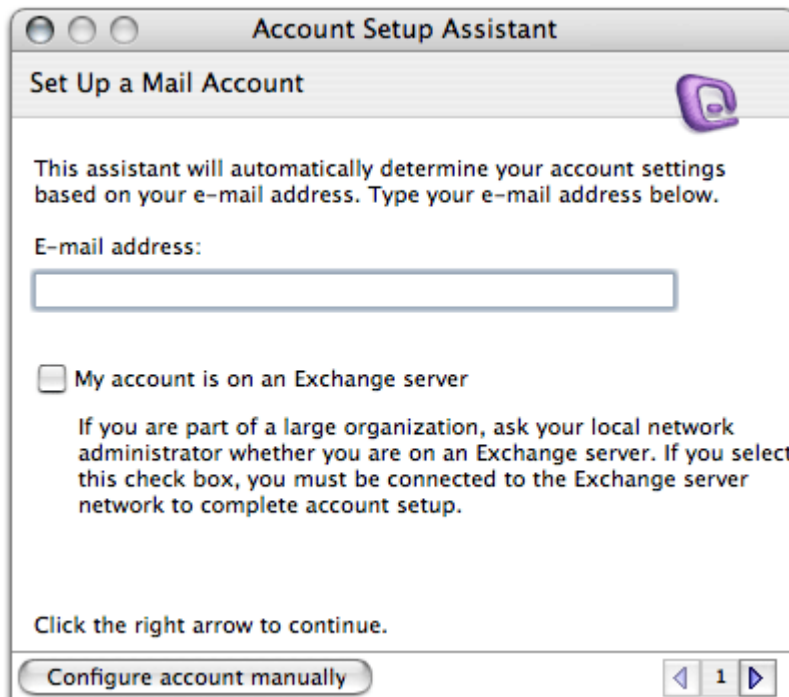
1. Open Microsoft Entourage 2004.
2. Select Tools > Accounts.



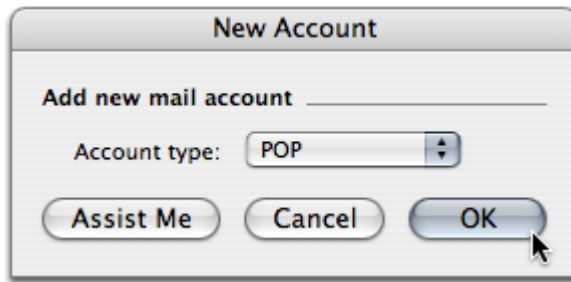
3. Click "New."



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



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



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 mail.domainname.com as your incoming server

**Password**

Enter the password for your e-mail account.

**SMTP server**

Enter mail.domainname.com 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.

7. Select "Override default SMTP port" and change the number to 587.
8. Select "SMTP server requires authentication" and "Use same settings as receiving mail server." Click OK.