



*This guide takes you step-by-step through the process of setting up a new email account in Entourage*

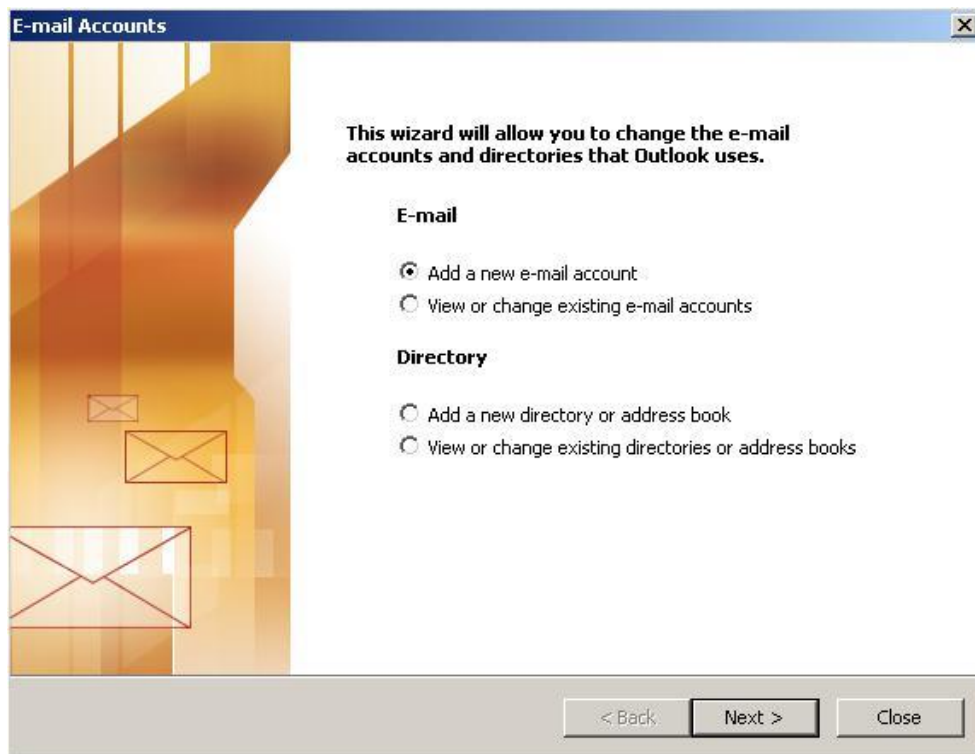
## Launch Outlook 2002/2003

1. *Launch Outlook 2002/2003*
2. *Select **Tools** from the top menu bar and then **E-mail Accounts***



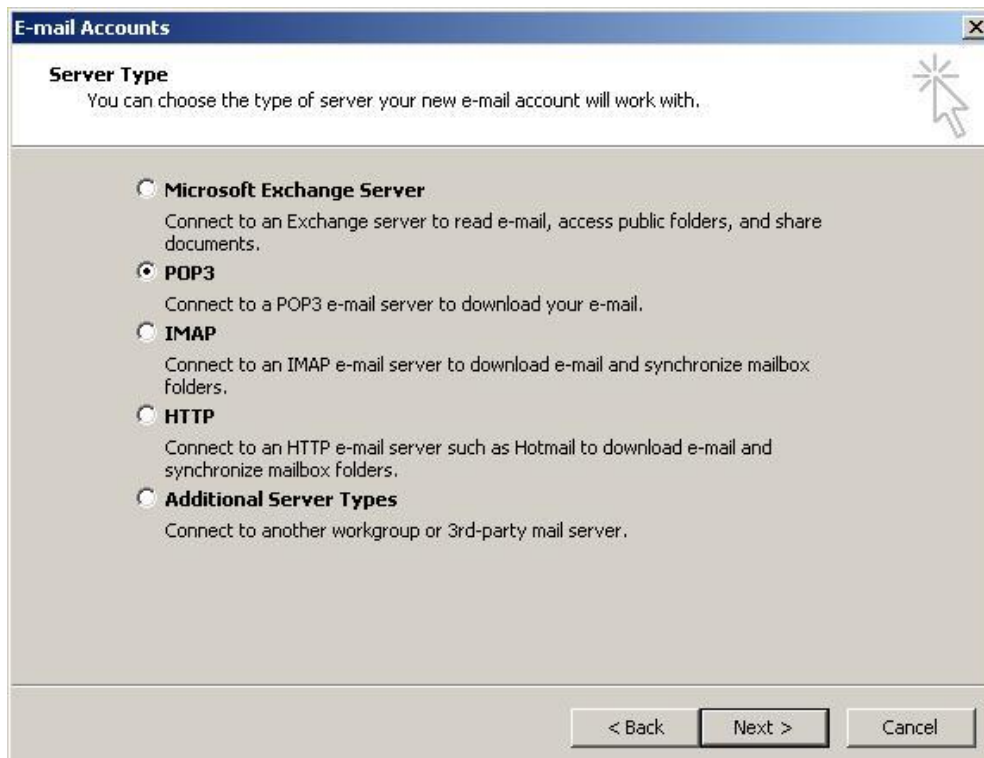
## Add a new email account

3. *On the pop-up screen, select **Add a new email account** then click **Next***



## Select Server Type

4. Under **Server Type**, select *POP3* or *IMAP* and then click **Next**



## Confirm Email Settings

5. Enter the relevant details under **User, Server and Logon Information**. Check that your **username is your full email address** and, under **Server Information**, make sure to use the prefix “pop” and “smtp” as appropriate.
6. Once complete, click **More Settings**

**E-mail Accounts**

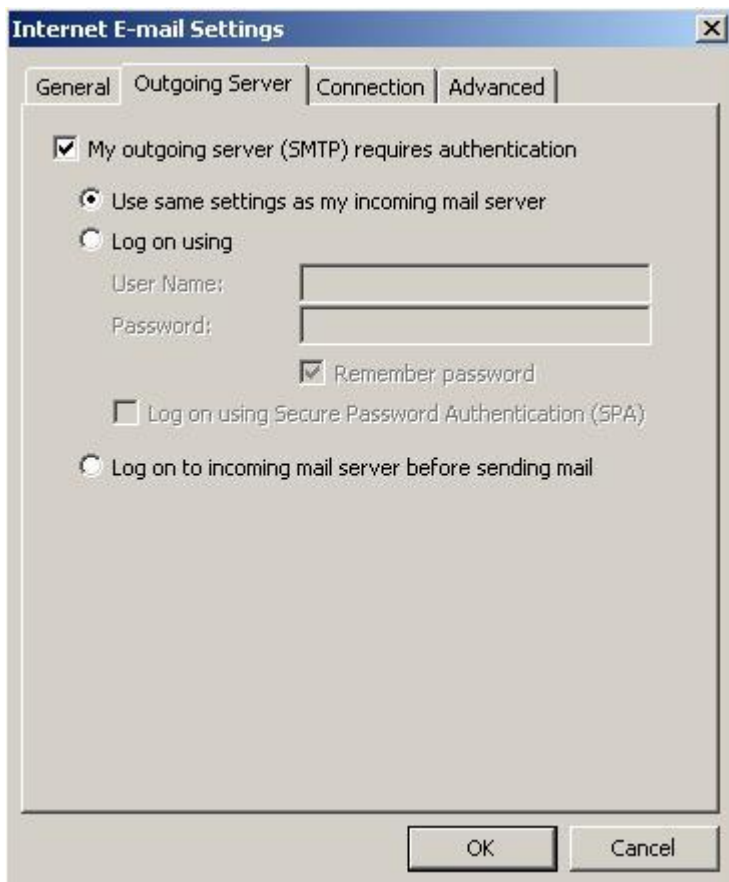
**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Name Surname"/>	Incoming mail server (POP3): <input type="text" value="mail.your-domain.com"/>
E-mail Address: <input type="text" value="you@your-domain.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.your-domain.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="you@your-domain.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

## Outgoing Server Settings

7. On the pop-up, select the **Outgoing Server** tab
8. Ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same setting as my incoming mail server**

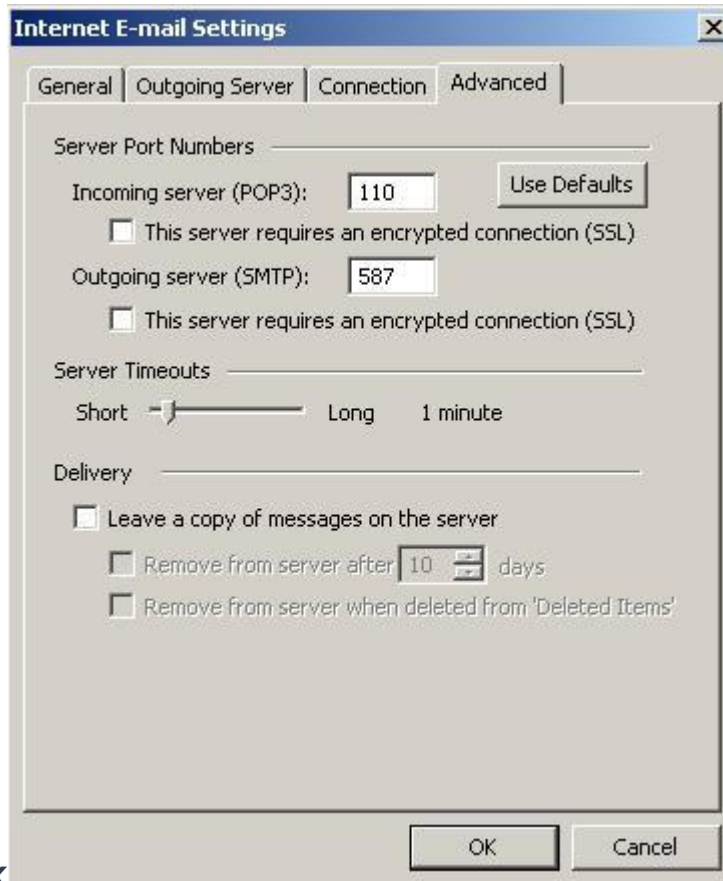


## Advanced Settings

9. Select the **Advanced** tab

10. The **Incoming Server** ports: POP is 110 and IMAP is 143

11. Set the **Outgoing Server (SMTP)** port to **587**



12. Click **OK**

## Test Account Settings

13. Click **Test Account Settings** to check if your details are correct

14. Click **Close**, then **Next** and **Finish**



15. Your Outlook mail program should now be set up to send and receive mail