This guide takes you step-by-step through the process of setting up a new email account in Entourage
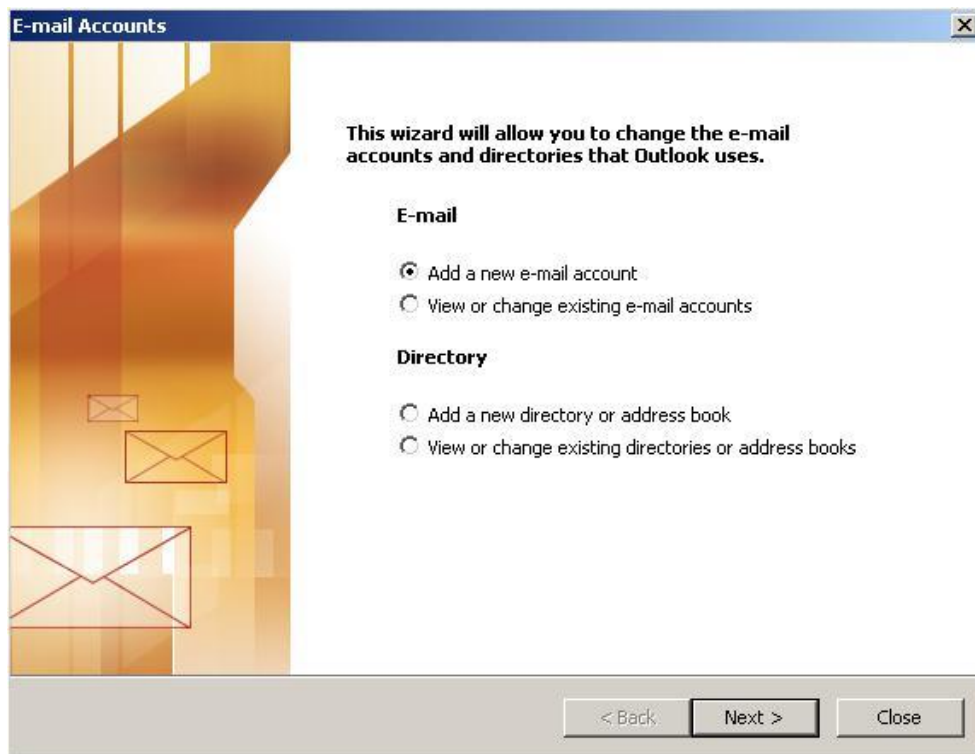
Launch Outlook 2002/2003

1. *Launch Outlook 2002/2003*

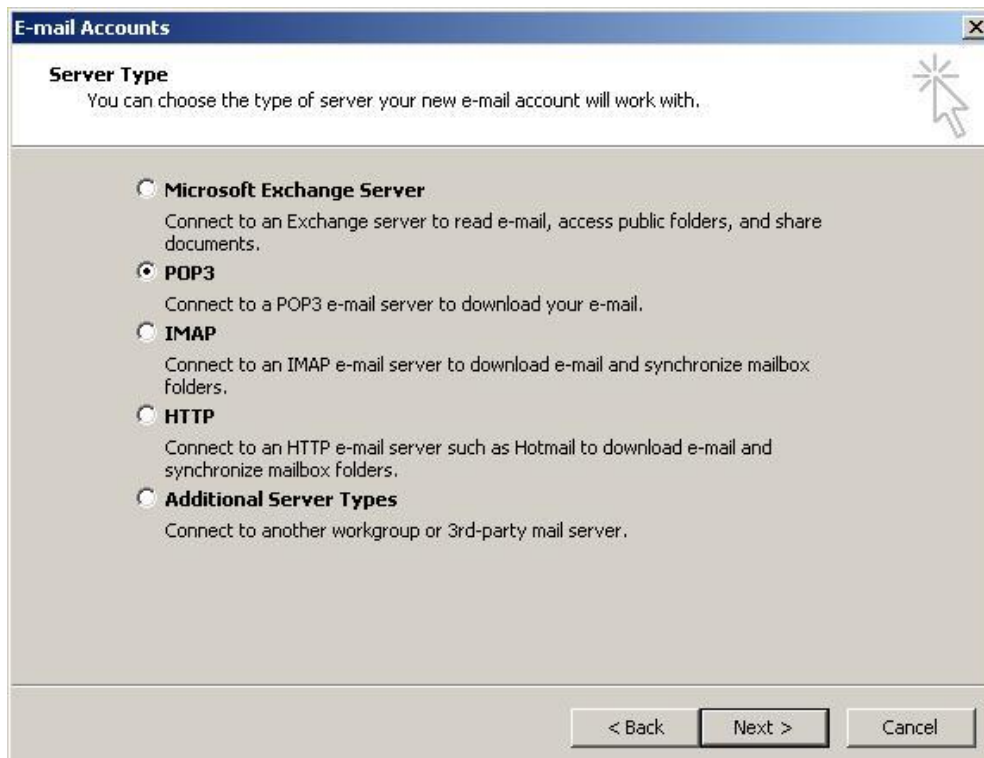2. *Select* **Tools** *from the top menu bar and then* **E-mail Accounts**

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**

Outgoing Server Settings
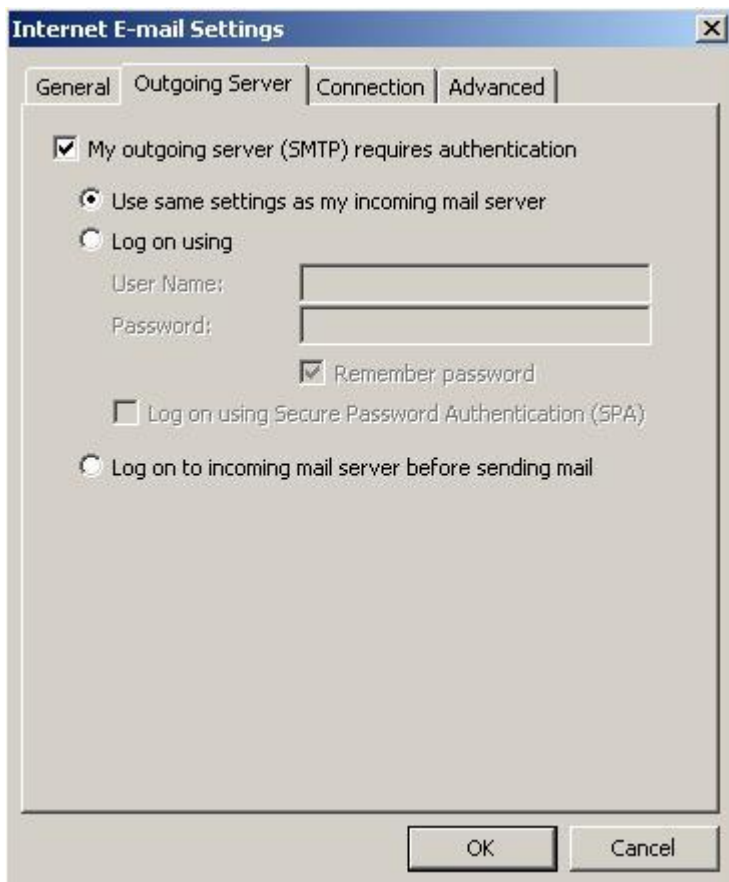
7. *On the pop-up, select the* **Outgoing Server** *tab*

8. *Ensure that the* **My outgoing server (SMTP) requires authentication** *checkbox is selected, as well as* **Use same setting as my incoming mail server**
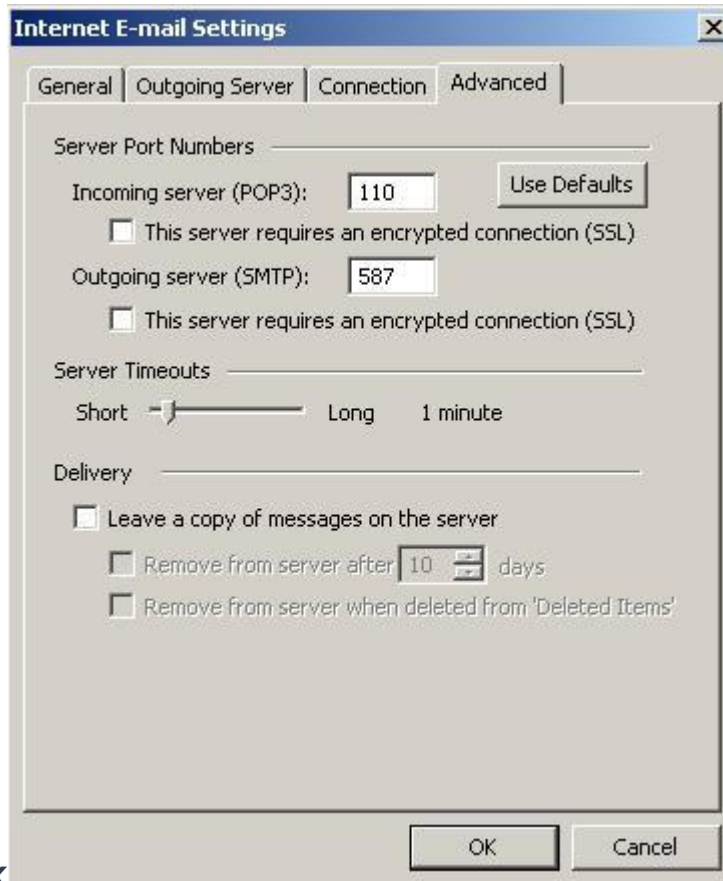
Advanced Settings

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*