# Setting Up Your E-mail in Entourage Mac

This tutorial shows you how to set up Entourage (Mac) to work with your e-mail account. You can set up previous versions of Entourage by using the settings in this tutorial.

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

1. Open Entourage, Click "Tools" menu -> Select "Accounts"



2. Click the "Mail" tab and click "New" Button

New Carlot Delete Make Default     Mail News Directory Service     you@yourisp.com (POP)	
Mail News Directory Service	
you@yourisp.com (POP)	
	1
	//



3. Enter your display name and click ">"

00	Account Setup Assistant	
Your Name		0
When you send a the message. Typ	message, your name appears in the F pe your name as you would like it to ap	rom box of opear.
Your name:	James Smith	]
	For example: John Smith	-
Click the right ar	row to continue.	
Configure accou	int manually	1 L

4. Select "I already have an Email address that I'd like to use"

### E-mail Address

Enter your e-mail address and click ">"

00	Account Setup Assistant	
Your E-mail Ad	ldress	0
Your e-mail add messages to you	ess is the address other people will us	se to send
💽 I already have	e an e-mail address that I'd like to use	
E-mail addre	ss: you@yourdomain.com	
	For example: someone@microsoft	.com
) l'd like to sig	n up for an account from Hotmail.	
Click the right ar	row to continue.	
Configure accou	int manually	<b>4</b> 2 <b>▶</b>



5. Select "POP3" and enter mail.yourdomain.com as incoming mail server

#### Incoming mail server (POP3)

Enter your provided domain name Pop3 server address for your incoming mail server. (E.g. your domain is abc.com -> Your Pop3 Server: mail.abc.com)

#### Outgoing mail server (SMTP)

Enter your ISP SMTP server or Webnix SMTP server for your outgoing mail server.

- a. Hong Kong (ISP) SMTP Server:
- 1. Netvigator (smtp.netvigator.com)
- 2. Biz Netviagtor (corpmail1.netvigator.com)
- 3. i-cable (smtp.i-cable.com)
- 4. Hong Kong Boardband (smtp.hkbn.net)
- 5. HKNet (smtp.hknet.com)
- 6. PacificNet (smtp.pacific.net.hk)
- 7. Hutchcity (smtp.hutchcity.com)
- 8. Wharf T&T (smtp.wharftthk.com)
- 9. Pacific One Net (smtp.onebb.net)

b. Webnix SMTP Server : Same as incoming mail server (e.g. mail.abc.com )

00	Account Setup Assistar	nt
Mail Servers		0
Entourage suppor the type of server provider can give	ts several protocols for receiv you use to receive messages. you this information.	ing messages. Select Your Internet service
My incoming mail	server is a(n) POP	server.
Incoming mail ser	ver:	
mail.yourdomain.co	om	
Outgoing (SMTP)	mail server:	
mail.yourdomain.co	m	
Click the right arr	ow to continue.	
Configure accour	nt manually	₫ 3 📐

Click ">"





6. Enter "Account ID" and password. Click ">"

#### Account ID

Enter your e-mail address, again.

#### Password

Enter the password you set up for your e-mail account.

00	Account Setup Assistant	
Account ID and	Password	D
Please type the ac provider has give	ccount ID and password your Internet serv n you.	ice
Account ID:	you@yourdomain.com	
	Note: The account ID is not your e- mail address. Typically, it is the text in your e-mail address before the at sign (@).	
Password:	*******	
	Save password in my Mac OS keychair	n
	Note: To receive messages without entering your password each time, select the Save password check box.	
Click the right an	row to continue.	
Configure accou	nt manually	<b>4 k</b>

7. Enter an account name and click "Finish"





The following steps are for using Webnix SMTP server only. If you choose to use your ISP SMTP server, skip this part.

**NOTE:** "qm1webnix.com" or "dyxnet.webnix.com" 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.

8. Select the new created account and click "Edit"



9. Click on the "Click here for advanced sending options" button under "Sending mail" part

Edit Account
Account Settings Options
main Direct
unt in my "Send & Receive All" schedule
on
James Smith
you@yourdomain.com
you@yourdomain.com
mail.yourdomain.com
eeceeee
Save password in my Mac OS keychain
Click here for advanced receiving options
mail.yourdomain.com
SMTP service requires secure connection (SSL) Override default SMTP port: 25 SMTP server requires authentication Use same settings as receiving mail server Log on using Account ID: Password: Save password in my Mac OS ke Domain for unqualified addresses:



- 10. Tick the box "Override default SMTP port:" and change "25" to "6025"
- 11. Tick the box "SMTP requires authentication" checkbox if you use Webnix SMTP server
- 12. Select "Use same settings as receiving mail server"
- 13. After the above steps, click "OK"

Account name: 🚺	ames Smith
Include this acco	ount in my "Send & Receive All" schedule
Personal information	on
Name:	James Smith
E-mail address:	you@yourdomain.com
Receiving mail	
Account ID:	you@yourdomain.com
POP server:	mail.yourdomain.com
Password:	
	Save password in my Mac OS keychain
	Click here for advanced receiving options
Sending mail	
SMTP server:	meil.yourdomein.com
	Click here for advanced sending options

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