

Setting Up Microsoft® Entourage

Setting Up a POP3 or IMAP Email Account

1. Select [Entourage / Account Settings](#).
2. Click the [Mail](#) tab.
3. Click the [New](#) button.
4. Click the [Configure account manually](#) button.
5. Click the [Account type](#) drop-down menu and choose one of the following:
 - To use a POP3 server, select [POP](#).
6. Click the [OK](#) button. The [Edit Account](#) window will appear. Enter the following information in the spaces provided:

Account Name

- Account Name—Enter a descriptive name for the account.

Personal Information

- Name—Enter your first and last name. This is the name that will appear in the [From](#) field of messages you send.
- E-mail address—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.

Comparing POP and IMAP

POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you are away from your desk, you can still access your email from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

- Account ID—Your Account ID is your email address. Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- Based on your selection in Step 5, enter the corresponding POP or IMAP server:
 - POP server—Enter the POP server name:
mail1.nicsys.net
- Password—Enter the password for your email account.

Sending Mail

- SMTP Server—Enter the SMTP server name:
mail1.nicsys.net
7. Click the [Click here for advanced sending options](#) button, located below the [SMTP server](#) box.

8. Check the [Override default SMTP port](#) box.
9. Enter the outgoing port 8889.
10. Check the [SMTP server requires authentication](#) box.
11. Click the [Use same settings as receiving mail server](#) button.
12. Click just outside of the pop-up window to return to the main [Edit Account](#) window.
13. Click the [OK](#) button.
14. Click the [Close](#) button, located in the upper left corner.

IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on the server, you must monitor your mailbox size. You may need to delete messages periodically.