

## Quick Start Guide

Entourage Mac: Guidelines for email account setup

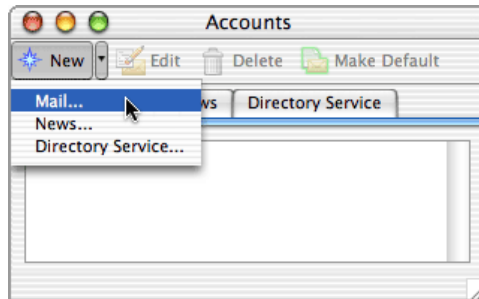
### Website:

<http://www.microsoft.com/mac/products/entourage2004/entourage2004.aspx?pid=entourage2004>

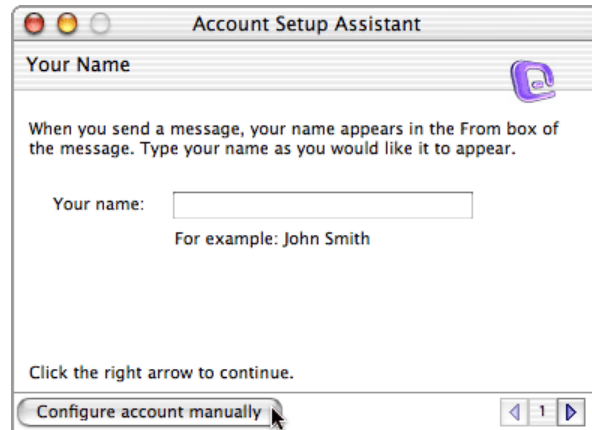
**License:** Software to be purchased at Microsoft

### Guidelines for new email account setup:

1. Launch Entourage
2. Select 'Tools' from the top menu bar
3. Select 'Accounts'
4. Click the 'New' button and choose 'Mail...'



5. The 'Account Setup Assistant' window will appear
6. Select 'Configure account manually'



7. The 'Edit Account' window will appear
8. Enter your account settings:

Account name: [user@your-domain.com](#) (your email address)

Name: Name Surname

Email address: [user@your-domain.com](#)

Account ID: [user@your-domain.com](#) (your email address)

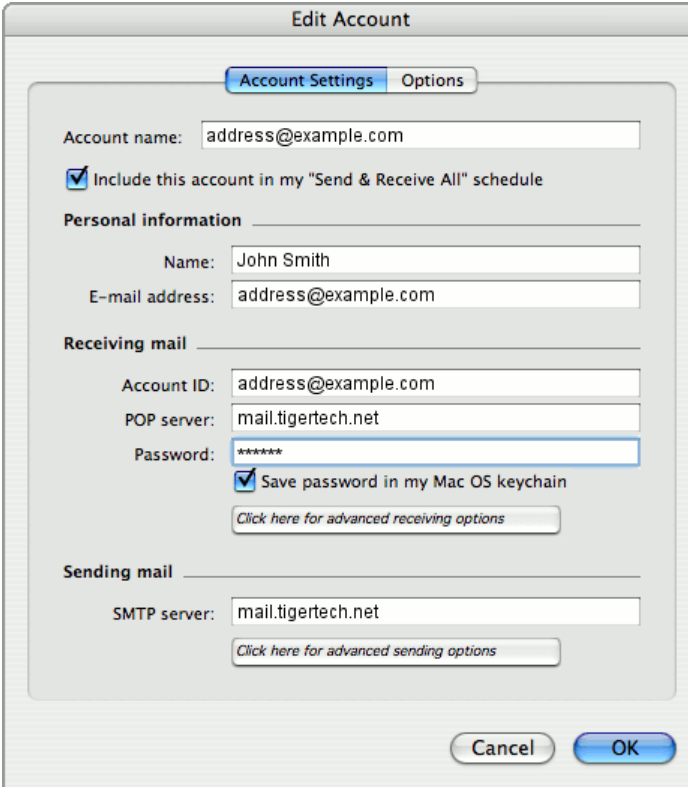
POP server: [pop.your-domain.com](#)

Password: mailbox password

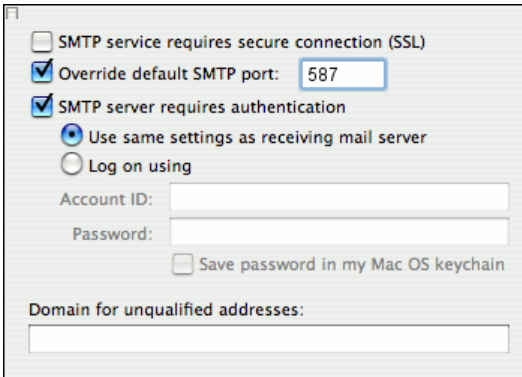
SMTP server: [smtp.your-domain.com](#)

*(where 'your-domain.com' is the name of your registered domain with Hetzner)*

9. The completed window should appear similar to the following (with your details):



10. It is optional to check the 'Save password in my Mac OS keychain' box; if you don't check this box, Entourage will ask you for your password each time you send or receive email
11. Click on 'Click here for advanced sending options' button
12. Change the default SMTP port and authentication settings:
- Check the 'Override default SMTP port' box on
  - Change the 'Override default SMTP port' number to: 587
  - Check the 'SMTP server requires authentication' box on



13. Close the setup windows
14. Click on the small square in the top-left corner of the advanced sending options window to close it; then click 'OK' to close the main 'Edit Account' window.

**Note:** If SMTP authentication is not catered for by your mail program, please use the SMTP server delegated by your Internet Service Provider instead (smtp.your-isp.co.za).