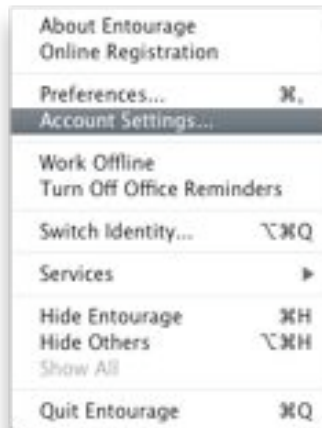


Setting up Microsoft Entourage 2008

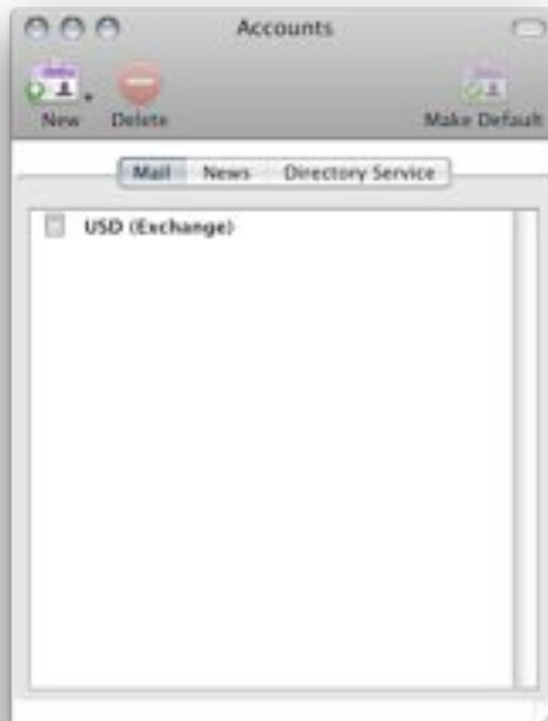
1. Open Entourage by clicking the Entourage icon in the dock.



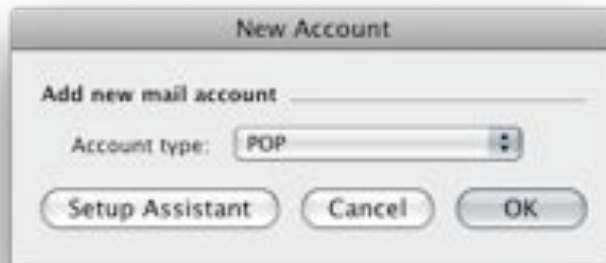
2. Click on the **Entourage** menu, then click **Account Settings**.



3. Click the **New** button to start creating the new account.



4. In the New Account dialog, select **POP** from the drop down menu, then click the **OK** button.



7. In the Edit Account dialog, fill in the information as seen below, substituting your own account information (the login name and password you use to login to MySanDiego).
 - a. In the **POP server** field, enter `pop.sandiego.edu`
 - b. In the **SMTP server** field, enter `smtp.sandiego.edu`



6. Click on the *Click here for advanced sending options* button below the SMTP server field.

7. Check the box labeled **SMTP server requires authentication**. Make sure the radio button underneath is set for **Use same settings as receiving mail server**. Click the small box in the upper left corner to close the advanced sending options box.

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 keychain

Domain for unqualified addresses:

8. **NOTE:** The default setup will download mail from the server, then deletes it from the server when the download is finished. If you frequently access your mail using USD's webmail system (Mirapoint) or from MySanDiego, you may want Entourage to leave mail on the server so that you can still view it when using computers other than your own. To setup Entourage to do this, click on the Options tab, otherwise, skip to step 10.

Account Settings Options Mail Security

Message options

Default signature: None

Additional headers:

Header	Value

Server options

Partially receive messages over 20 KB

Leave a copy of each message on the server

Delete messages from the server after 30 days

Delete messages from the server after they are deleted from this computer

Get all messages left on server...

Allow online access (shows account in folder list)

Cancel OK

9. Check the box labeled **Leave a copy of each message on the server**. You can also set options for how long the messages will remain on the server before being deleted or to delete messages from the server when you Trash them in Entourage by using the subsequent two checkboxes.
10. Click the **OK** button. Your account has now been setup in Entourage! You can now close the Accounts window and start using Entourage to read your mail.

