



General Information: We recommend using IMAP instead of POP for your Incoming Server type.

Your Outgoing Server may be either SSL or TLS depending on your Email program capabilities.

<u>someone@ccrtc.com</u>	<u>someone@iendeavor.com</u>
Incoming Mail Server: mail.ccrtc.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes	Incoming Mail Server: mail.iendeavor.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes
Outgoing Mail Server: smtp.ccrtc.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server	Outgoing Mail Server: smtp.iendeavor.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server
Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password	Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password

Email Setup for: **Entourage Mac**

Scroll down for detailed steps to setup your email program.

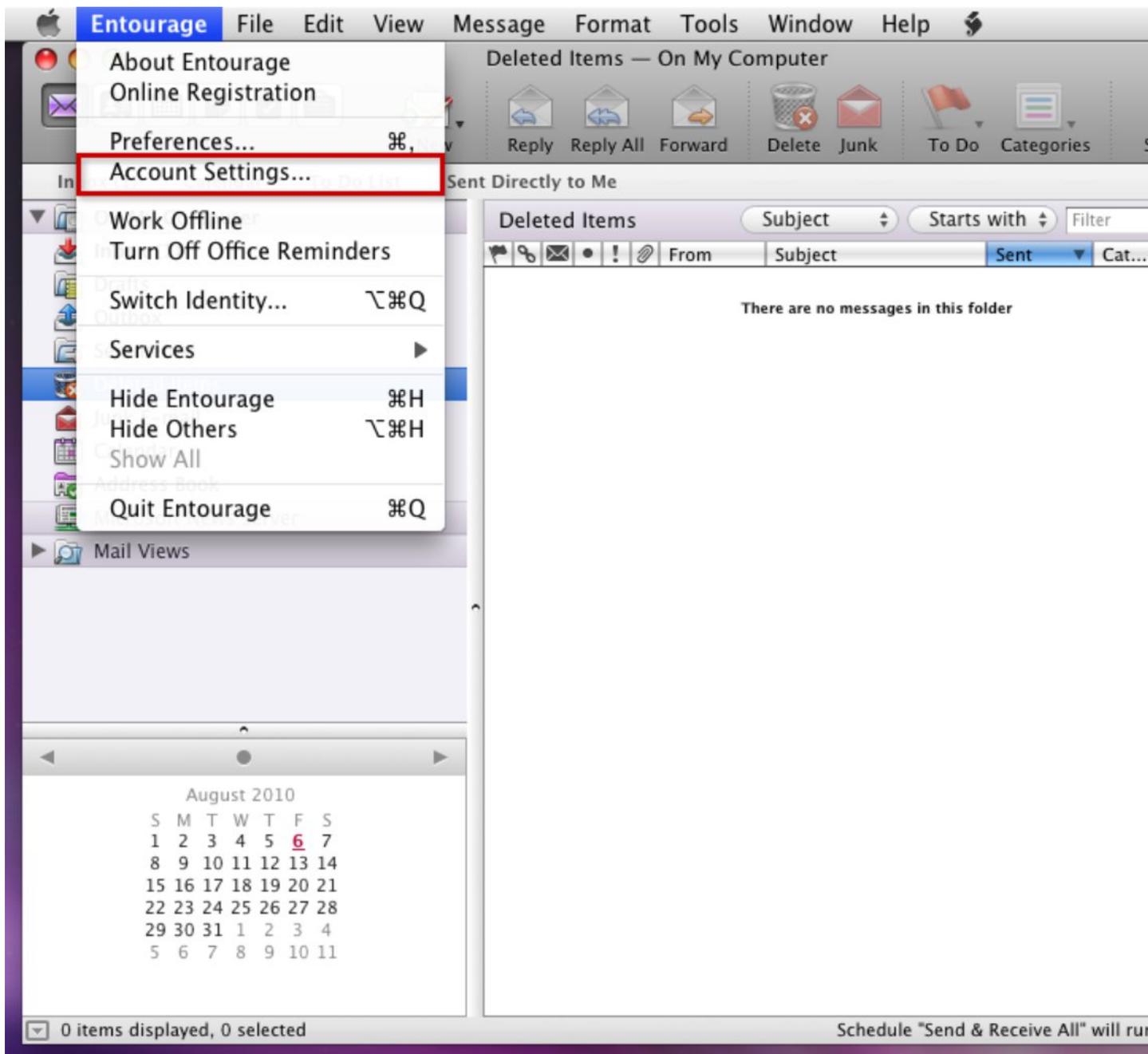
Replace the example information with your information and the details listed above.

Step 1

Open **Finder** and launch **Microsoft Entourage**.

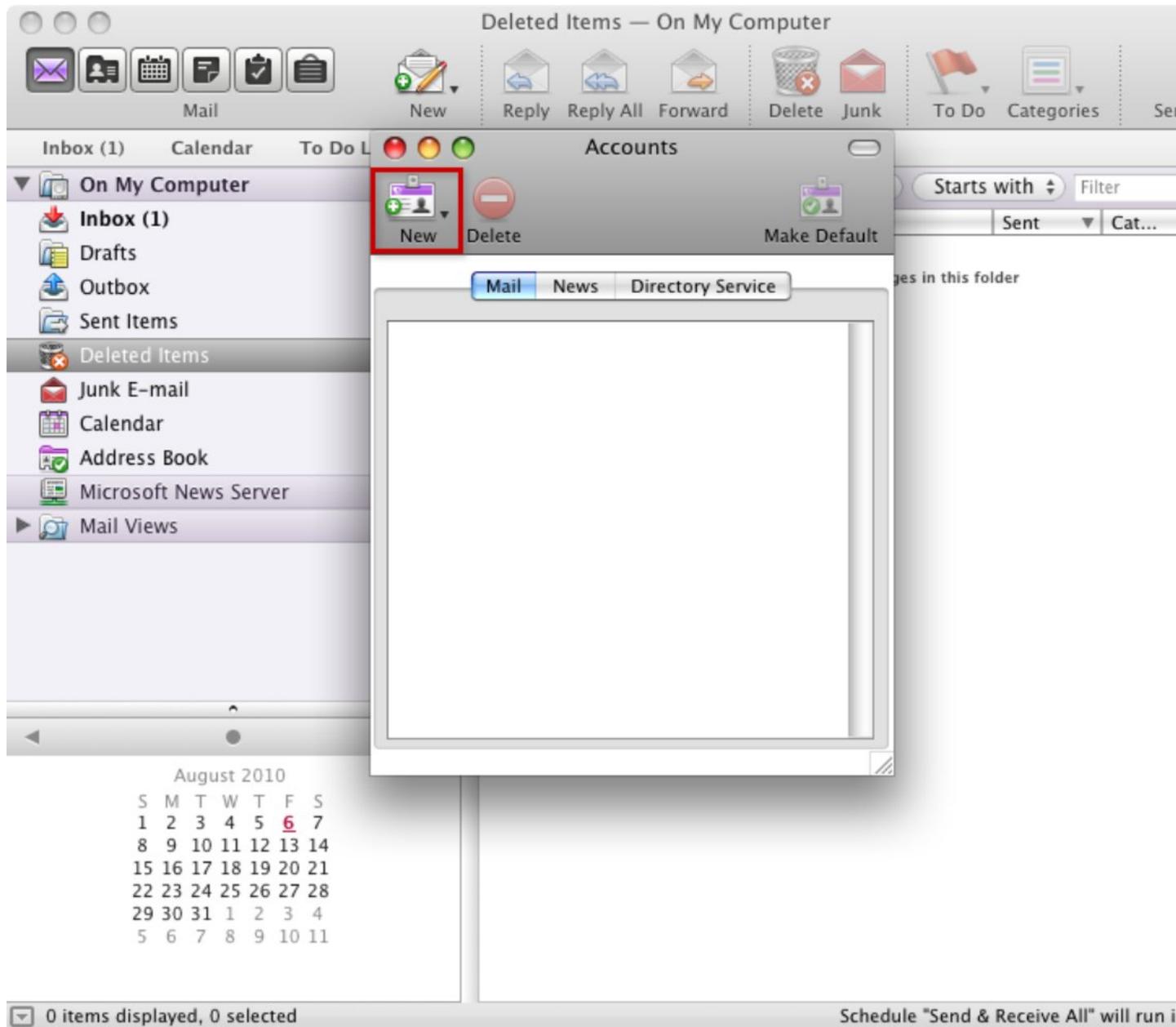
Step 2

Click the **Entourage** menu and choose **Account Settings**.



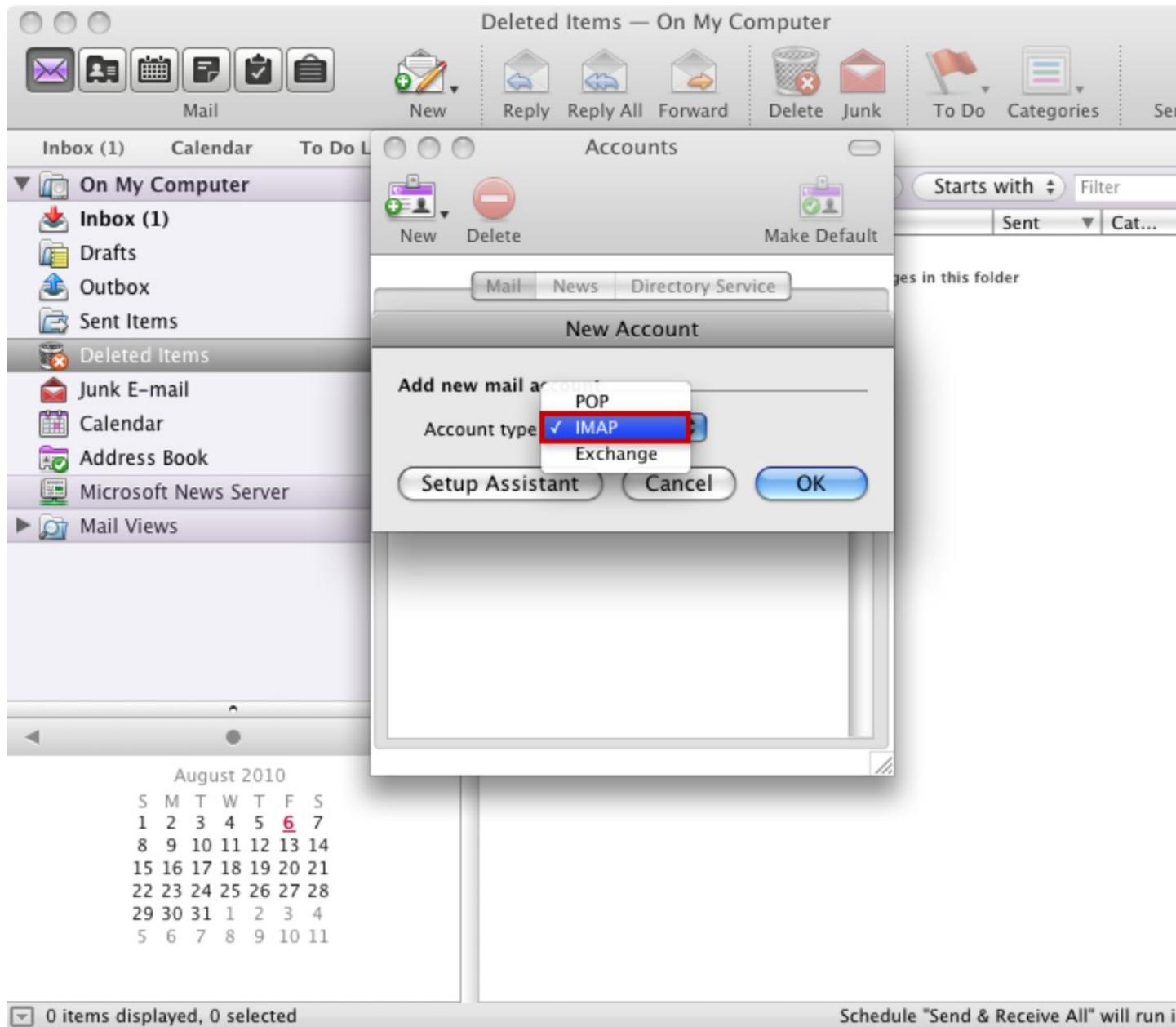
Step 3

Click the **New** icon in the Accounts window that opens.

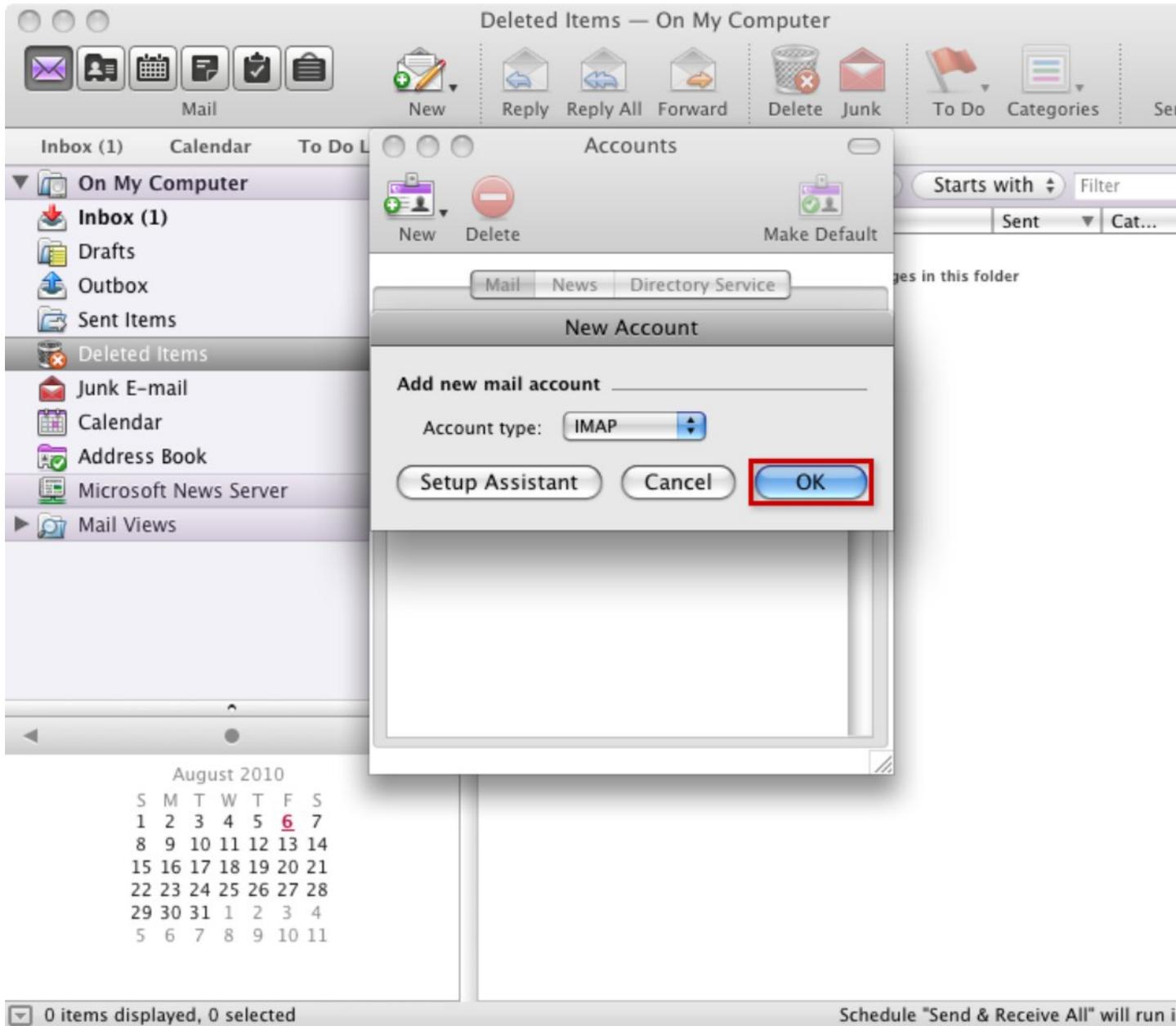


Step 4

Choose **IMAP** from the Account type drop-down box.



Step 5
Click the **OK** button to continue.



Step 6

- Choose an account name. This will be the name of the account in Microsoft Entourage.
- Enter your **Name**. This is the name that others will see when receiving your mail.
- Enter your Full **E-mail address**.
- Enter **your full e-mail address** as the **Account ID**.
- Enter **mail.example.com** as the **IMAP server**.
- Enter the e-mail account's **Password**.

Then click the button that says **Click here for advanced receiving options**.

Edit Account

Account Settings Options Advanced Mail Security

Account name:

Include this account in my "Send & Receive All" schedule

Personal information

Name:

E-mail address:

Receiving mail

Account ID:

IMAP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server:

[Click here for advanced sending options](#)

Cancel OK

Step 7

Check the box for **This IMAP service requires a secure connection.**

Then click anywhere on the Edit Account window in the background to return to the previous window.

The image shows a screenshot of the "Edit Account" window in macOS Mail. The window has a title bar "Edit Account" and four tabs: "Account Settings", "Options", "Advanced", and "Mail Security". The "Mail Security" tab is selected. The window contains several sections:

- Account name:** someone@example.com
- Include this account in my "Send & Receive All" schedule
- Personal information**
 - Name: John Smith
 - E-mail address: someone@example.com
- Receiving mail**
 - Account ID: someone@example.com
 - IMAP server: mail.example.com
 - Password: ●●●●●●
 - Save password in my Mac OS keychain
- Sending mail**
 - SMTP server: (partially visible)

A modal dialog box is overlaid on the "Receiving mail" section, containing the following options:

- This IMAP service requires a secure connection (SSL)
- Override default IMAP port: 993
- Always use secure password

At the bottom of the dialog box, there is a link: [Click here for advanced sending options](#). At the bottom of the "Edit Account" window, there are "Cancel" and "OK" buttons.

Step 8

Enter **smtp.1and1.com** as the SMTP server.

Then click the button that says **Click here for advanced sending options**.

The image shows a screenshot of the "Edit Account" dialog box in an email client. The dialog has a title bar "Edit Account" and four tabs: "Account Settings" (selected), "Options", "Advanced", and "Mail Security".

Under "Account Settings", the "Account name" field contains "someone@example.com". There is a checked checkbox for "Include this account in my 'Send & Receive All' schedule".

The "Personal information" section includes a "Name" field with "John Smith" and an "E-mail address" field with "someone@example.com".

The "Receiving mail" section includes an "Account ID" field with "someone@example.com", an "IMAP server" field with "mail.example.com", and a "Password" field with masked characters. There is a checked checkbox for "Save password in my Mac OS keychain" and a button labeled "Click here for advanced receiving options".

The "Sending mail" section includes an "SMTP server" field with "smtp.example.com", which is highlighted with a red rectangular box. Below it is a button labeled "Click here for advanced sending options".

At the bottom of the dialog are "Cancel" and "OK" buttons.

Step 9

- Check the box for **SMTP service requires secure connection (SSL)**.
- Check the box for **SMTP server requires authentication** and choose **Use same settings as receiving mail server**.

Then click anywhere on the Edit Account window in the background to return to the previous window.

Account name:

Include this account in my "Send & Receive All" schedule

Personal information _____

Name:

E-mail address:

Receiving mail _____

Account ID:

IMAP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail _____

SMTP server:

SMTP service requires secure connection (SSL)

Override default SMTP port:

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:

Step 10

Double-check the information entered and then click the **OK** button.

Edit Account

Account Settings Options Advanced Mail Security

Account name:

Include this account in my "Send & Receive All" schedule

Personal information

Name:

E-mail address:

Receiving mail

Account ID:

IMAP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server:

[Click here for advanced sending options](#)

Cancel **OK**

Step 11

In the Entourage window, you should now see your newly added account on the left-hand side.

