



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.

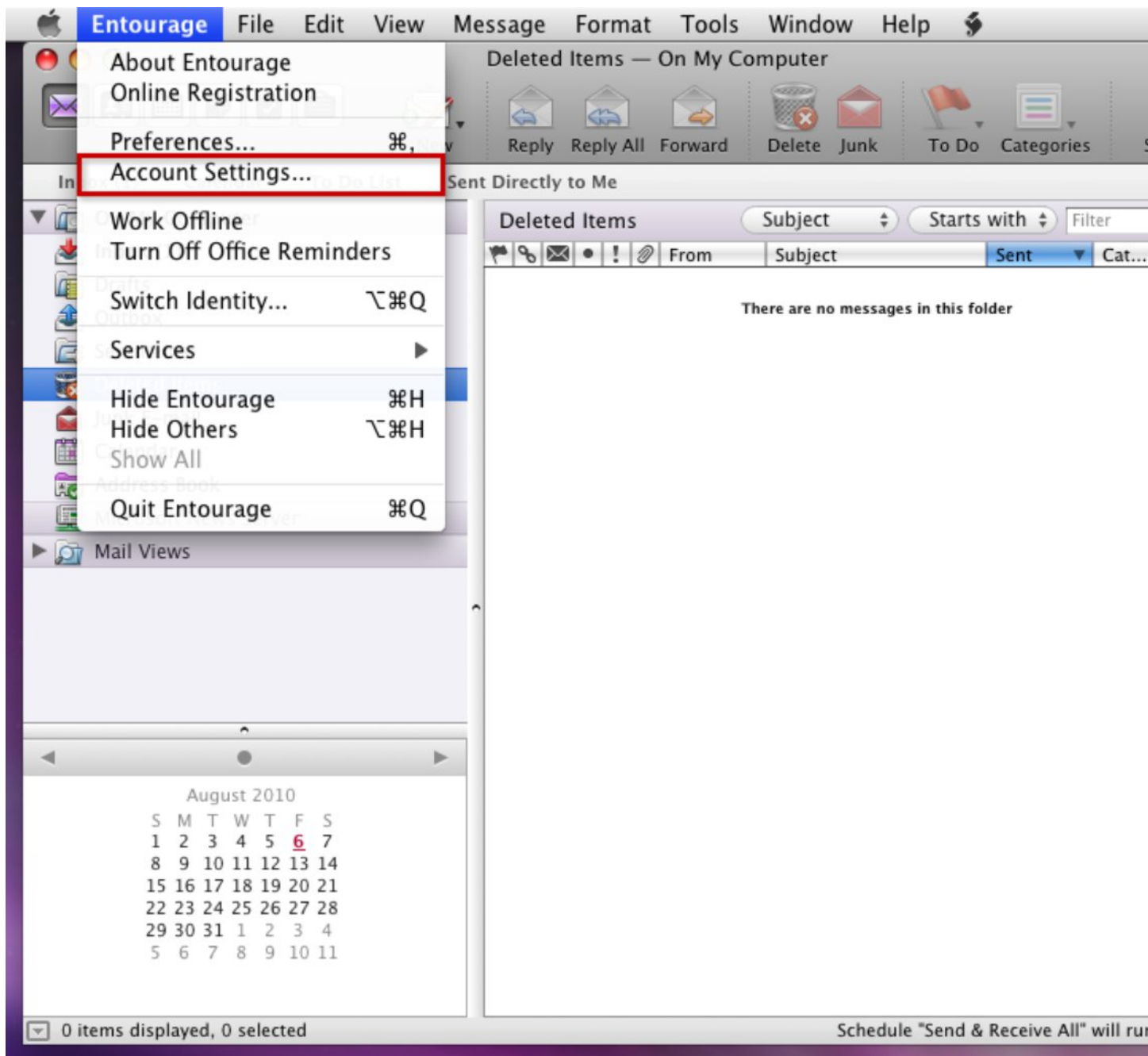
Replace the example information with your information and the details listed above.

Step 1

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

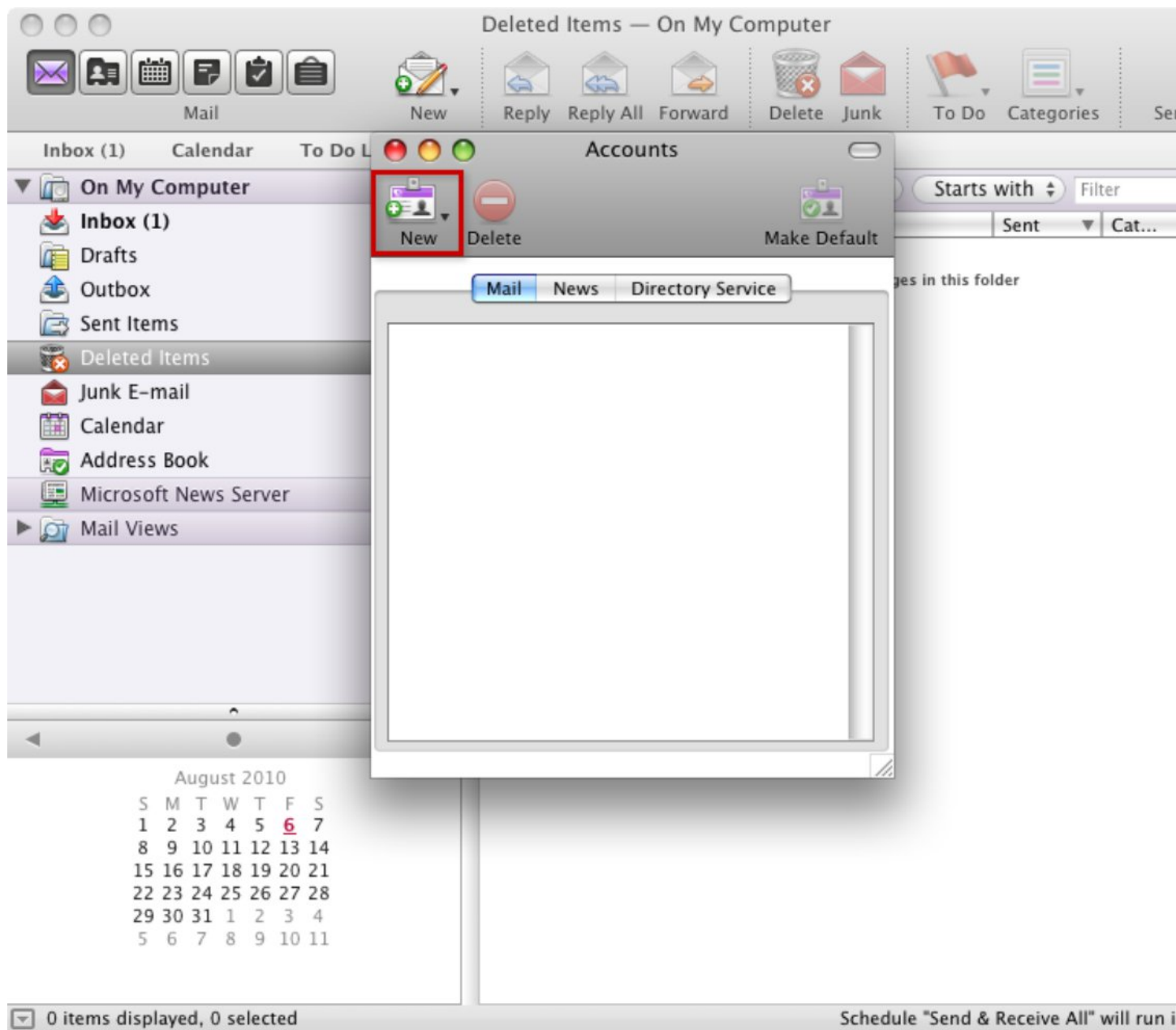
Step 2

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



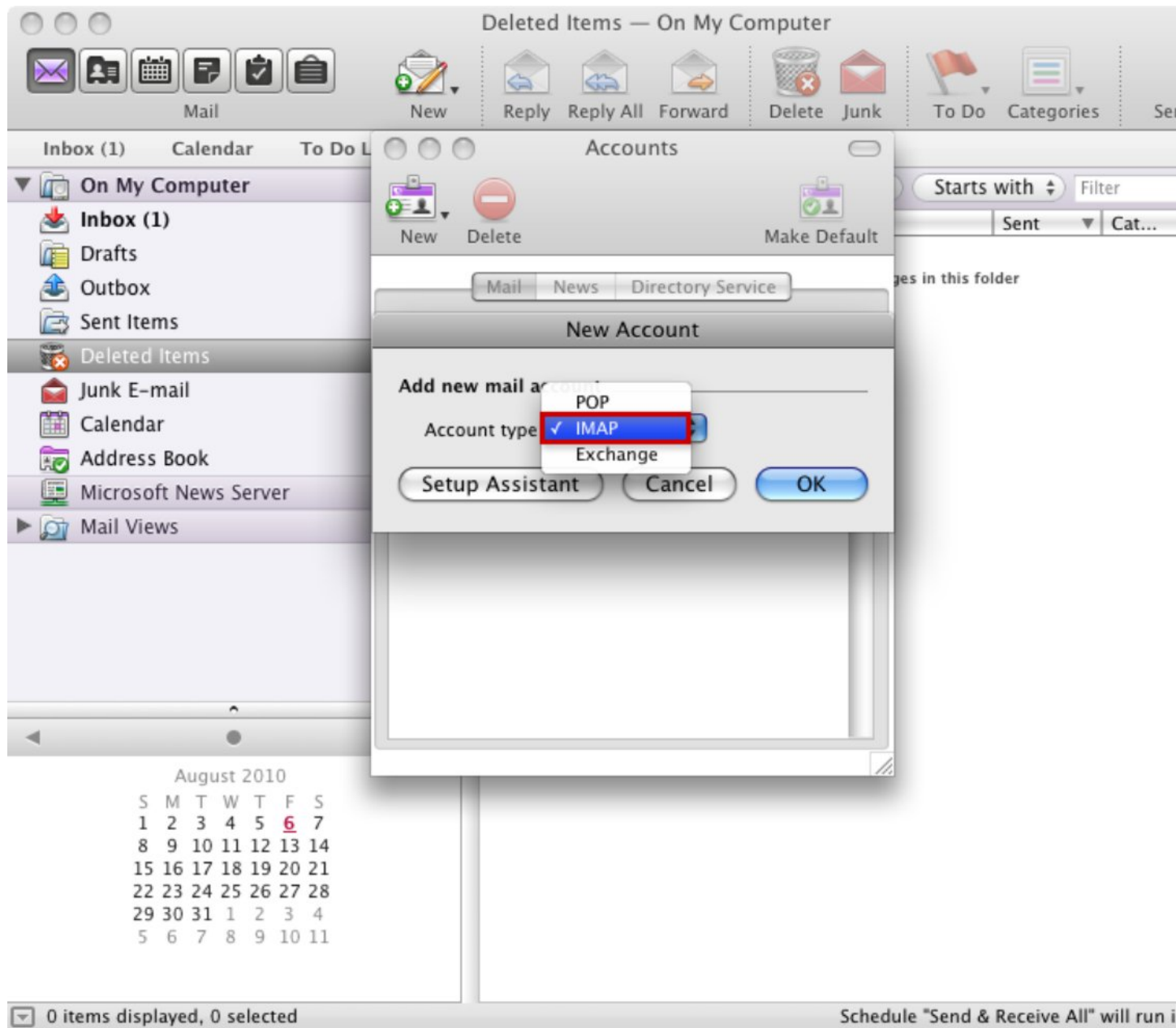
Step 3

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



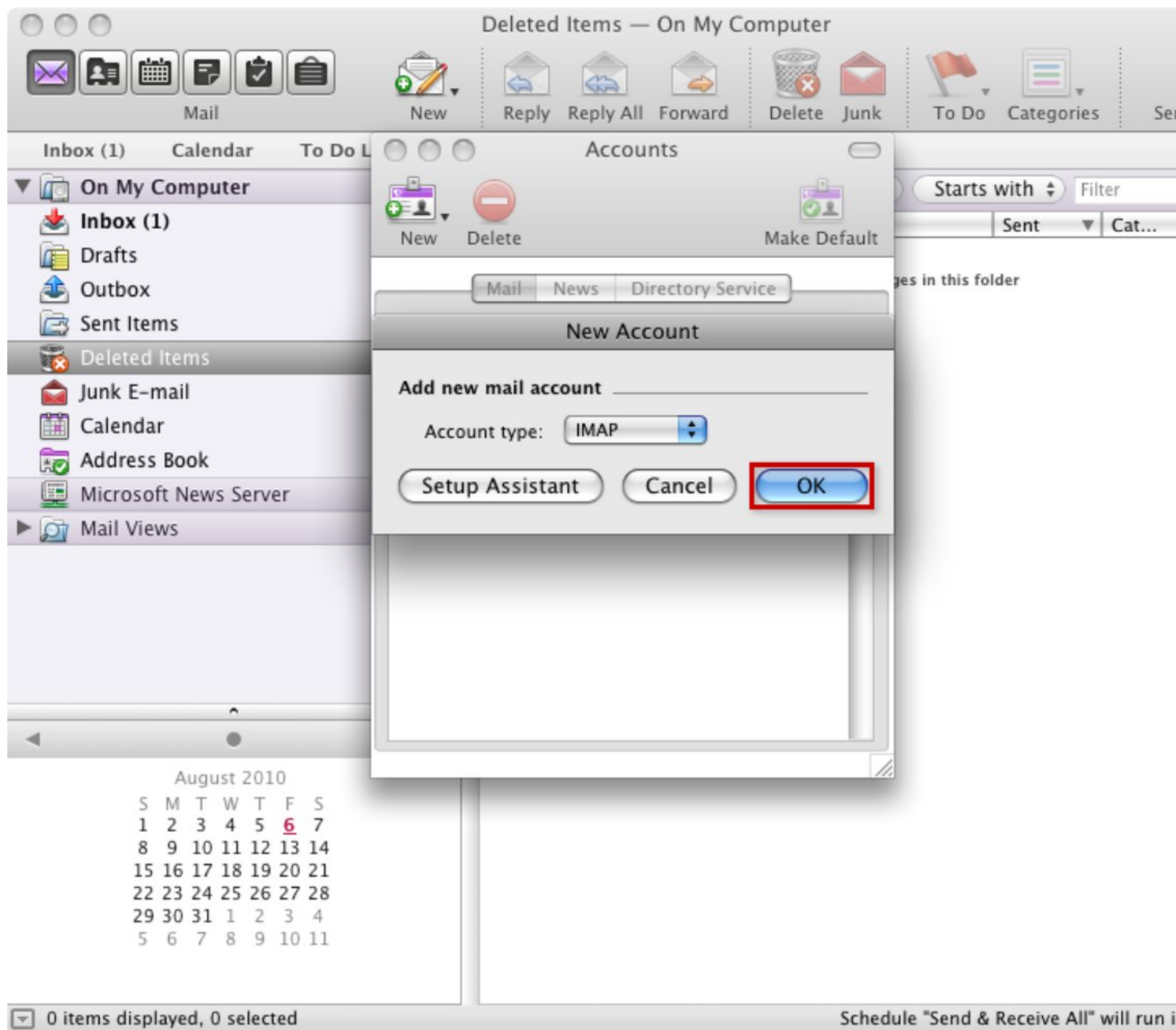
Step 4

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 screenshot shows the 'Edit Account' window with the 'Mail Security' tab selected. The window contains the following fields and options:

- 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:** [masked]
 - ☒ Save password in my Mac OS keychain
- Sending mail**
 - SMTP server:** [empty]
- Mail Security**
 - ☒ This IMAP service requires a secure connection (SSL)
 - ☐ Override default IMAP port: 993
 - ☐ Always use secure password
 - [Click here for advanced sending options](#)

At the bottom of the window 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 a mail client. The dialog has a title bar 'Edit Account' and four tabs: 'Account Settings' (selected), 'Options', 'Advanced', and 'Mail Security'. The 'Account Settings' tab contains the following fields and options:

- 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
 - [Click here for advanced receiving options](#)
- Sending mail**
 - SMTP server:** smtp.example.com
 - [Click here for advanced sending options](#)

At the bottom of the dialog are two buttons: 'Cancel' and 'OK'. The 'SMTP server' field and its associated 'Click here for advanced sending options' button are highlighted with a red rectangular box.

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.

The screenshot shows the 'Edit Account' window with the 'Mail Security' tab selected. The window is divided into several sections: 'Account Settings', 'Options', 'Advanced', and 'Mail Security'. The 'Account Settings' section includes fields for 'Account name' (someone@example.com) and a checkbox for 'Include this account in my "Send & Receive All" schedule'. The 'Personal information' section includes fields for 'Name' (John Smith) and 'E-mail address' (someone@example.com). The 'Receiving mail' section includes fields for 'Account ID' (someone@example.com), 'IMAP server' (mail.example.com), and 'Password' (masked with dots). There is a checkbox for 'Save password in my Mac OS keychain' and a button for 'Click here for advanced receiving options'. The 'Sending mail' section includes a field for 'SMTP server' (smtp.example.com). A red box highlights the 'SMTP service requires secure connection (SSL)' and 'SMTP server requires authentication' options, with 'Use same settings as receiving mail server' selected. Below these options are fields for 'Account ID', 'Password', and a checkbox for 'Save password in my Mac OS keychain'. At the bottom is a field for 'Domain for unqualified addresses'.

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

[Click here for advanced receiving options](#)

Sending mail

SMTP server: smtp.example.com

☒ SMTP service requires secure connection (SSL)

☐ Override default SMTP port: 465

☒ 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.

