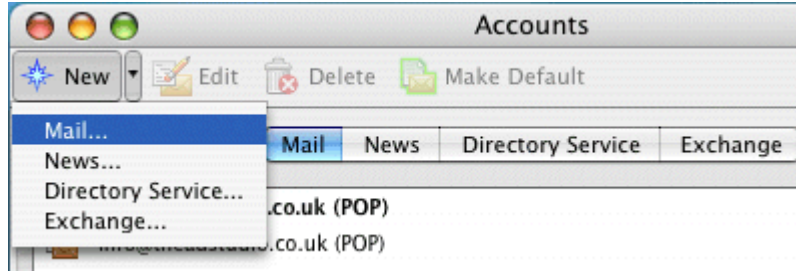


Advanced and Standard mailbox setup with Entourage on Mac OS X

Step 1: Open Entourage.

Step 2: Click **Accounts** in the *Tools* menu.

Step 3: Click the **New** button in the top-left of the *Accounts* window.



Step 4: The *Account Setup Assistant* window will open. Click the **Configure account manually** button, in the bottom-left of the window



Step 5: The *Edit Account* window will open. Use the *Account name* text-box to enter a name for your mailbox. This can be anything and is only seen by you when you use Entourage.

Step 6: Ensure the *Include this account in my "Send & Receive All" schedule* check-box is selected.

Step 7: Enter your name in the *Name* text-box.

Step 8: Enter the mailbox's email address in the *E-mail address* text-box.

Step 9: Again, enter the mailbox's email address in the *Account ID* text-box.


Step 10: Enter your incoming mail server in the *POP server* text-box. This is mail.yourdomain.co.uk (replace yourdomain.co.uk with your domain name).

Step 11: Enter the password you chose when you created the mailbox in the *Password* text-box.

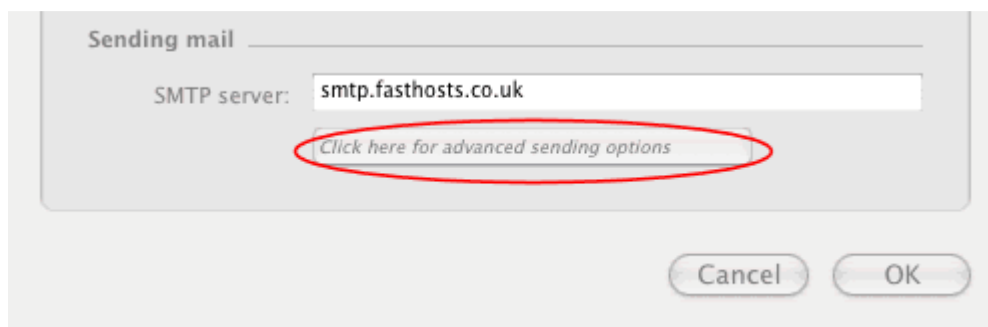
Step 12: If you'd prefer to save the password, rather than having to type it in each time you access your email, click the *Save password in my Mac OS keychain* check-box.

 **Note:** If you are setting up a Standard mailbox, and you connect using an ISP other than Fasthosts Broadband or Dial, you should follow your ISP's instructions for setting up an outgoing mail server, then skip to step 16.

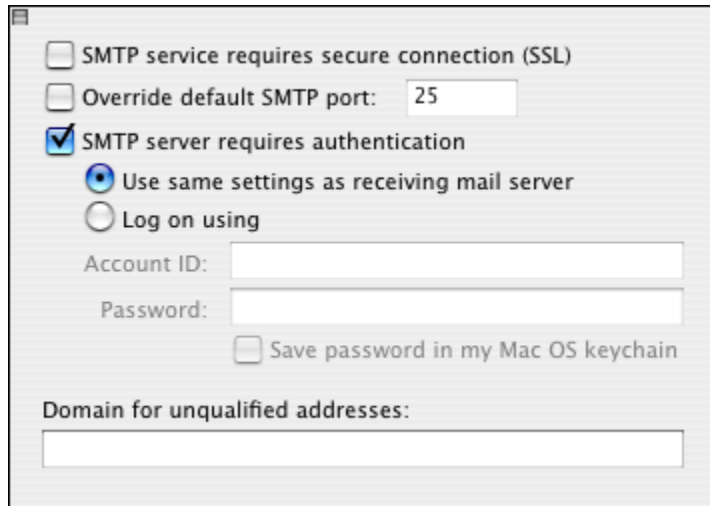
Step 13: In the *Sending mail* section, enter "smtp.fasthosts.co.uk" in the *SMTP server* text-box.

 **Note:** If you are setting up a Standard mailbox using Fasthosts Broadband or Dial, skip to step 16.

Step 14: Click the **Click here for advanced sending options** button.



Step 15: Click the *SMTP server requires authentication* check-box and ensure the *Use same settings as receiving mail server* radio button is selected.



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:



Quick Tip: Some ISPs block port 25 for sending email. If you have problems sending email through your advanced mailbox you should check the box marked **Override default SMTP port** and change the outgoing port from 25 to either 225 or 587.

Step 16: Click anywhere on the *Edit Account* window, then click the **OK** button to finish setting up your mailbox.