

## Entourage 2004

Open Entourage

Under Main Entourage Drop Down Menu select Account Settings

Accounts Window will open

Click on New then Mail

Account Setup Assistant will Open

Enter email address where noted

Click the forward arrow 2 times

Fill in information on screen.

- Account ID is complete email address

- Make sure incoming mail server is set to POP

- Incoming and Outgoing mail servers are mail.yourdomainname.com (Ex. mail.johndoe.com)

Click forward arrow

Click the Verify Settings button. If it is set up correctly, there will be a message at the bottom of the window that will say "your accounts settings have been successfully verified."

Set up to complete window

- Under account name – can be anything you want – Work Email, etc.

- Check applicable boxes

- Click Finish

New account should appear in accounts window under mail tab.