

## Set up Entourage for access to email using IMAP

1. In Entourage for Mac, on the **Tools** menu, click **Accounts > New**.
2. In the **New Account** window, under **Add new mail account**, select **IMAP** from the drop-down menu next to **Account type**, and then click **OK**.
3. On the **Edit Account** page, do the following:

Under **Account name**, type a name for this account.

Under **Personal Information**:

1. Next to **Name**, enter the name you want people to see when you send them email.
2. Next to **E-mail address**, enter your full 1791 email address, for example, newuser@1791.com.

Under **Receiving mail**:

1. Next to **Account ID**, enter your full email address.
2. Next to **IMAP server** enter secure.emailsrvr.com
3. Next to **Password**, enter **YOUR 1791 EMAIL Password, the same password you use to access the 1791 site** If you want to save your password, select the check box next to **Save password in my Mac OS keychain**.
4. Click **Click here for advanced receiving options**. In the pop-up window that appears, select the check box next to **This IMAP service requires a secure connection (SSL)**, and then click the close button in the upper-left corner of the pop-up window.

Under **Sending mail**:

1. Next to **SMTP server**, enter secure.emailsrvr.com
2. Click **Click here for advanced sending options**. In the pop-up window that appears, do the following:
  - Select the check box next to **SMTP service requires secure connection (SSL)**.
  - Select the check box next to **SMTP server requires authentication**.
  - Select the **Use same settings as receiving mail server** option, and then click the close button in the upper-left corner of the pop-up window.

In the **Edit Account** window, click **OK** to save your settings.

3. Close the **Accounts** dialog box.