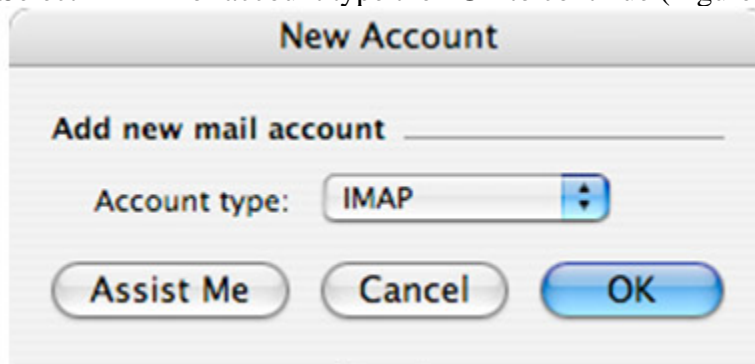


## Configuring Entourage IMAP

For the following instructions, we will use a fictitious person. Please substitute your own personal information when you configure Entourage on your computer.

Full Name: **Ned Nash**  
Ned's e-mail address is: **nedn@mailbox.sc.edu**  
Ned's network username is: **NEDN**  
Ned's secure **IMAP** server at USC is: **imap.mail.sc.edu** and uses port **993**  
Ned's authenticated and secure **SMTP** server at USC is: **smtp.mail.sc.edu** and uses port **2525**

1. Open Entourage then select **Tools** then **Accounts**.
2. Select **New Mail Account**.
3. If Account Setup Assistant comes up, select **Configure Account Manually**.
4. Select **IMAP** for account type then **Ok** to continue (Figure 1).



5. Enter a name for the mail profile in the **Account Name** field.
6. Enter **your name** in the **Name** field.
7. Enter the **email address** for the account being setup in the **Email** field.
8. Enter your **Username** for the **Account ID** field.

9. Enter **imap.mail.sc.edu** for the **IMAP** server

Account name: Untitled E-mail account

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

**Personal information**

Name: Ned

E-mail address: nedn@mailbox.sc.edu

**Receiving mail**

Account ID: nedn

IMAP server: imap.mail.sc.edu

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

**Sending mail**

SMTP server: asmtplib.sc.edu

[Click here for advanced sending options](#)

Cancel OK

10. Select **advanced receiving options** and **This IMAP service requires a secure connection (SSL)** on the default port 993.
11. Enter **asmtplib.sc.edu** for the **SMTP** server field.

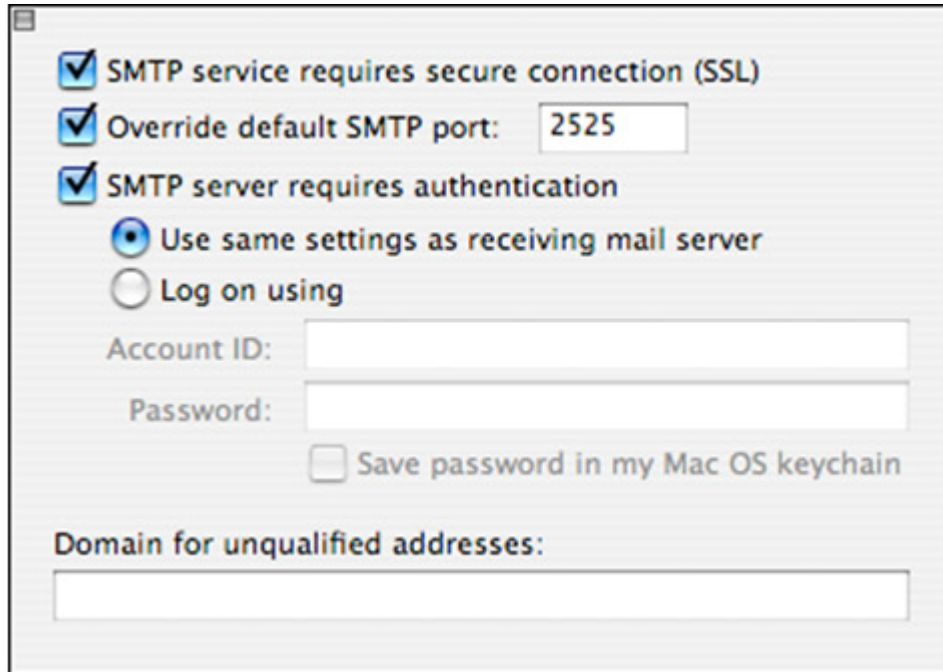
This IMAP service requires a secure connection (SSL)

Override default IMAP port: 993

Always use secure password

12. Select **advanced sending options** and **SMTP service requires secure connection (SSL)**

13. Select **Override default SMTP port** and set it to **2525**.
14. Select **SMTP server requires authentication** and use same settings as receiving mail server.
15. Select **Ok** and authenticate with your network username and password to finish.



The image shows a screenshot of a configuration window for an SMTP server. The window has a title bar with a small icon in the top-left corner. The main content area contains the following elements:

- 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: