

Setting Up Entourage X10 to retrieve your email

(To modify your settings for the new email system, go to page 4 for [POP](#) or [IMAP](#)).

To set up Entourage X10 as a client for the first time, use the following instructions:

Entourage X10 (Configure Entourage X10)

1. Go to the **Applications** and double click on **Microsoft Office**.
2. Click on **Entourage** and go to **Tools** and **Accounts**.
3. Click **New**.

POP (POP3)	IMAP
Messages are downloaded to your computer.	Keeps your messages on the Open WebMail server.
It's not necessary to stay connected while reading messages.	Must stay connected to the Open WebMail server while reading/sending messages.
Since messages are stored on your computer, they do not count against your quota.	Since messages are stored on the Open WebMail server, they count against your quota.
You cannot read mail from any folder in your account other than your Inbox folder.	You can read and manipulate mail in any folders in your account.
You can manipulate messages and folders on your computer at any time (even when disconnected). However, those folders are not available elsewhere.	Messages can be arranged in folders on the Open WebMail server, which are then available from any location.
Once messages are downloaded to your computer, they are not longer accessible from other locations or Open WebMail.	Since messages are stored on the Open WebMail server, they are still accessible through other IMAP mail clients or Open WebMail.

- For [POP](#) instructions, go to page 2.
- For [IMAP](#) instructions, go to page 3.



Setting Up Entourage X10 to retrieve your email (POP)

POP - Continued:

- Choose **POP** from the drop down; Click **OK**.
- Enter **UMnet** in the **Account name** field.
- Under **Personal Information**, enter your **Name** and your **E-mail address**.

For example, auser001@umaryland.edu

- Under **Receiving mail**, enter your **Account ID** (auser001).
- Enter **umnet.umaryland.edu** in the POP server field.
- Enter your password in the **Password** field.
- Check the **Save password in my Mac OS keychain** check box.
- Click on the **Click here for advanced receiving options** button.
- Check **This POP service requires a secure connection (SSL)**.
- Click outside of the options box and within the Edit Account box to continue.
- Under **Sending mail**, enter your **SMTP server**. Your SMTP server will depend on how you connect to the Internet:
 - If you are on-campus, you should enter **umnet.umaryland.edu**
 - If you are using another Internet Service Provider (ISP), you will need to use their outgoing (or SMTP) mail server; you can obtain the information by contacting the ISP. For example, Comcast High Speed Internet outgoing server would be **smtp.comcast.net**
- Click **OK**.

Congratulations! You have completed your setup for POP using Entourage.

Setting Up Entourage X10 to retrieve your email (IMAP)

IMAP - Continued:

- Choose **IMAP** from the drop down; Click **OK**.
- Enter **UMnet** in the **Account name** field.
- Under **Personal Information**, enter your **Name** and your **E-mail address**.

For example, auser001@umaryland.edu

- Under **Receiving mail**, enter your **Account ID** (auser001).
- Enter **umnet.umaryland.edu** in the IMAP server field.
- Enter your password in the **Password** field.
- Check the **Save password in my Mac OS keychain** check box.
- Click on the **Click here for advanced receiving options** button.
- Check **This IMAP service requires a secure connection (SSL)**.
- Click outside of the options box and within the **Edit Account** box to continue.
- Under **Sending mail**, enter your **SMTP server**. Your SMTP server will depend on how you connect to the Internet:
 - If you are on-campus, you should enter **umnet.umaryland.edu**
 - If you are using another Internet Service Provider (ISP), you will need to use their outgoing (or SMTP) mail server; you can obtain the information by contacting the ISP. For example, Comcast High Speed Internet outgoing server would be **smtp.comcast.net**
- Click **OK**.

Congratulations! You have completed your setup for IMAP using Entourage X10.

Modifying your settings for the new email system (POP)

- Open **Entourage X10**.
- Go to **Tools** and **Accounts**.
- Click on the **POP Account**.
- Click **Edit**.
- Click on the **Click here for advanced receiving options** button.
- Check **This POP service requires a secure connection (SSL)**.
- Click outside of the options box and within the **Edit Account** box to continue.
- Click **OK**.

Congratulations! You have completed updating your setup for POP using Entourage X10.

Modifying your settings for the new email system (IMAP)

- Open **Entourage X10**.
- Go to **Tools** and **Accounts**.
- Click on the **IMAP Account**.
- Click **Edit**.
- Click on the **Click here for advanced receiving options** button.
- Check **This IMAP service requires a secure connection (SSL)**.
- Click outside of the options box and within the **Edit Account** box to continue.
- Click **OK**.

Congratulations! You have completed your setup for IMAP using Entourage X10.

QUESTIONS?

For questions on setting up Entourage X10 to retrieve your email, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) (weekdays, 8:00 a.m. - 5:00 p.m.) or send an e-mail to: help@umaryland.edu