

Setting up your RRU E-mail Account in Entourage while In Residence

Configuring steps for Entourage X (OS X) (Entourage 2001 (OS 9) and Outlook Express (OS 9) are identical). The screens may look slightly different, but they contain the same settings.

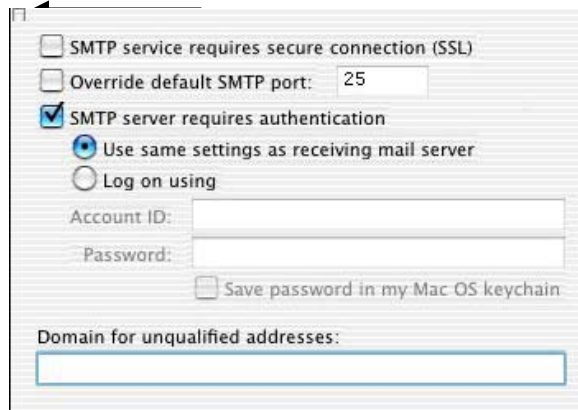
- Start **Entourage** (may be located on your Dock or in your Applications folder).
- Click on **Tools** in the menu bar and select **Accounts**.
- Click the **New** button.
- You may be presented with a configuration assistant. Please choose the **Configure account manually** option at the bottom left.
- Choose **POP** in the **Account Type** drop down and click **OK**.

On the Account setting tab

- Enter a meaningful description in the **Account Name** field.
- Enter the name that you would like to appear in the From: field of all your messages (i.e. Pat Maltie) into the **Name:** field.
- Enter your RRU email address in the **Email Address** field (i.e. pat.maltie@community.royalroads.ca).
- Enter your account name (first initial + last name, i.e. pmaltie) in the **Account ID** field.
- The **POP server** is **learnerpop3.royalroads.ca**.
- Your RRU password should be entered in the **Password** field.
- Type **mail** in the **SMTP server** field.

The screenshot shows the 'Edit Account' dialog box with the 'Account Settings' tab selected. The account name is 'RRU Email'. There is a checkbox for 'Include this account in my "Send & Receive All" schedule' which is checked. Under 'Personal information', the Name is 'Pat Maltie' and the E-mail address is 'pat.maltie@community.royalroads.ca'. Under 'Receiving mail', the Account ID is 'pmaltie', the POP server is 'socrates.royalroads.ca', and the Password is masked with asterisks. There is a checkbox for 'Save password in my Mac OS keychain' which is checked, and a link for 'Click here for advanced receiving options'. Under 'Sending mail', the SMTP server is 'socrates.royalroads.ca' and there is a link for 'Click here for advanced sending options'. At the bottom are 'Cancel' and 'OK' buttons.

- Click the **Click here for advanced sending options button**.
- Put a check in the box beside SMTP server requires authentication. Make sure the option to Use same settings as receiving mail server is selected.
- Click the tiny little square box at the top left of this window to close.



The image shows a dialog box for configuring SMTP settings. It contains the following elements:

- SMTP service requires secure connection (SSL)
- Override default SMTP port: 25
- 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:

- Click the **OK** button.
- Close the Accounts window and you are done. You should now be able to receive your RRU email.