

Entourage IMAP Setup

Configuring HWS e-mail account

6/3/2009

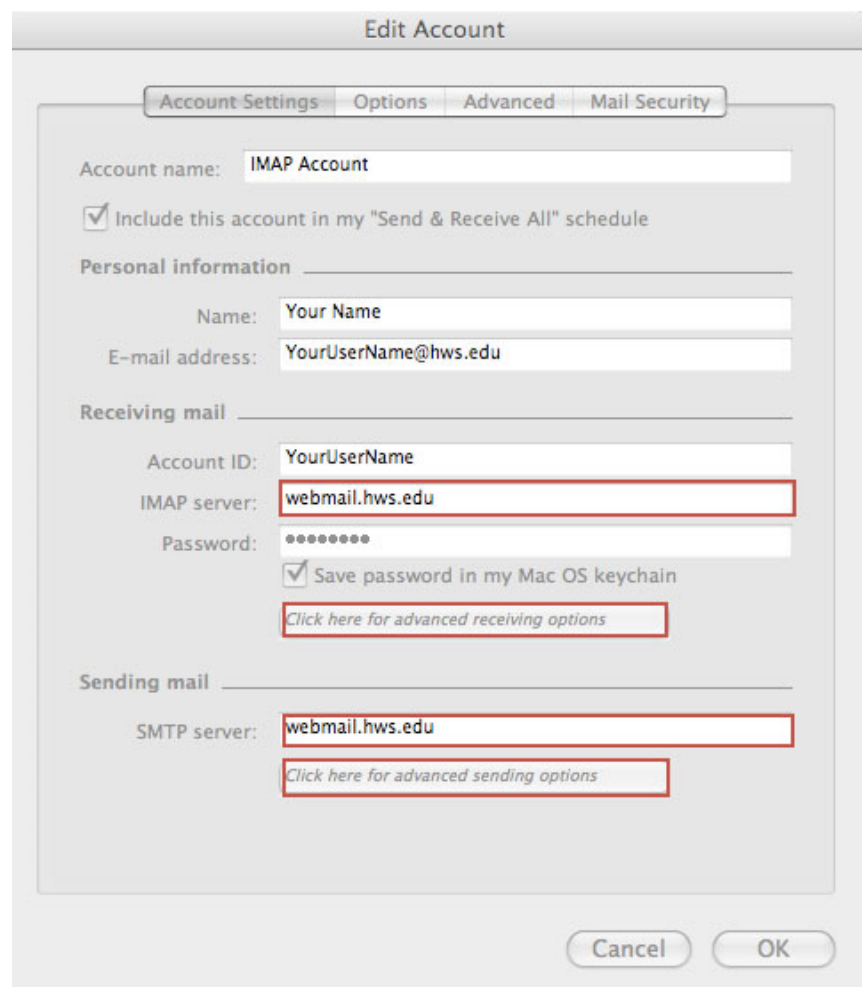
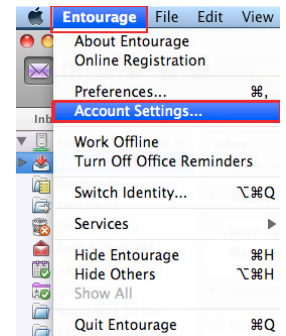
To access HWS e-mail using IMAP in Entourage, follow the steps below:

1. Open Entourage and, from the Entourage program menu, select **Entourage > Account Settings**.
2. The Accounts box will appear. Click **New > Mail**.
3. Enter your **HWS e-mail address** and click **Configure account manually**.
4. The Edit Account box will open. Click on the **Account Settings** tab.

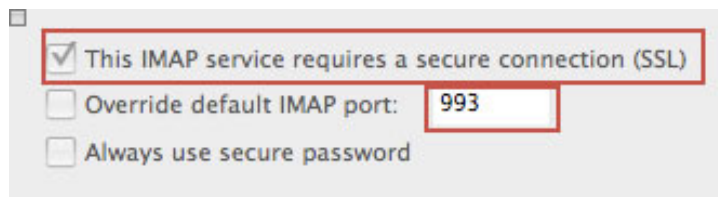
Enter a name for the account and your name and **HWS e-mail address** in the **Personal Information** boxes.

Under **Receiving Mail** enter your **HWS username** as the **account ID** and **IMAP Server** as **webmail.hws.edu**

In the **Sending Mail** box named **SMTP Server** type **webmail.hws.edu**



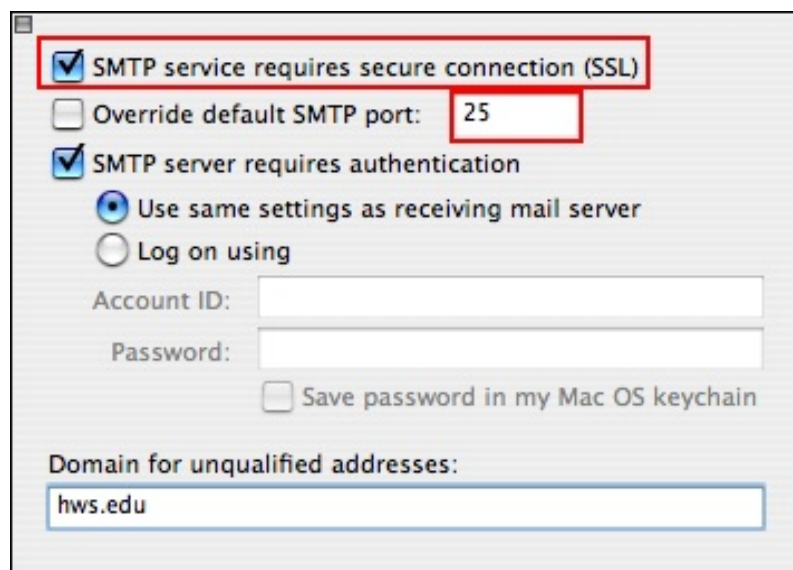
5. In the same **Edit Account** box, in the **Receiving Mail** box, select **Click Here for Advanced Receiving Options** and a new box will appear.



Check the box next to **This IMAP service requires a secure connection (SSL)**.

Confirm that default IMAP port is **993**.

6. In the same **Edit Account** box, in the **Sending Mail** box, select **Click Here for Advanced Sending Options** and a new box will appear.



Check the box next to **SMTP service requires secure connection (SSL)**.

Confirm that default SMTP port is **25**.

7. Click **OK** on the Edit Accounts windows and close the **Accounts Box** window to begin using email.

If you have **any trouble** with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.