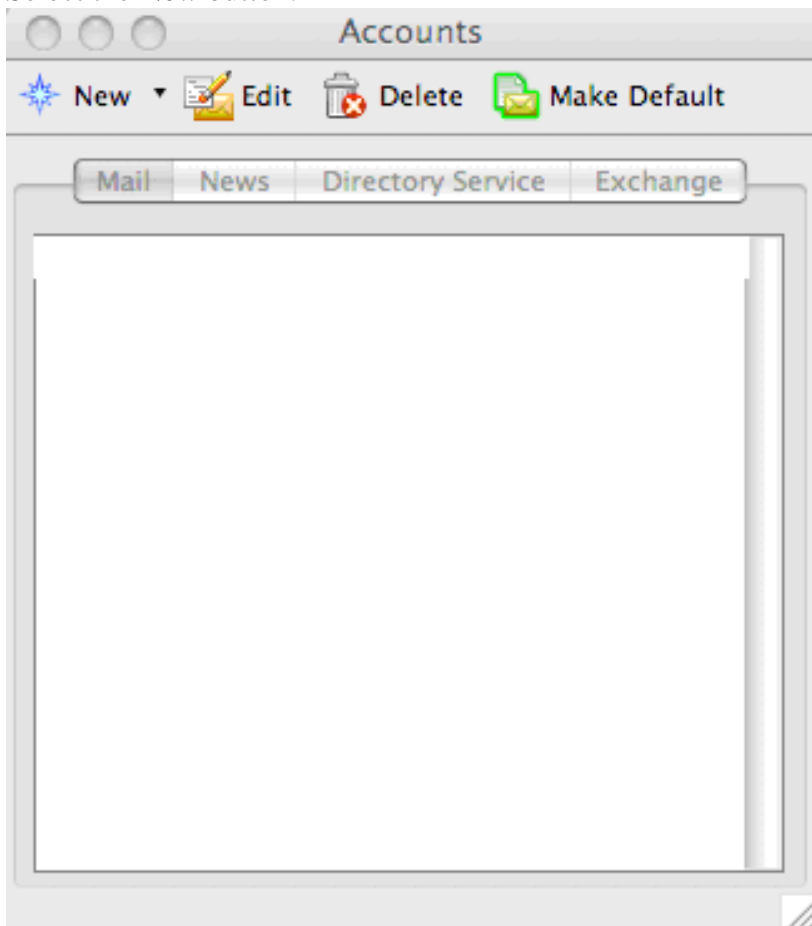


## Microsoft Entourage Set up for Mac

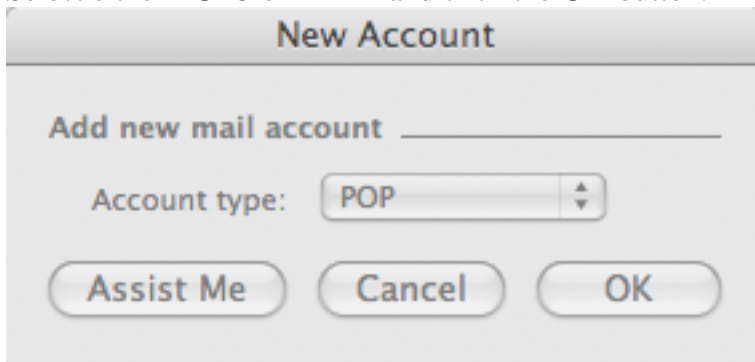
From the Entourage tool bar select **Tools** then **Accounts**.

The window below will appear:

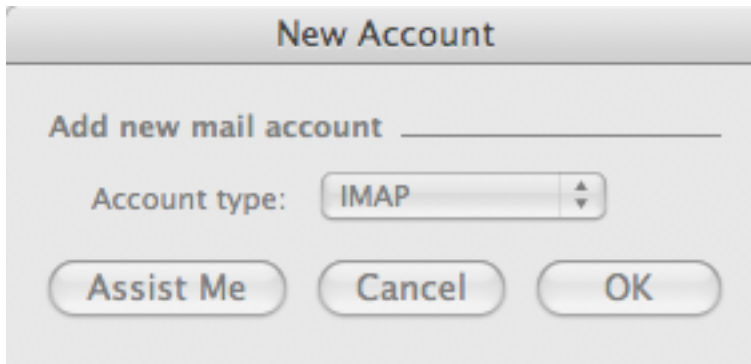
Select the **New** button.



Select either **POP3** or **IMAP** and click the **OK** button.



From the “Account Type” Menu Select “IMAP”



Account Name:

**Edit Account**

Account Settings Options Advanced Security

Account name:

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

**Personal information**

Name:

E-mail address:

**Receiving mail**

Account ID:

IMAP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

**Sending mail**

SMTP server:

[Click here for advanced sending options](#)

Cancel OK

Under "Account Name" enter " Stelera Email"

Under the "Personal Information", "Name" enter the Name the customer wants to appear in their email

Under "Email Address" enter the full email address

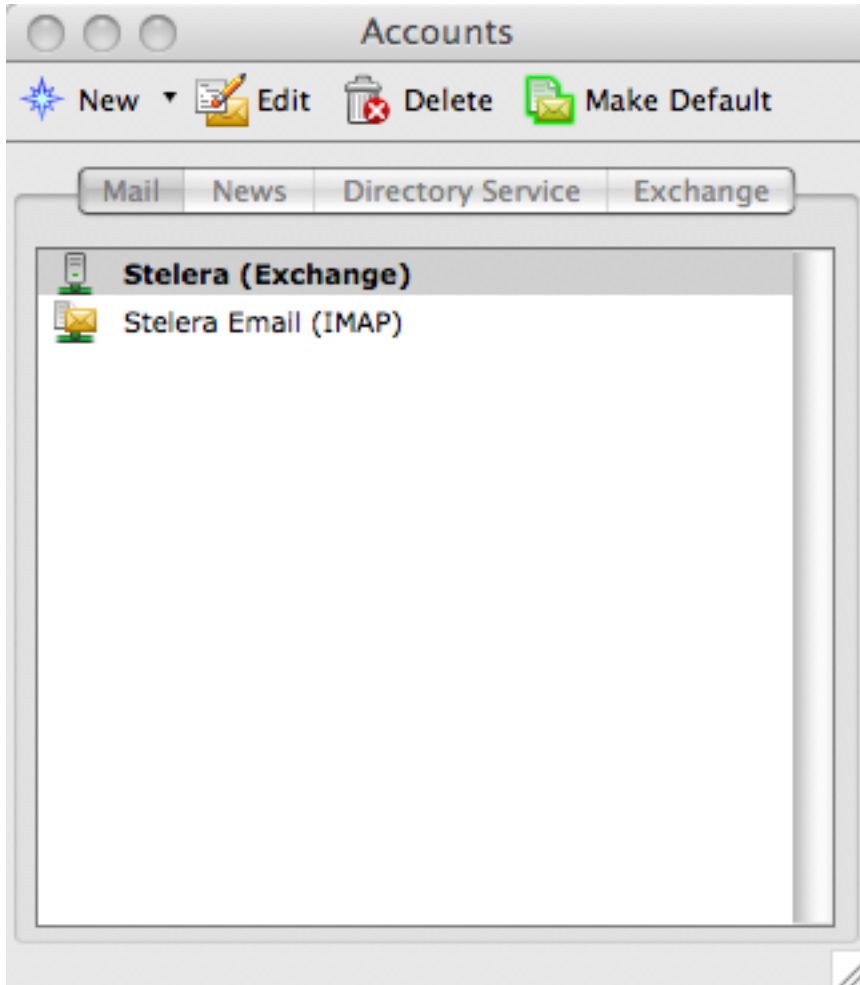
Under "Receiving mail", "Account ID" enter the full email address

Under "IMAP Server" enter "mail.stelera.net"

Under “Password” enter the customer’s chosen password

Under “Sending mail”, “SMTP server” enter “mail.stelera.net”

Click “OK”



Notice the Stelera Email (IMAP) account will now appear under accounts. To make this the default account, Click “Make Default” on the Tool Bar.

Set Up is now complete