

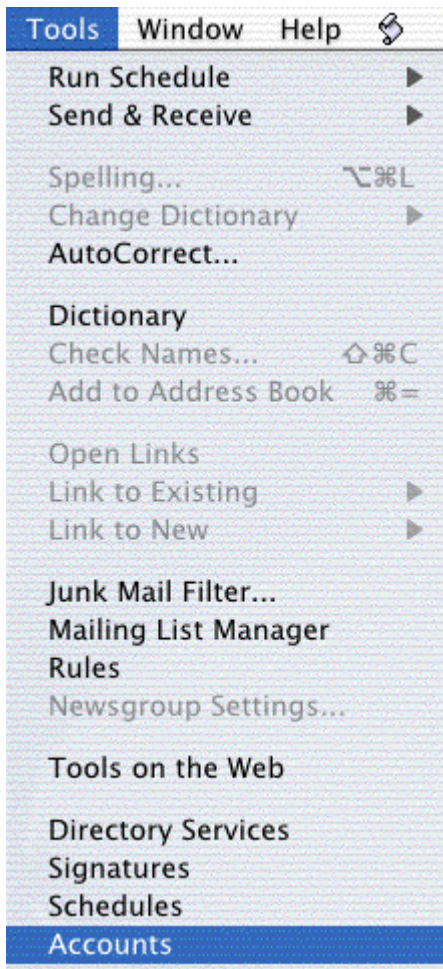
How to Setup your E-mail Account - Entourage for Mac OS X

1 - Open **Entourage**.

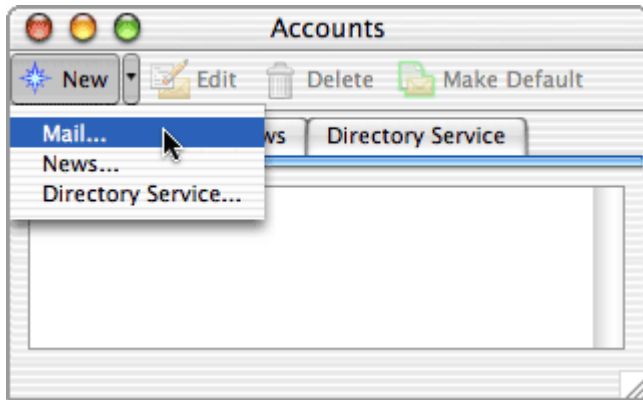


If you're opening Entourage for the first time, you will be greeted with a Wizard. Please close out of the Wizard.

2 - Click on the Tools menu and select Accounts:

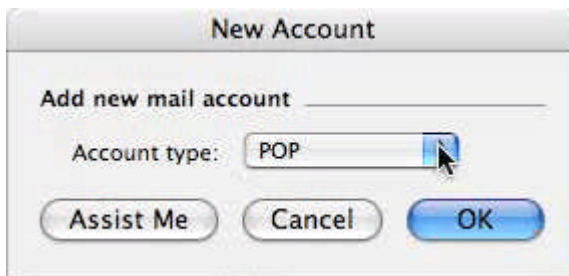


3 - You should see this screen:

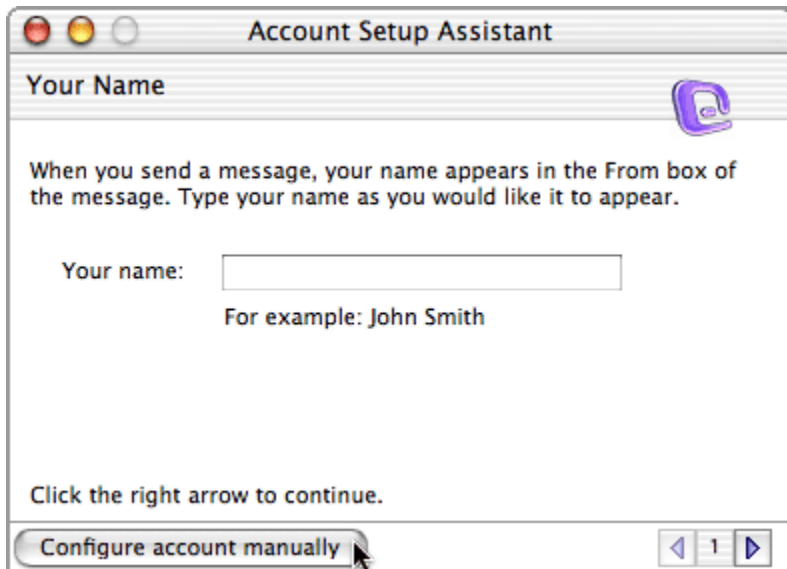


Click on New and choose Mail. The following dialog box should pop-up.

4 - Select POP under Account Type and click OK.



5 - You should see this screen:



Click the Configure Account Manually button.

6 - A window called Edit Account will open.

Edit Account

Account Settings Options

Account name: **TEData Account**

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

Personal information

Name: **Your Name**

E-mail address: **username@tedata.net.eg**

Receiving mail

Account ID: **username**

POP server: **mail.tedata.net.eg**

Password: *********

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server: **out.tedata.net.eg**

[Click here for advanced sending options](#)

Cancel OK

In the Account name field, please type in the name you want to give to your email account (how Entourage will refer to this account)

Personal Information

In the Name field, simply enter your name

In the e-mail address field, enter your full TEData e-mail address (for example, username@tedata.net.eg)

Receiving mail

In the Account ID field, enter your TEData username (usually the first part of your TEData e-mail address, for example, your username will be username if your e-mail address is username@tedata.net.eg)

In the POP server field, type in your incoming mail server address: mail.tedata.net.eg

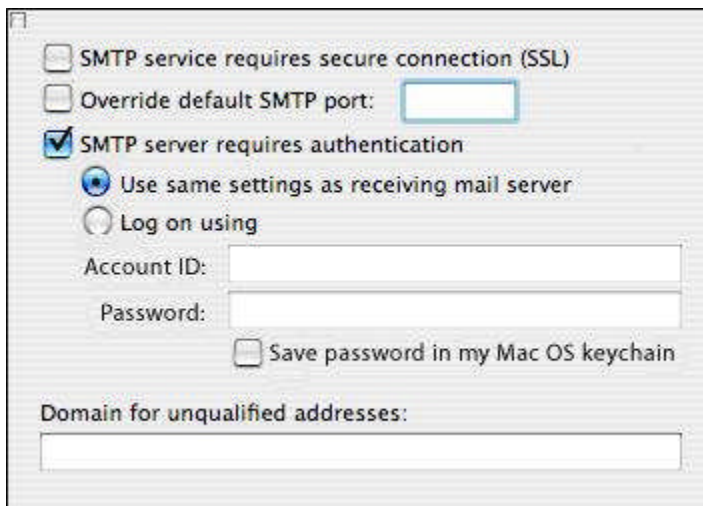
In the Password field, carefully type in your tedata password

Check the box that says save password in my Mac OS keychain, unless you prefer to be prompted for a password each time you check your e-mail

Sending mail

In the SMTP server field, type in your outgoing mail server address: out.tedata.net.eg

Click on the button labeled Click here for advanced sending options. This will pop up the following dialog box:



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:
- 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:

Make sure that the first 2 boxes are unchecked

Check the third box that says SMTP server requires authentication.

Select the first radio button (use same as receiving mail server),

Check the box that says save password in my Mac OS keychain, unless you prefer to be prompted for a password each time you send your e-mail

Close out of this dialog box.

Click the OK button to save your settings.

Congratulations, you have finished setting up your email account!



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::: For Further Informations Call Us At 19777 :::

