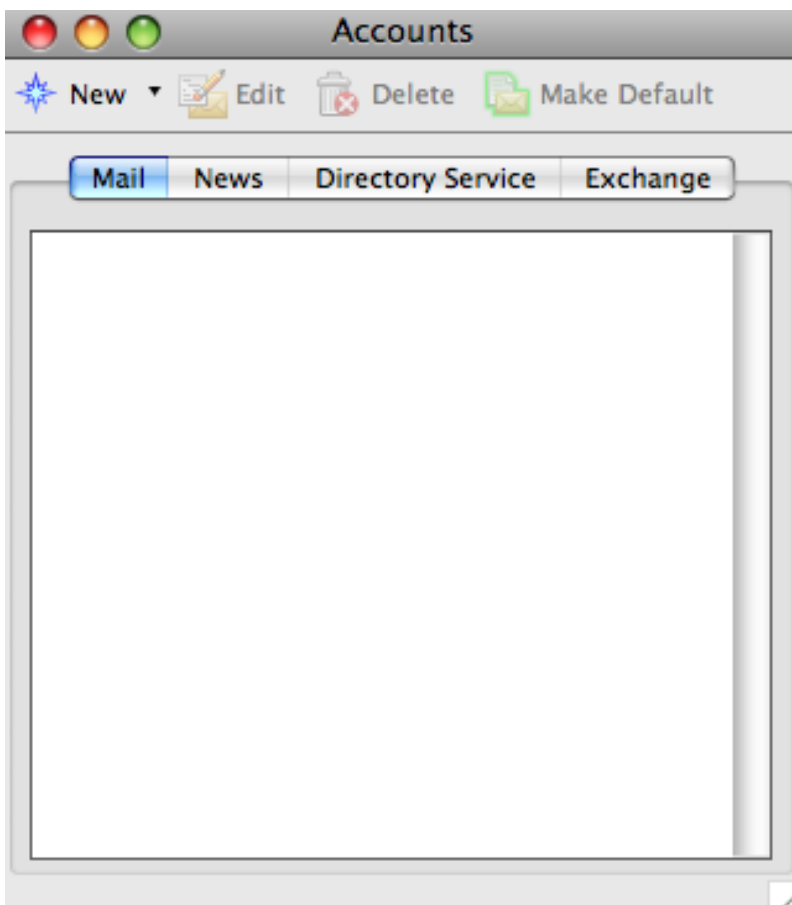
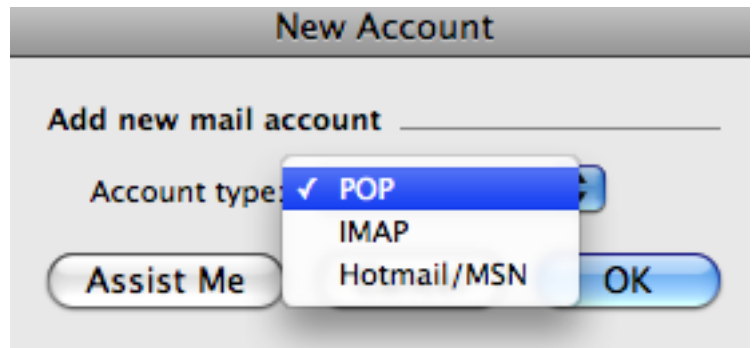
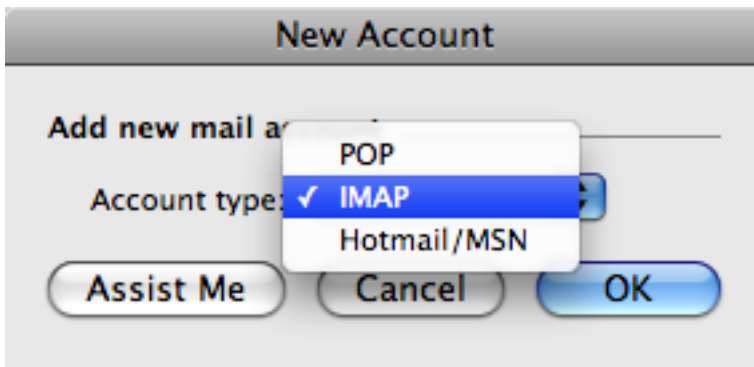


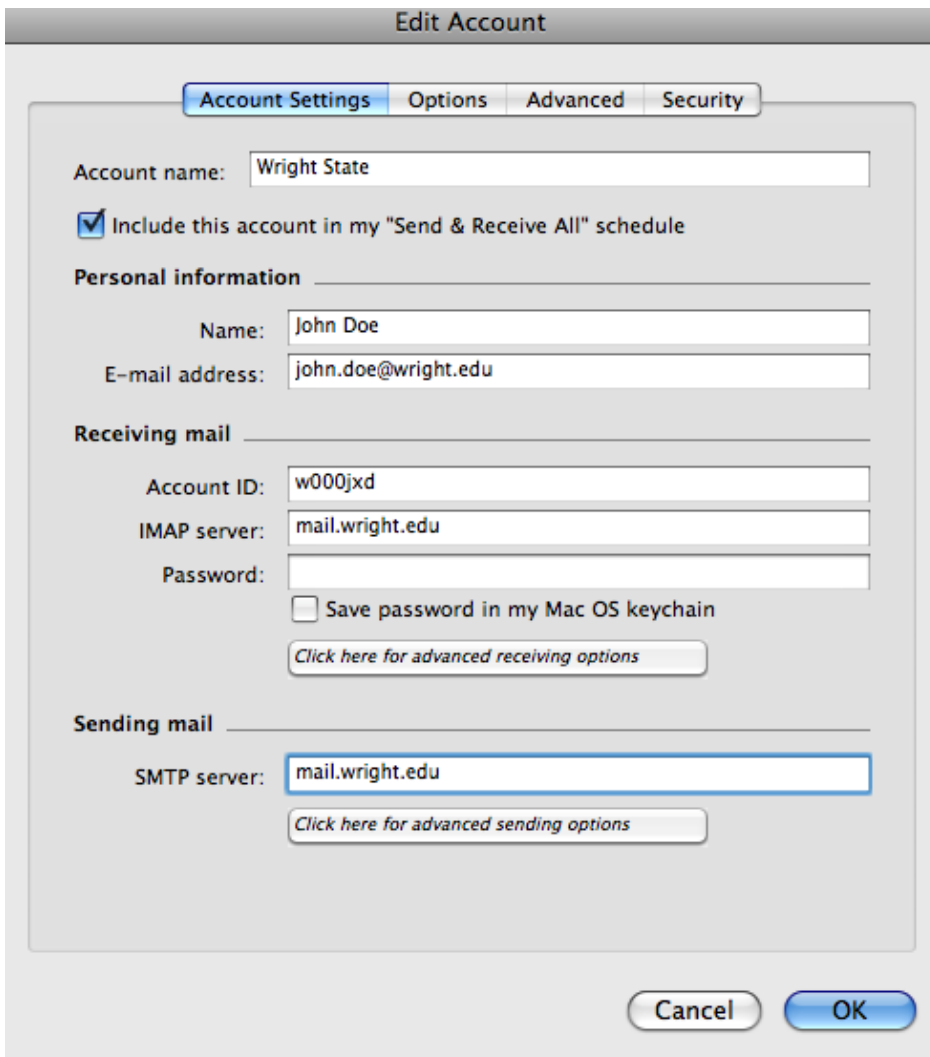
Click Entourage and then select Account Settings



Click New



Next you need to select if you want to use IMAP or POP. The Advantage to IMAP is that it allows you to view all of your folders in your email. The Disadvantage is that it keeps all of your messages on the server. The advantage to POP is that it downloads your inbox to your local computer. The disadvantage is that it does not allow you to view any other folders.



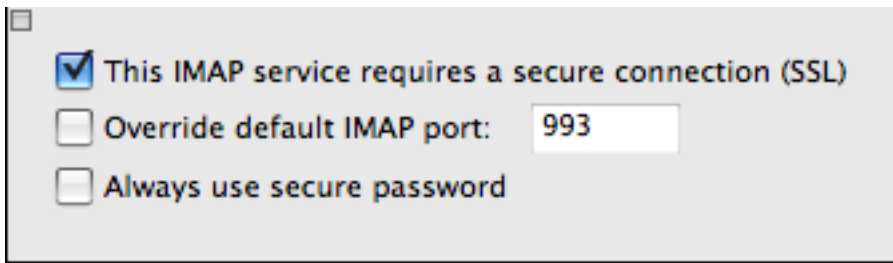
Under Account Settings you may assign any name that you wish to the Account Name

Under Personal Information you will want to type your name exactly as you want it to appear on your outgoing emails. You must enter your Wright State email address in the section that says E-mail address.

Your account ID is your campus username (w####abc) Under password, enter your campus username password.

The incoming server (for both pop and IMAP) is mail.wright.edu

The outgoing server (for both pop and IMAP) is mail.wright.edu



This IMAP service requires a secure connection (SSL)

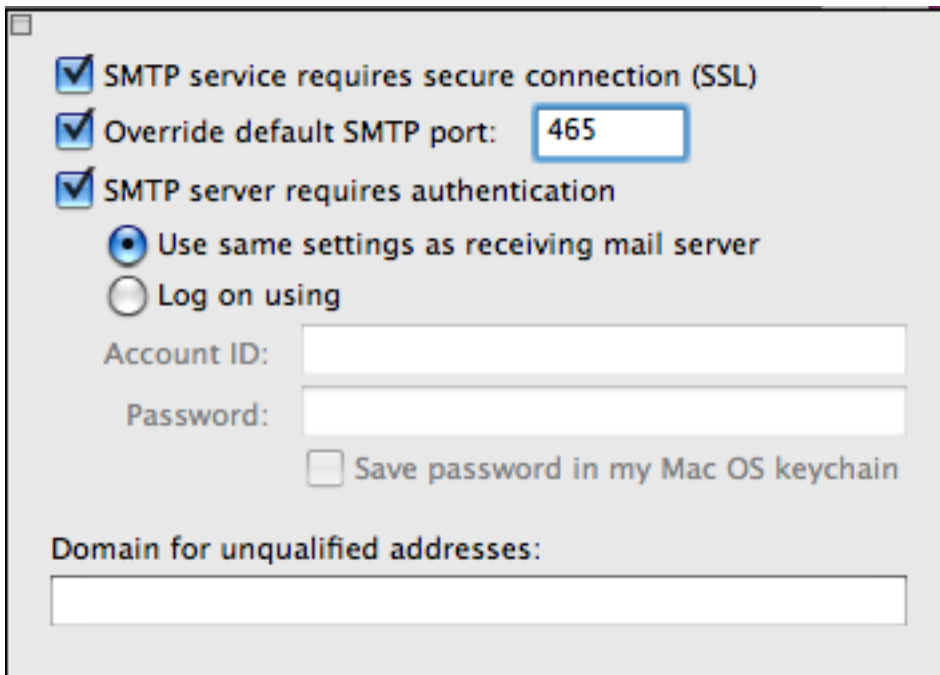
Override default IMAP port:

Always use secure password

Under Receiving mail, select the box that says Click here for advanced receiving options

Check the box next to This (IMAP or POP) server requires a secure connection (SSL)

Click anywhere outside the box to close the window



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:

Under Sending mail, select the box that says Click here for advanced sending options

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

Check the box next to Override default SMTP port and change the number to 465

Check the box next to SMTP server requires authentication  
Select Use same settings are receiving mail server

Click anywhere to close the window

## 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

Click OK

Close out and restart Entourage and you are set.