Setting Up Your @NCC Email Address with Microsoft Entourage

This tutorial shows you how to set up Microsoft Entourage to work with your email account.

To Set Up Your Microsoft Entourage

1. From the Tool Bar Click on the Entourage Icon.

2. On the First Page select **Make Default.**

3. On the **Entourage Setup Assistant Welcome** Page select **I want to start using Entourage without importing anything** & Click the **Right Arrow**

4. On the **Set Up a Mail Account** Page Type your **E-mail address**

   Don’t Check My account is on an Exchange server & Click the **Right Arrow**
5. On the **Automatic Configuration Failed** page
   Click the **Right Arrow**

6. On the **Verify and Complete Settings Page** fill in
   **Your Name**
   **E-mail Address**
   **Account ID**
   **Password**
   Uncheck **Save Password in Mac OS X Keychain**
   type **imap.ncc.edu** for **Incoming mail server**
   select **IMAP** for **Incoming mail server type**
   type **smtp.ncc.edu** for **Outgoing mail server**
   & Click the **Right Arrow**

7. On the **Optional: Verify Settings page**
   Click **Verify My Settings**
8. When your **Optional: Verify Settings** page says
   Your account settings have been successfully verified
   Click the **Right Arrow**

9. On the **Setup Complete** Page type
   **@NCC email account** for **Account name**
   check **Add this new e-mail address**
   to your “Me” contact
   check **Include this account in my Send & Receive All Schedule**
   & Click **Finish**

10. If your faced with a window that says **Microsoft Entourage wants to use your confidential information stored in “imap.ncc.edu” in your keychain.** Select **Always Allow**