Configuring Mail 4.0 for Exchange IMAP

Select one of the following:

- If this is the first time launching Entourage and have not previously used email on this computer, or do not wish to import mail from another email application, select “Start using Entourage without importing anything”.
- If you are upgrading an existing account, select “Import from a previous version of Entourage”.
- If you wish to import e-mail from another application on this computer, select “Import from another e-mail application”.

** These instructions do not include setup information for the last two selections.

Click the right arrow to continue.

Enter the following information:

- E-mail address: first_last@hms.harvard.edu
• My account is on an Exchange server: unchecked

The following message is normal.

• Click the right arrow to continue.
Click the right arrow to continue.

Verify and Complete the Mail Server Settings

- **Your name**: Your full name
- **E-mail address**: first_last@hms.harvard.edu
- **Account ID**: Your eCommons ID
- **Password**: Your eCommons password.
- **Save password in Mac OS X keychain**: Optional
- **Incoming mail server**: email.med.harvard.edu
- **Incoming mail server type**: IMAP
• **Outgoing mail server**: email.med.harvard.edu

Click the right arrow to continue.

Click the **Verify My Settings** button to ensure proper settings and communication with the server.

** Note that this process could take up to 3 minutes to complete. If you do not see a message that the settings have been successfully verified, please click the LEFT arrow button in the lower right corner of the window to go back and double check that your settings are correct and there are no spelling errors.
• Click the right arrow to continue.

Enter the following information
• **Account Name:** HMS IMAP
• **Include this account in my Send & Receive All schedule:** checked.
Click the Finish button to complete the setup.