Configuring/Verify Microsoft Entourage POP Settings

Access Account Settings

- From the Entourage menu select **Account Settings**
  - If you creating a new account, go to the next step, Creating an account.
  - If you are verifying the account settings, scroll down to the next section, *Verifying Entourage POP Settings*

- Click **New** to create a new POP Account
- Select **POP** from the **Account Type** menu
- Click **OK**.
• In the Edit Account window, add the following information:
  o Account Name: **HMS POP**
  o Include in my Send & Receive Schedule: **ON**
  o Personal Information-
    ▪ Name: **Your Full Name**
    ▪ E-Mail address: **Your HMS Email address**
  o Receiving Mail-
    ▪ Account ID: **Your eCommons ID**
    ▪ POP Server: **email.med.harvard.edu**
    ▪ Password: **Your eCommons Password**
  o Sending Mail-
    ▪ SMTP Server: **email.med.harvard.edu**
- Click on “Click here for advanced receiving options”
  - This POP service requires a secure connection (SSL): **ON**
  - Close this window
- Click on “Click here for advanced sending options”
  - SMTP service requires secure connection (SSL): ON
  - Override default SMTP Port:
    - ON if you are not on the HMS Campus, or travel on and off campus, otherwise off.
    - If ON, enter 587 on the field
  - SMTP Server requires authentication: ON
    - “Use same settings as receiving mail server” should be selected.
  - Close this window

- Click OK to save the account settings.
Verifying Entourage POP Settings

- From the Entourage menu select **Account Settings**
  - Double click on the HMS POP account to view the settings.

Verify the following settings

- In the Edit Account window-
  - Account Name: **HMS POP**
  - Include in my Send & Receive Schedule: **ON**
  - Personal Information-
    - Name: **Your Full Name**
    - E-Mail address: **Your HMS Email address**
  - Receiving Mail-
    - Account ID: **Your eCommons ID**
    - POP Server: **email.med.harvard.edu**
    - Password: **Your eCommons Password**
  - Sending Mail-
  - SMTP Server: **email.med.harvard.edu**
Click on “Click here for advanced receiving options”
  - This POP service requires a secure connection (SSL): ON
  - Close this window

Click on “Click here for advanced sending options”
  - SMTP service requires secure connection (SSL): ON
  - Override default SMTP Port:
    - ON if you are not on the HMS Campus, or travel on and off campus, other wise off.
    - If ON, enter 587 on the field
  - SMTP Server requires authentication: ON
    - “Use same settings as receiving mail server” should be selected.
  - Close this window

If you made any changes to any settings, click on OK to close the window and save the settings.