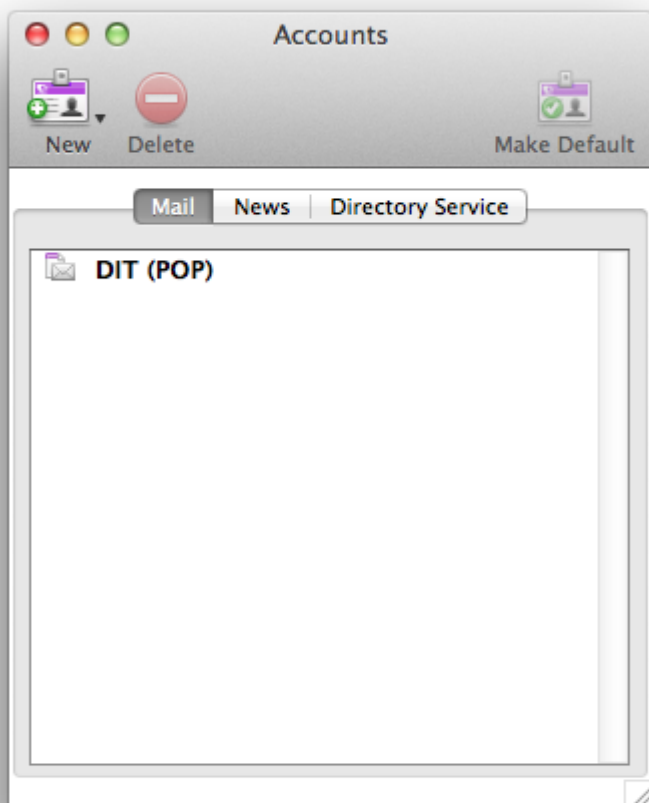


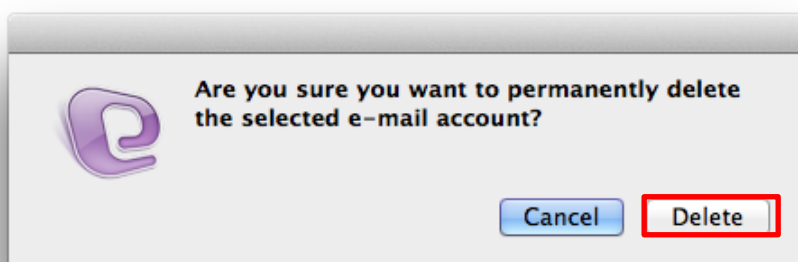


## Email Account Settings for Entourage 2008 for Mac

- 1) Open Entourage
- 2) From the Menu bar select – **Tools – Accounts**



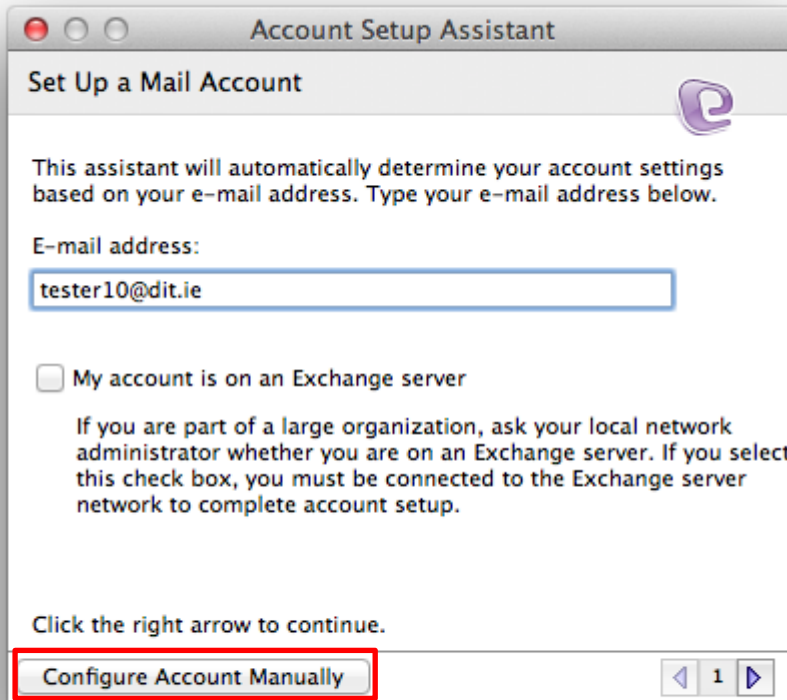
- 3) A list of email accounts will appear in the Accounts window. Highlight your DIT account and click the delete at button at the top of the window. You will be asked if are you sure you wish to delete the account, click **Delete**





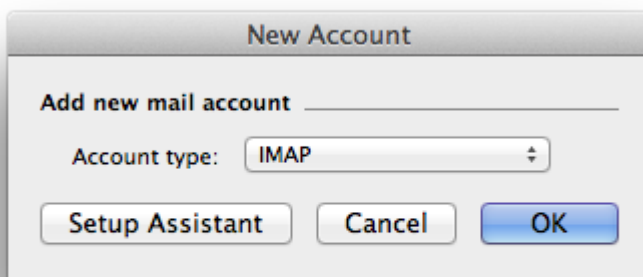
**NB:** All contacts, calendar entries and notes are stored in your Entourage Profile. By removing the email account, these items will not be affected.

- 4) You must now setup your account with the Gmail settings. Click the “New” option at the top of the Accounts window



Select the option at the bottom of the window to “Configure Account manually”

- 5) Select IMAP as the account type from the drop down menu and click OK





Enter in your details:

Account Name: DIT Gmail (just to identify your account)  
Name: Joe Bloggs  
Email address: [joe.bloggs@dit.ie](mailto:joe.bloggs@dit.ie)  
(Ensure the email address is all in lower case characters)  
Account ID: <staff number>@dit.ie  
IMAP Server: imap.gmail.com  
Password: Your current email password  
Outgoing Mail server: smtp.dit.ie

**Edit Account**

Account Settings | Options | Advanced | Mail Security

Account name: DIT Gmail

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

**Personal information**

Name: joe Bloggs

E-mail address: joe.bloggs@dit.ie

**Receiving mail**

Account ID: 123456@dit.ie

IMAP server: imap.gmail.com

Password: ●●●●●●●●

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

**Sending mail**

SMTP server: smtp.gmail.com

[Click here for advanced sending options](#)

Cancel OK

Select "Click here for advanced receiving options" and tick the box "This IMAP service requires a secure connection (SSL)"



This IMAP service requires a secure connection (SSL)

Override default IMAP port:

Always use secure password

Close the window by clicking the small box at the top left of this window

Select “Click here for advanced sending options” and tick the box “SMTP service requires secure connection (SSL)”. Secondly, tick the box next to “SMTP server requires authentication” and select “Use same settings as receiving mail server”

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:

Close the window by clicking the small box at the top left of this window

Click OK

**Please continue to step 3 of the migration instructions.**