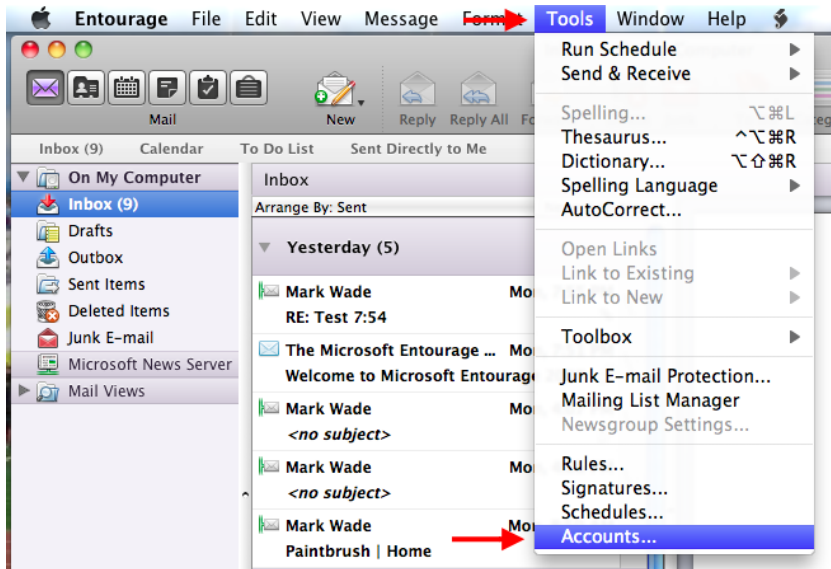


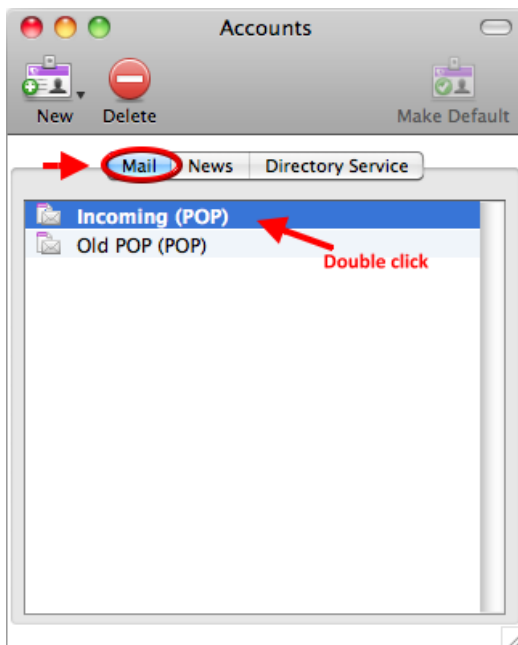
These instructions are for Entourage email clients.

Open Entourage.

Click "Tools" and select "Accounts".



Double Click the name of the account you want to edit (there will probably only be 1 account to select, however if you have multiple accounts, they will all be listed here. You will have to repeat the following steps for each account).



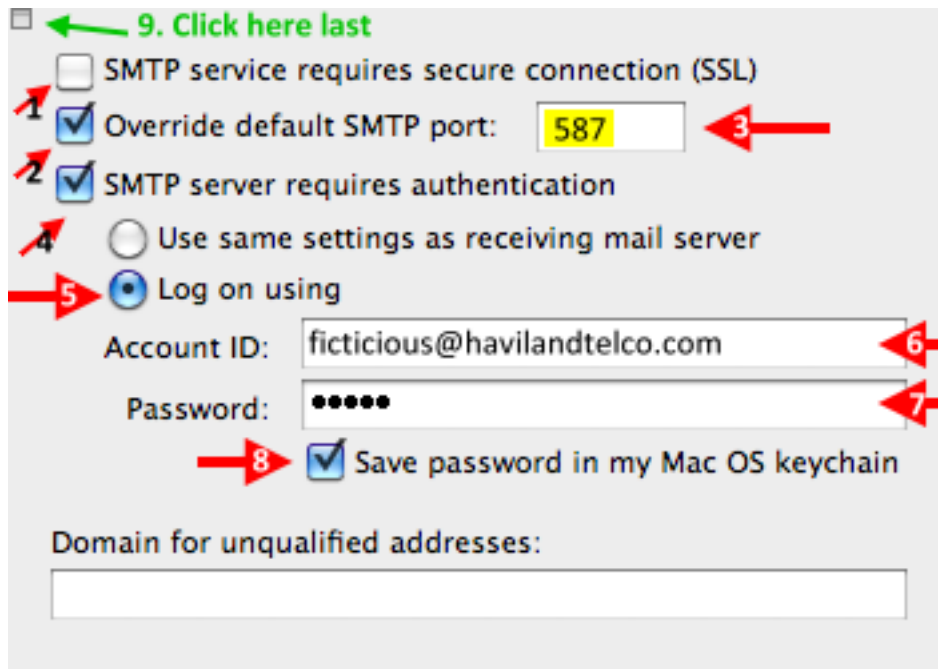
Make sure you are on the "Account Settings" tab.

1. Verify your name is how you want it.
2. Verify your full email account is typed in "E-mail Address" (i.e. ficticious@havilandtelco.com).
3. Verify your full email account is typed in "Account ID" (i.e. ficticious@havilandtelco.com).
4. Verify "POP Server" is: mail.havilandtelco.com
5. Type in your password.
6. If you do not want to have to type your password in each time you open the program, make sure the box is checked.
7. Verify "SMTP Server" is: mail.havilandtelco.com
8. Click the box: "Click here for advanced sending options".

The screenshot shows the 'Edit Account' dialog box with the 'Account Settings' tab selected. The dialog is divided into several sections: 'Account name' (Incoming), 'Personal information' (Name: Fict Icius, E-mail address: ficticious@havilandtelco.com), 'Receiving mail' (Account ID: ficticious@havilandtelco.com, POP server: mail.havilandtelco.com, Password: masked, Save password in my Mac OS keychain: checked), and 'Sending mail' (SMTP server: mail.havilandtelco.com). Red arrows numbered 1 through 8 point to the following elements: 1. Name field, 2. E-mail address field, 3. Account ID field, 4. POP server field, 5. Password field, 6. 'Save password in my Mac OS keychain' checkbox, 7. SMTP server field, and 8. 'Click here for advanced sending options' button. The 'Account Settings' tab is also circled in red with an arrow pointing to it.

1. Make sure "SMTP service requires secure connection (SSL)" is NOT Checked.
2. Click the box for "Override default SMTP port".
3. Change the SMTP Port number to: 587.
4. Verify "SMTP Server Requires Authentication" box IS CHECKED.
5. Check the box next to "Log on using".
6. Enter full email account in "Account ID" (i.e. ficticious@havilandtelco.com).
7. Enter your password.

8. Check the box if you do not want to type your password in each time you get into your email program.
9. Click the small box in the top left corner to close.



Click the "OK" button in the "Edit Account" window. You are finished. Test by sending and receiving mail.

