



Microsoft Entourage 2008

IMAP Setup Guide



A. Introduction

This document shows the step by step instructions on how to configure your NUS email account in Entourage 2008 using **IMAP**.

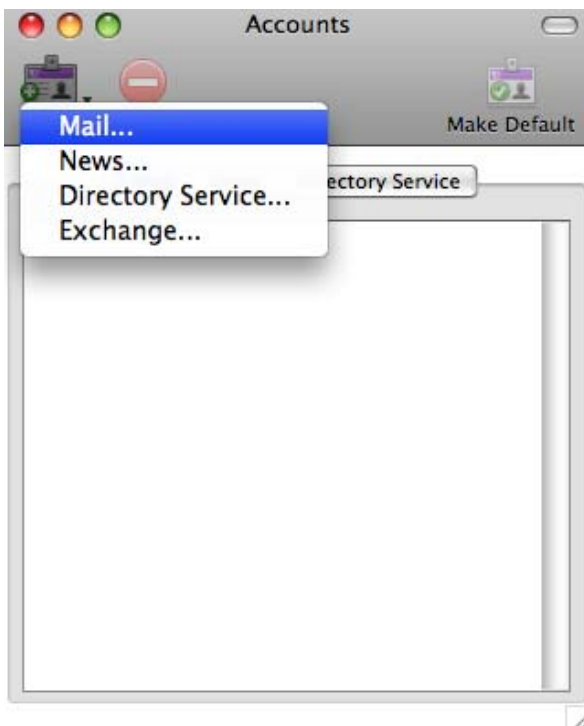
IMAP stands for Internet Message Access Protocol. It is a method of accessing electronic mails that are kept on a mail server. In other words, it permits an email program to access remote message stores directly without downloading them to the your desktop.

For example, email stored on an IMAP server can be manipulated from a desktop computer at home, a workstation at the office, and a notebook computer while travelling, without the need to transfer messages or files back and forth between these computers.

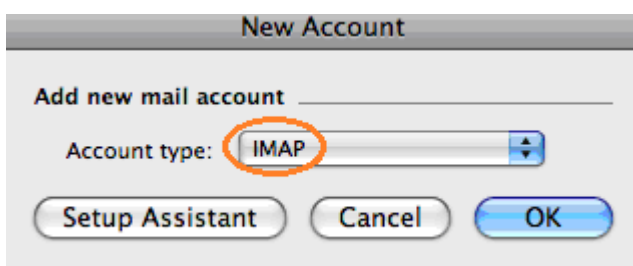
B. Configure IMAP on Microsoft Entourage 2008

1. From Microsoft Entourage, click on **Tools > Accounts**.

2. Select **Mail...** by clicking the top left icon.



3. Select **IMAP** for Account type and click **OK**.



4. Enter the following fields:

- **Account Name:** any preferred name to identify your account
- **Name:** your personal name
- **E-mail address:** your NUS default email address or friendly email address

- **Account ID:** your NUS email UserID
- **IMAP Server:** imap.nus.edu.sg
- **Password:** your NUS email password

Tick on “Save password in my Mac OS keychain” if you want Entourage to remember your password. Whenever you change your password, you will need to come back to this screen to update the new password.

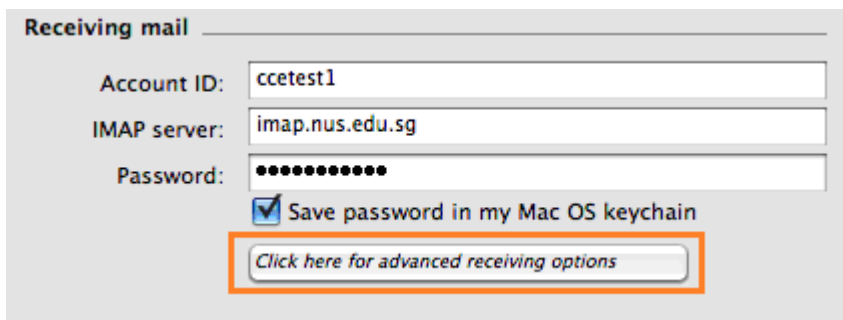
- **SMTP server:** smtp.nus.edu.sg

The screenshot shows the 'Edit Account' dialog box with the following fields and options:

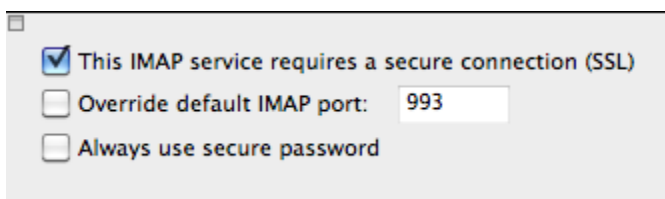
- Account name:** NUS IMAP
- Include this account in my "Send & Receive All" schedule
- Personal information**
 - Name:** ccetest1
 - E-mail address:** ccetest1@nus.edu.sg
- Receiving mail**
 - Account ID:** ccetest1
 - IMAP server:** imap.nus.edu.sg
 - Password:** masked with dots
 - Save password in my Mac OS keychain
 - [Click here for advanced receiving options](#)
- Sending mail**
 - SMTP server:** smtp.nus.edu.sg
 - [Click here for advanced sending options](#)

Buttons: Cancel, OK

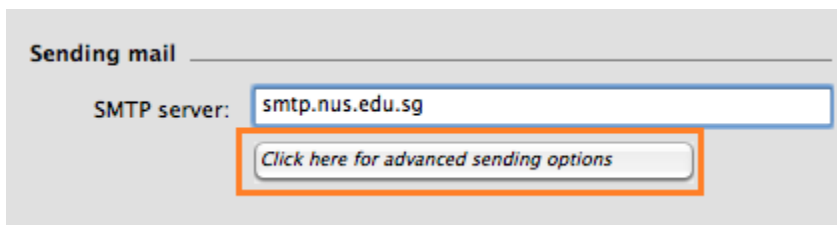
5. Under Receiving mail, click on ***“Click here for advanced receiving options”***.



Tick on ***“This IMAP service requires a secure connection (SSL)”*** to change the IMAP port to **993**.



6. Under SMTP server, click on ***“Click here for advanced sending options”***.



- Tick on the following:

SMTP service requires secure connection (SSL)
Override default SMTP Port - change port number to 587
SMTP server requires authentication

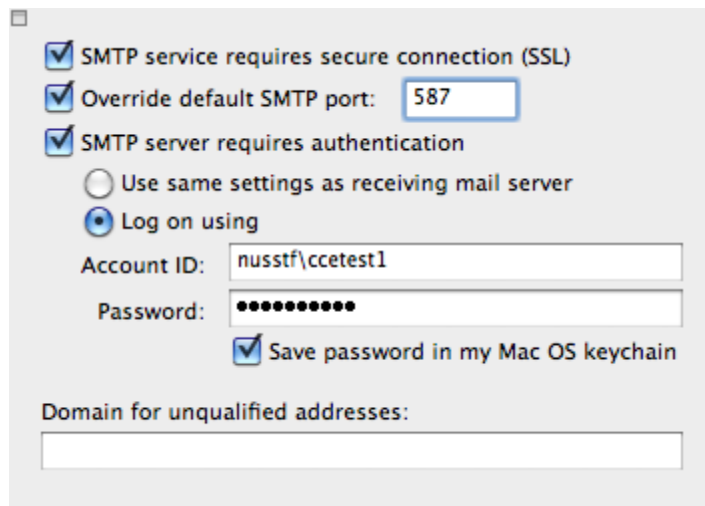
- Select ***Log on using*** and enter the following:

Account ID: domain\your email UserID

For example, if you are a staff, enter nusstf\ccetest1
if you are a student, enter nusstu\a0012345
if you are a visitor, enter nusext\ccev123

Password: your NUS email password

Tick on ***“Save password in my Mac OS keychain”*** if you want Entourage to remember your password. Whenever you change your password, you will need to come back to this screen to update the new password.



7. Click **OK**.

8. You could now start using Entourage to receive and send emails with your NUS account.