



Microsoft Entourage 2008

POP Setup Guide



A. Introduction

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

POP is the acronym for Post Office Protocol which defines a method for mail retrieval.

POP allows you to either:

- **Leave messages on the server** - this keeps a copy of your mail on the server so you can access your mail from any client that connects to the server
- **Remove messages from server** - this downloads your mail to the local hard disk where your client resides and deletes the messages from the server. This will clear up your disk space on the server. Note that for this option the messages are not accessible from anywhere else except your local hard disk.

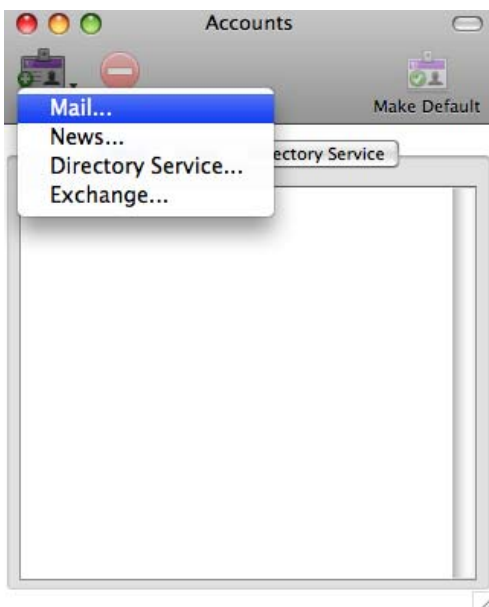
Limitations of POP3:

- Messages are not accessible from another client once they are downloaded to the local hard disk, therefore it is ideal when only one workstation is used for mail retrieval.
- Not able to manage folders other than the Inbox folder
- Not able to transfer only selected parts of a message (e.g. the text portion of a multimedia mail message)

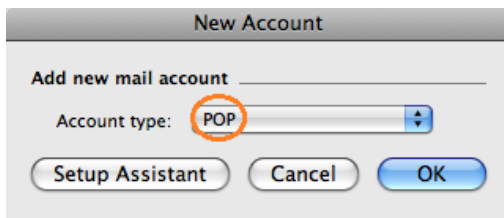
B. Configure POP on Microsoft Entourage 2008

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

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



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



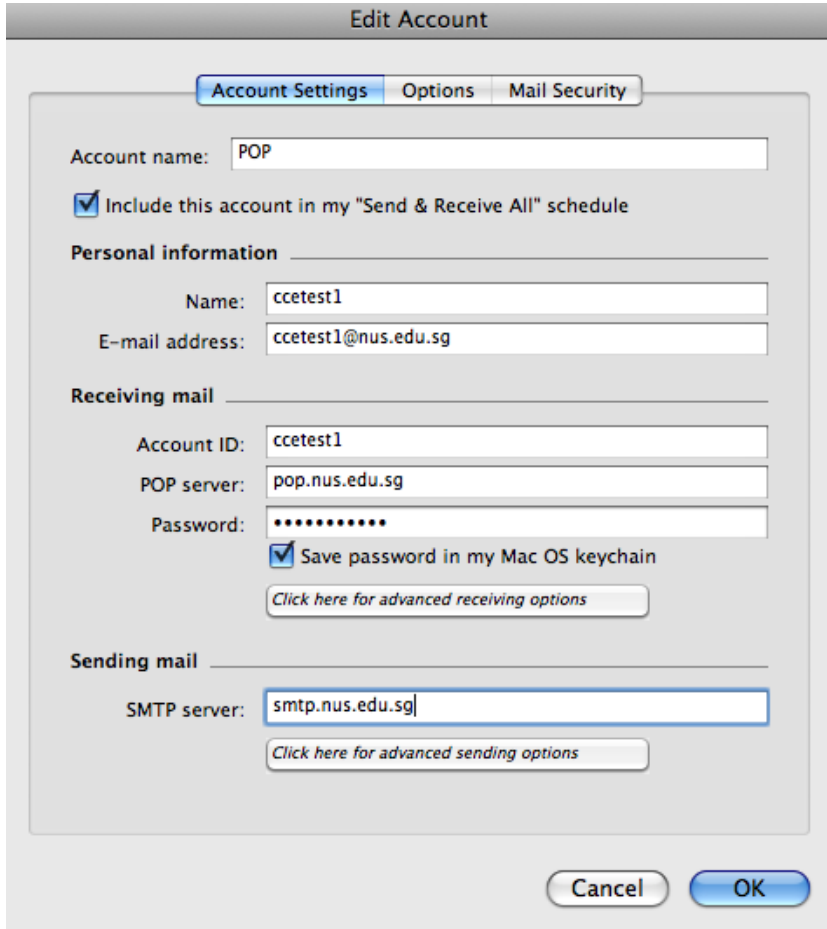
4. Enter the following fields:

- **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

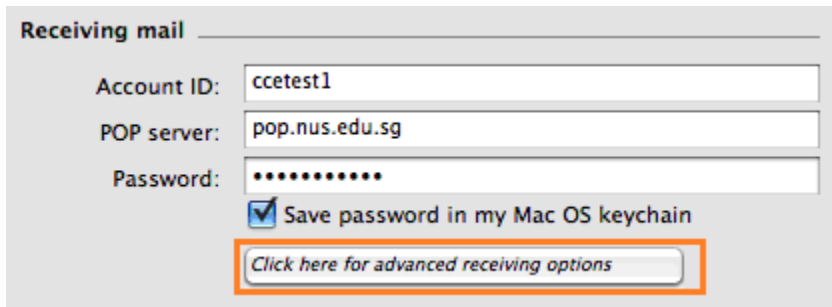
- **Account ID:** your NUS email UserID
- **IMAP Server:** pop.nus.edu.sg
- **Password:** your NUS email password

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.

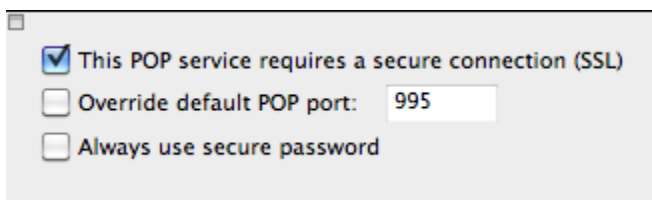
- **SMTP server:** smtp.nus.edu.sg



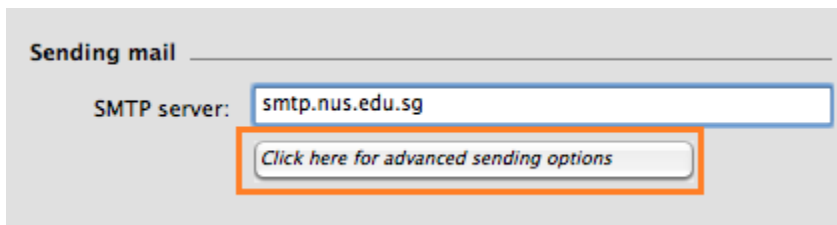
5. Under Receiving mail, click on ***“Click here for advanced receiving options”***.



Tick on ***“This POP service requires a secure connection (SSL)”*** to change the POP port to **995**.



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

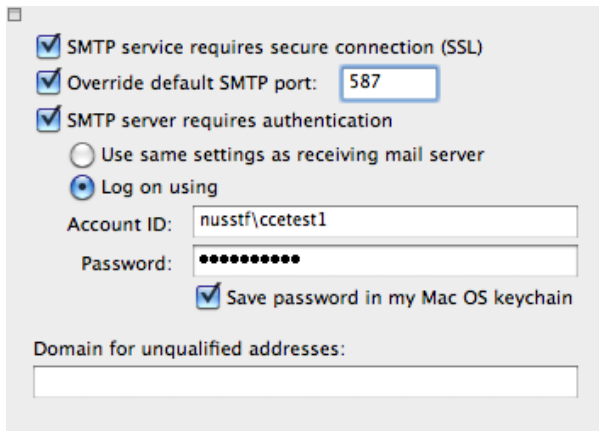
- Select ***Log on using*** and enter the following:

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.



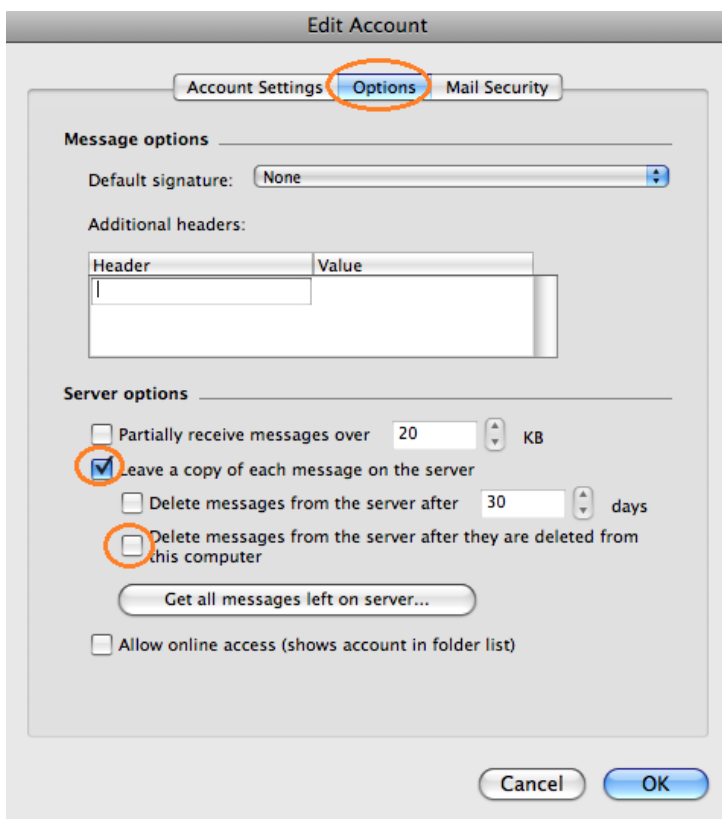
7. Click on the **Options** tab.

You may want to tick on the following options:

Leave a copy of each message on the server - This keeps a copy of your mail on the server so you can access your mail from any client that connects to the server.

Note: If your mailbox on the server is full, you will not be able to receive new emails.

Delete messages from the server after they are deleted from this computer – this will remove the copy of your email from the server after its local copy on your computer has been deleted.



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