



# Configuration of POP in Microsoft Entourage for Macintosh OS X

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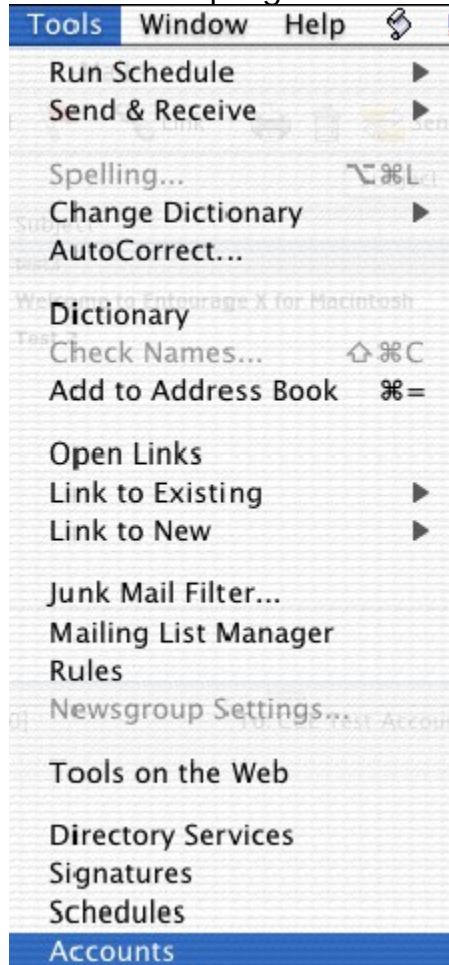
# Configuration of POP mail in Microsoft Entourage for Macintosh OS X

When using IMAP mail configuration, you could view online and synchronize your emails via Mail. Please follow the steps below to setup IMAP in Entourage.

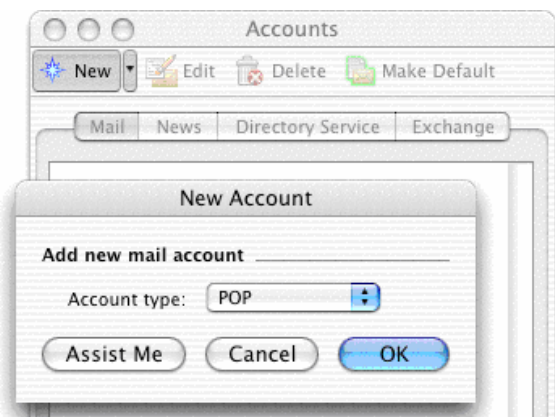


Microsoft Entourage

1. Open the program **Microsoft Entourage**
2. From the program menu, click on **Tools > Accounts**



3. Click on "**New**" and select "POP" from the list.



4. Enter the information for **Personal information** and **Receiving Mail** as shown below. For **POP server**, enter **pop.nus.edu.sg**

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

- Account name: NUS IT Care
- Include this account in my "Send & Receive All" s schedule
- Personal information**
  - Name: NUS
  - E-mail address: ccetest1@nus.edu.sg
- Receiving mail**
  - Account ID: ccetest1
  - POP server: pop.nus.edu.sg
  - Password: \*\*\*\*\*
  - 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

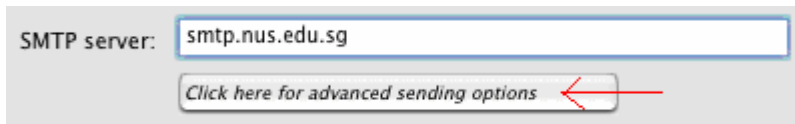
**\*\* FOR SCHOOL OF COMPUTING STUDENTS**

*For student from School of Computing, your POP server is **comstu.ex.nus.edu.sg**;*

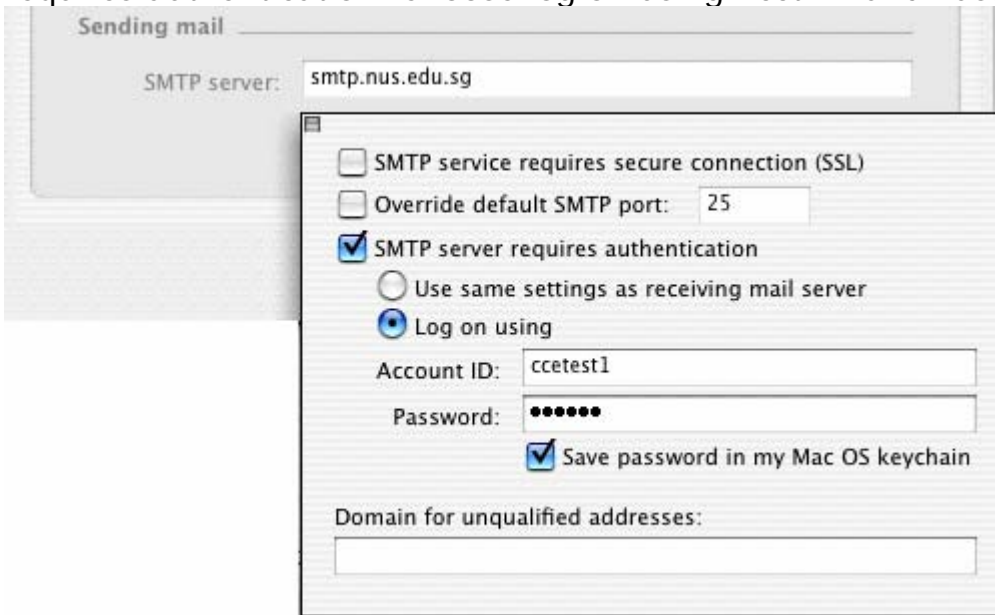
*For staff from School of Computing, your POP server is **comstf.ex.nus.edu.sg***

For **SMTP server**, enter **smtp.nus.edu.sg**

*Please note: You can use **smtp.nus.edu.sg** even when you are connecting via other ISPs, like Starhub and Singnet. You need not make any changes when accessing from outside NUS campus.*



5. Click and select SMTP server requires authentication. Choose log on using Acct ID and Password.



6. You will see that the mail account is added. Double-click on the mail account that you have created and click on **Options**.

Click to select the option **Leave a copy of each message on the server**.

By default, all the emails that you retrieved from Microsoft Entourage are downloaded onto your computer and your mailbox in the server would be emptied.

Selecting this option will allow you to be able to view your emails from other computers via another email client, such as Microsoft Outlook and the online Outlook Web Access. Optionally, you could select **Delete messages from the server after they are deleted from this computer** to reflect the changes made onto the server.

To start receiving your emails, click on the button **Send & Remove** 