Set up Entourage to access your new Outlook Live student e-mail account

1. Open Entourage, and do one of the following:
   - If you've never set up any e-mail accounts using Entourage, the **Welcome to Mail** page appears. Go to step 2.
   - If you've already created e-mail accounts using Mail, click on **Tools | Accounts**. In the **Accounts** window, click on **New | Mail** to open the **New Account** window and select **Account Type** of IMAP or POP3. IMAP is considered to be a more robust method but POP3 is supported.

2. On the **Welcome to Mail** or **Edit Account** window:

3. In the **Account Name** box, enter the name you want to call the account in Entourage.
4. In the Name box, enter the name you want to display to people you send e-mail to.
5. In the E-mail Address and the Account ID box, enter your new student e-mail address.
6. In the IMAP Server box, enter outlook.com for the server name.
7. In the Password box, enter the password for your new student e-mail account.
8. Save password in my Mac OS keychain is optional and should work if it is checked or not.
9. Click on the Click here for advanced receiving options.

   - This IMAP service requires a secure connection (SSL)
   - Override default IMAP port: 993
   - Always use secure password

10. Select This IMAP service requires a secure connection (SSL), and close that window.
11. In the SMTP Server box, enter the SMTP server name. If you access your e-mail account online using the outlook.com Web site, you can find the SMTP server name by signing in to your e-mail account at the following address: https://pod51000.outlook.com/owa. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. For example, if the address resolves to https://pod51005.outlook.com/owa, enter pod51005.outlook.com for the SMTP server name.
12. Click on the Click here for advanced sending options.

   - SMTP service requires secure connection (SSL)
   - Override default SMTP port: 587
   - SMTP server requires authentication
     - Use same settings as receiving mail server
     - Log on using
     - Account ID: 
     - Password: 
     - Save password in my Mac OS keychain

13. Select SMTP service requires secure connection (SSL)
14. Select Override default SMTP port and change the value to 587
15. Select **SMTP server requires authentication** and select **Use the same settings as receiving mail server** and close the window.

16. Click **OK** to finish.

**What else do I need to know?**

- If you don't know whether to use POP3 or IMAP4, consider using IMAP4 because it supports more features.

- If you access your e-mail account online using the outlook.com Web site, you'll need the Windows Live ID that your administrator gave you and your password. The Windows Live ID account is also your primary e-mail address and includes the name of the domain, for example, spencerel@students.ecu.edu.