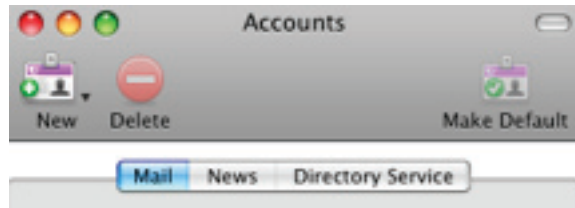
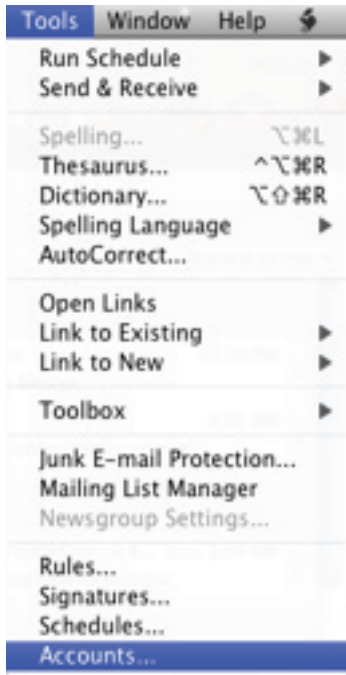
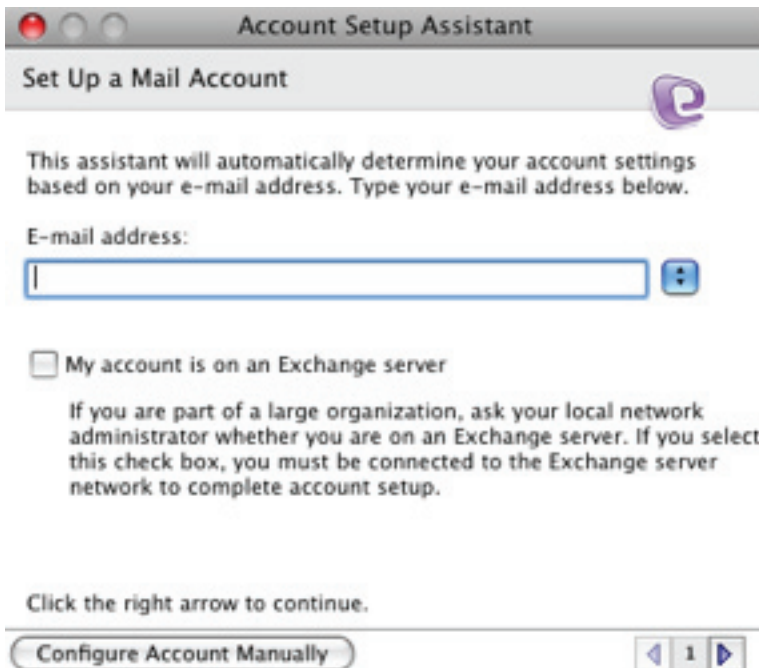


Setting up a new account in Entourage 2008

1. From the Tools menu choose Accounts
2. Click on New



3. Click on Configure Account Manually



4. Select IMAP as the account type



5.

Account settings:

Enter a name for your account.

Enter your name and email address.

The account ID is that part of your email address which is before @suffolk.edu.

For IMAP server and SMTP server enter sumail.suffolk.edu.

Uncheck "Include this account in my Send & Receive All" schedule.

Edit Account

Account Settings Options Advanced Mail Security

Account name:

Include this account in my "Send & Receive All" schedule

Personal information _____

Name:

E-mail address:

Receiving mail _____

Account ID:

IMAP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail _____

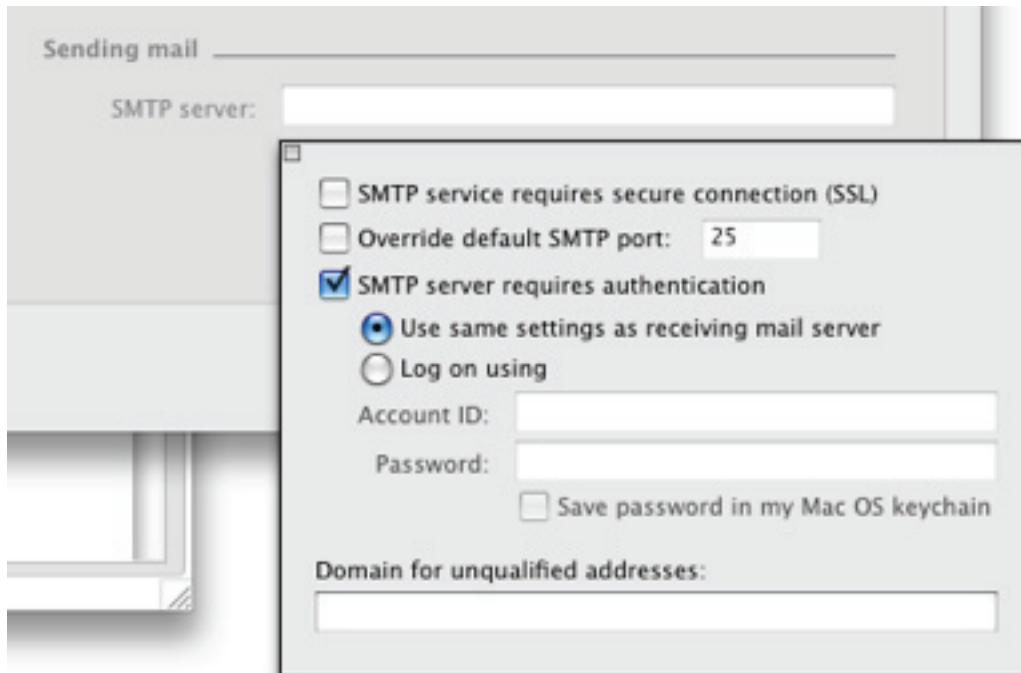
SMTP server:

[Click here for advanced sending options](#)

Cancel OK

6.

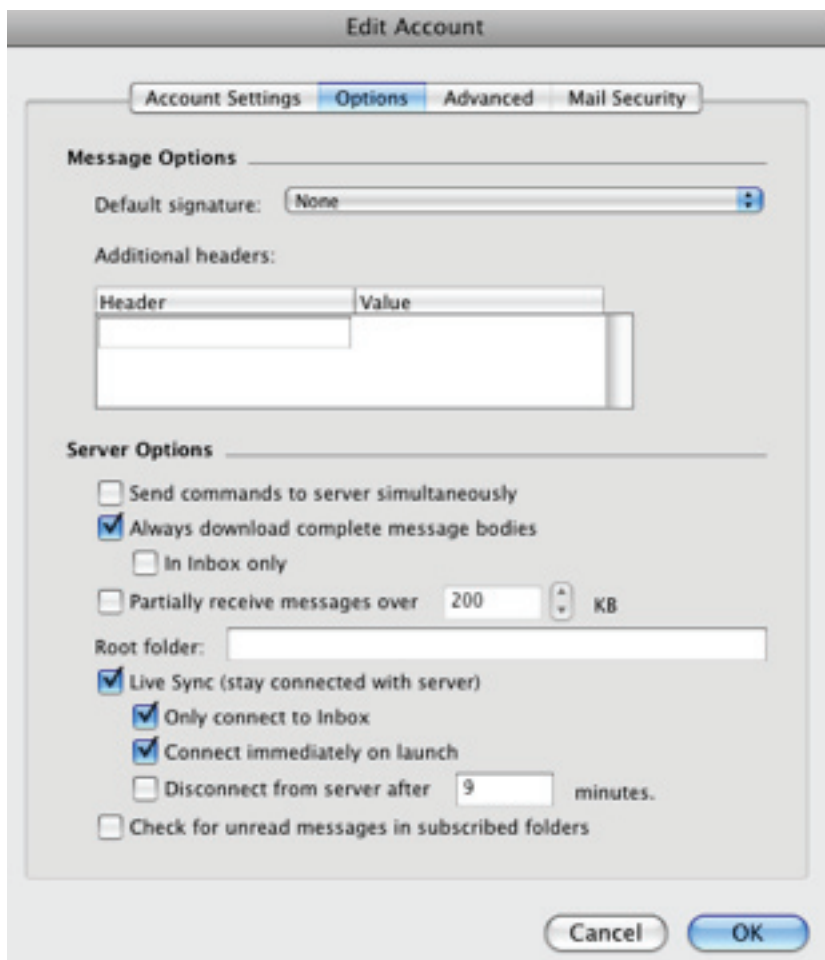
If you are setting up the account off campus click on Advanced Sending Options under Sending Mail. Configure as shown.



7.

Switch to the Options tab and configure as shown.

Choosing Live Sync will allow you to see messages as soon as they are received by the email server.



8.
Switch to the Advanced tab and choose an option for deleting messages.

The image shows a screenshot of the 'Edit Account' dialog box in a Mac OS environment. The dialog has a title bar 'Edit Account' and four tabs: 'Account Settings', 'Options', 'Advanced' (which is selected and highlighted in blue), and 'Mail Security'. The 'Advanced' tab is divided into two sections: 'Special folders' and 'Delete options'.
In the 'Special folders' section, there are three checked checkboxes, each followed by a dropdown menu:
1. 'Store sent messages in this IMAP folder:' with a dropdown menu showing 'Sent Items'.
2. 'Store drafts in this IMAP folder:' with a dropdown menu showing 'Drafts'.
3. 'Store junk e-mail in this IMAP folder:' with a dropdown menu showing 'Junk E-mail'.
The 'Delete options' section starts with the text 'You can choose how you want to delete messages from the IMAP server.' followed by several radio button options:
- 'Mark messages as deleted' (selected with a blue dot)
- 'Do not automatically purge messages' (unselected)
- 'Purge deleted messages when leaving IMAP folders' (unselected)
- 'Purge deleted messages when quitting Entourage' (selected with a blue dot)
Below these is another radio button option: 'Move messages to the Deleted Items folder' (unselected). This option has a sub-section 'Move to this IMAP folder:' with a dropdown menu showing 'Deleted Items'.
Underneath, there is a checkbox 'Purge Deleted Items folder on quit' which is currently unchecked. Below this checkbox are two radio button options:
- 'Purge messages older than: 5 days' (unselected, with a text input field containing '5' and a 'days' label)
- 'Purge all messages' (selected with a blue dot)
At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'.