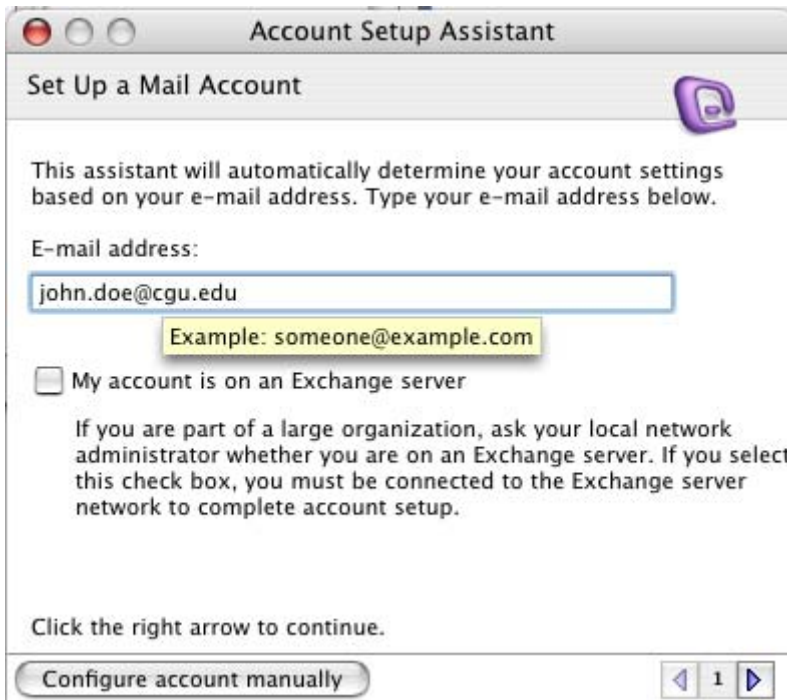


How to setup CGU Mail for Entourage

By Luke Olfman

Create a new account in Entourage, type in your email address and click “Configure account manually”.



Enter the name, account ID and server as shown in picture. The server for staff/faculty is **outlook.cgu.edu** and the server for students is **cgumail.cgu.edu**.

Edit Account

Account Settings | Options | Security

Account name:

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

Personal information

Name:

E-mail address:

Receiving mail

Account ID:

POP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server:

SMTP service requires secure connection (SSL)

Override default SMTP port:

SMTP server requires authentication

Use same settings as receiving mail server

NOTE**

Make sure you check “SMTP Server requires authentication” and “Use same settings as receiving mail server”.

Edit Account

Account Settings Options Security

Account name:

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