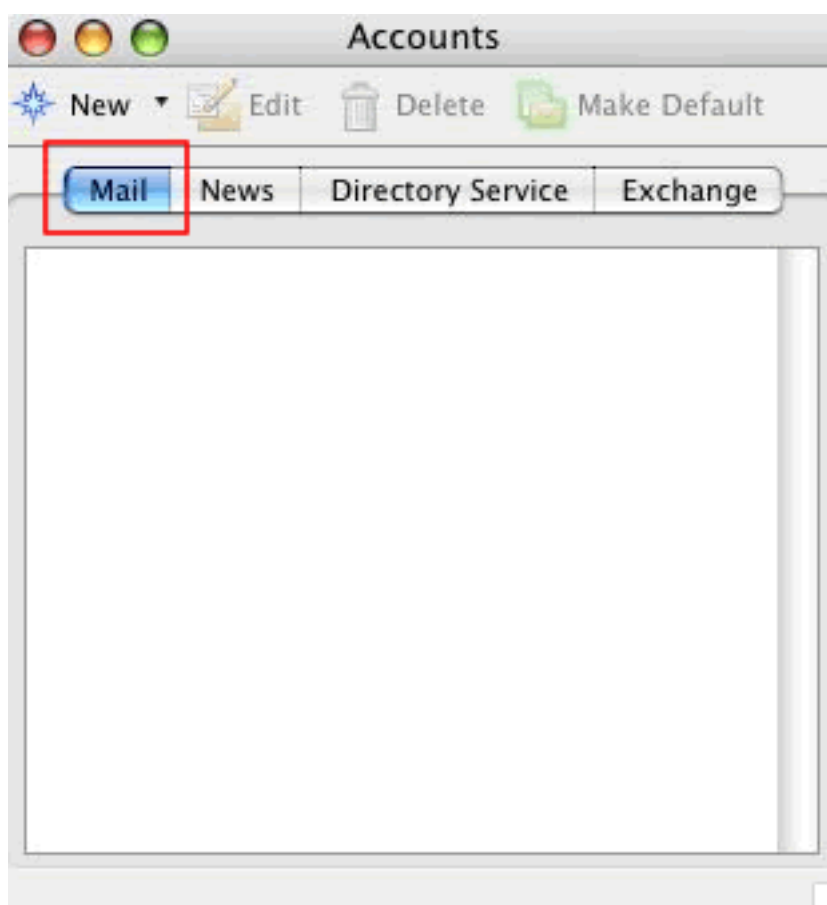# MOOSE
COMMUNICATIONS

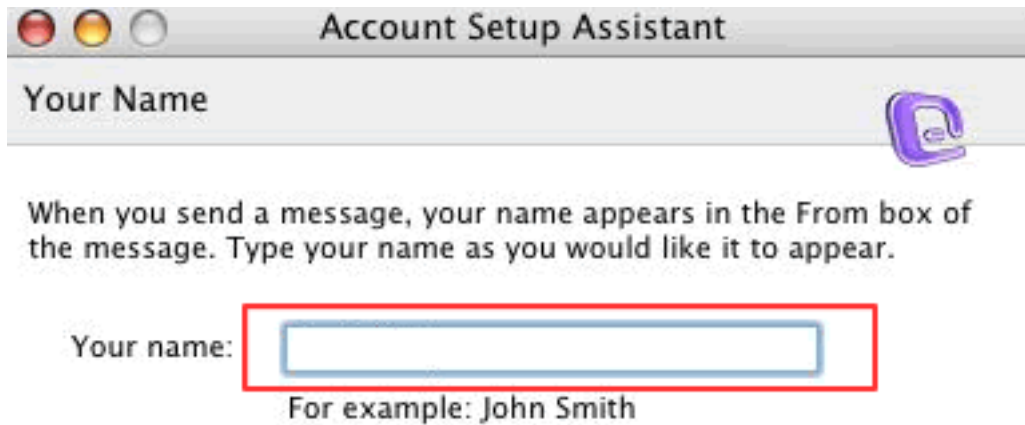# An Easy Guide to Setting up your Email...

 Entourage

Entourage

1) Open Entourage by double-clicking the Entourage application icon in the Applications folder, or clicking it in the 'Dock'.

2) From the Tools menu, select Accounts, that brings up the Accounts window. Click New and select Mail.

3) Next, enter your full name. This is what will appear in the 'From' line of the emails you send to people. Click the next arrow in the bottom right of the window.

4) Enter your Moose email address. This usually takes the form:
username@'your domain' e.g. joe@moose.co.uk
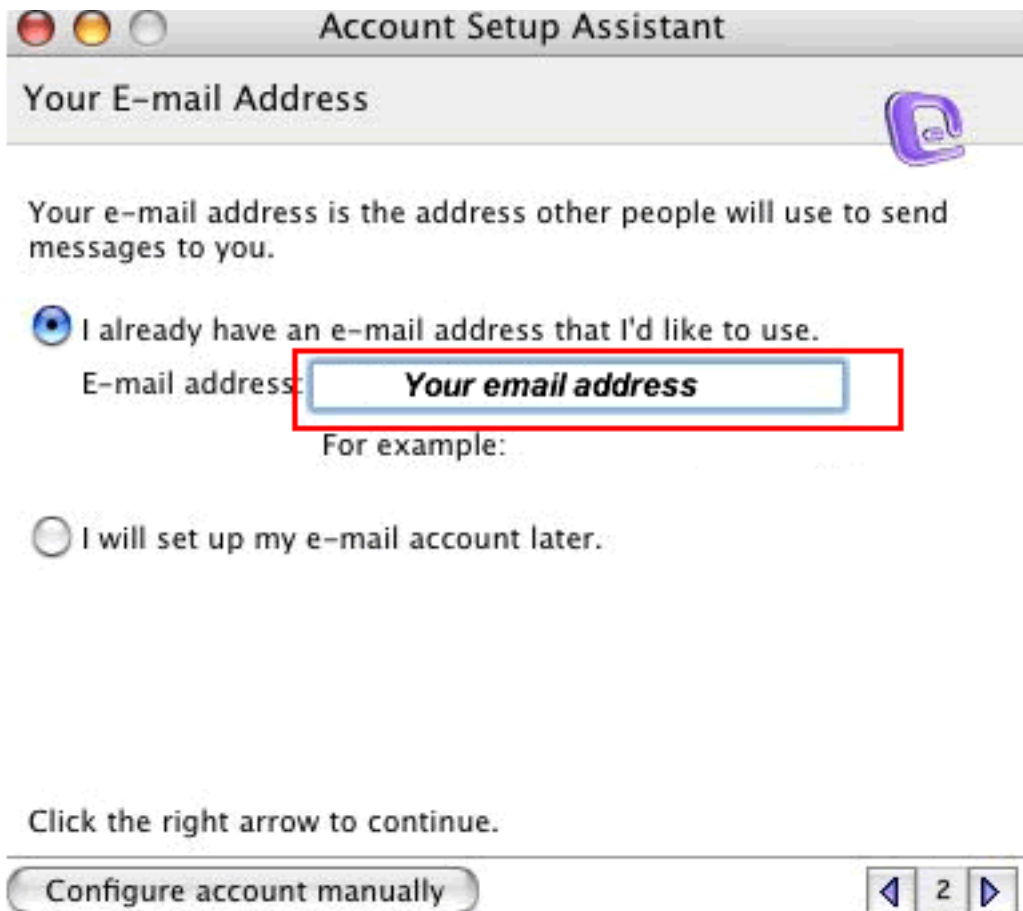
5) Choose POP as your mail server type. Enter the incoming and outgoing servers as shown:

Incoming Mail Server: 'your domain'
Outgoing Mail Server: smtp.moose.co.uk

Click the next arrow.

6) Enter your Moose account username and password. Note that these are case sensitive.

7) Enter an account name. This can be anything, it is required to distinguish multiple email accounts you might set up in Entourage. Click Finish.