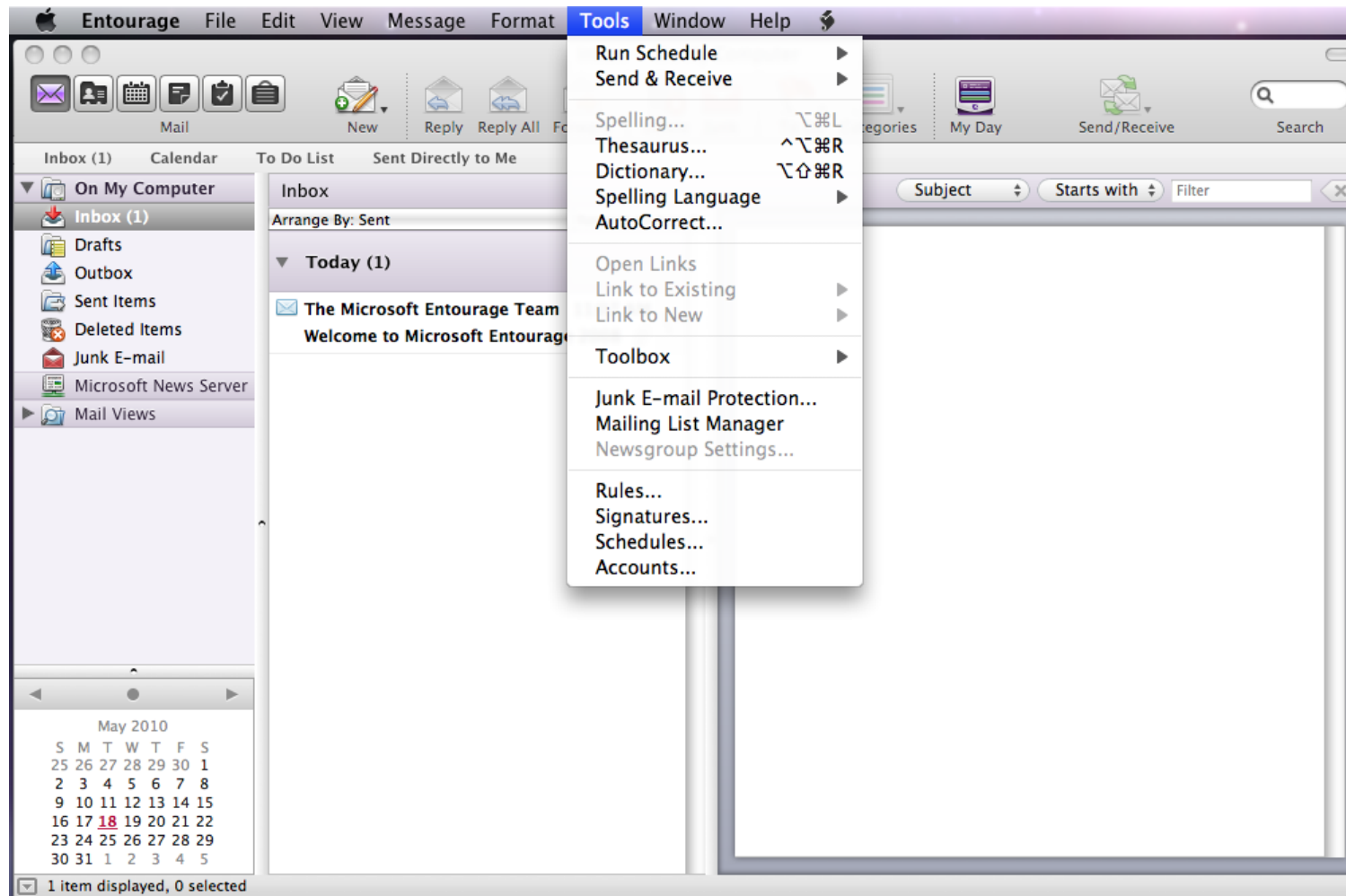


# Entourage E-Mail Setup

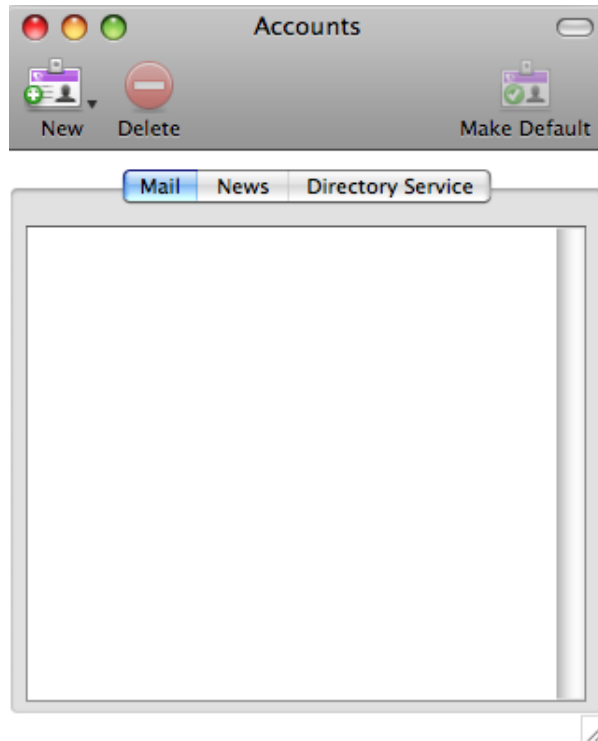
Step 1- Open Entourage

Step 2- Close setup wizard

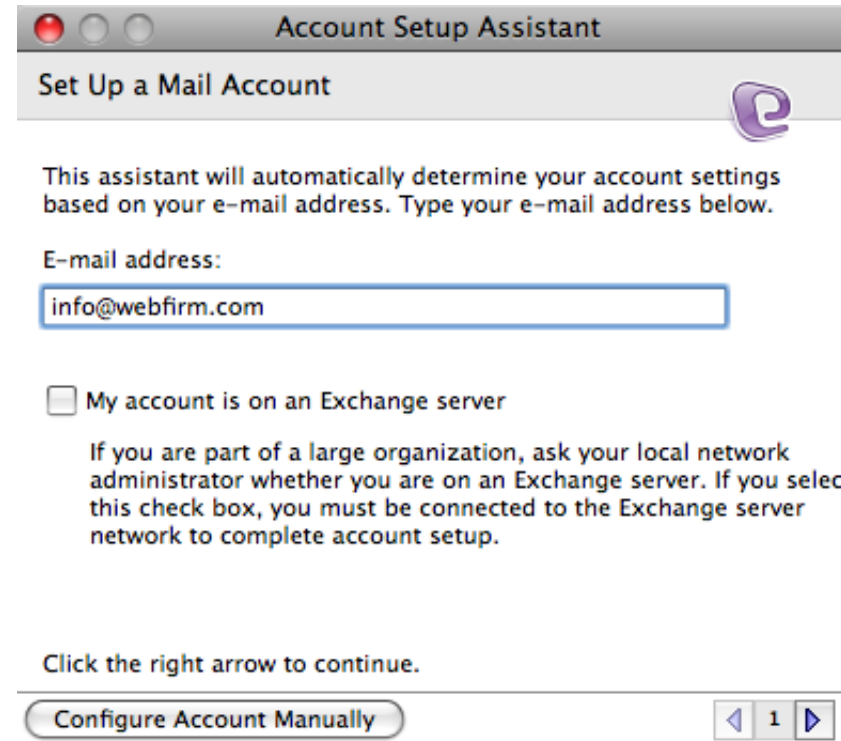
Step 3- Click on tools in the menu Bar and then select accounts



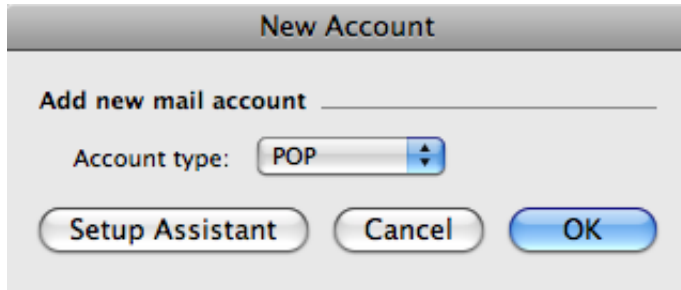
Step 4 – Click on New to start creating the new Account



Step 5 – Click Configure Account Manually



Step 6 - Account Type POP should be selected by default, if it is not select it and click ok.



The 'New Account' dialog box has a title bar 'New Account'. Below the title bar is the text 'Add new mail account'. Underneath is a label 'Account type:' followed by a dropdown menu showing 'POP'. At the bottom are three buttons: 'Setup Assistant', 'Cancel', and 'OK'.

Step 7 - Fill in the account details As bellow

Account name: Webfirm Email

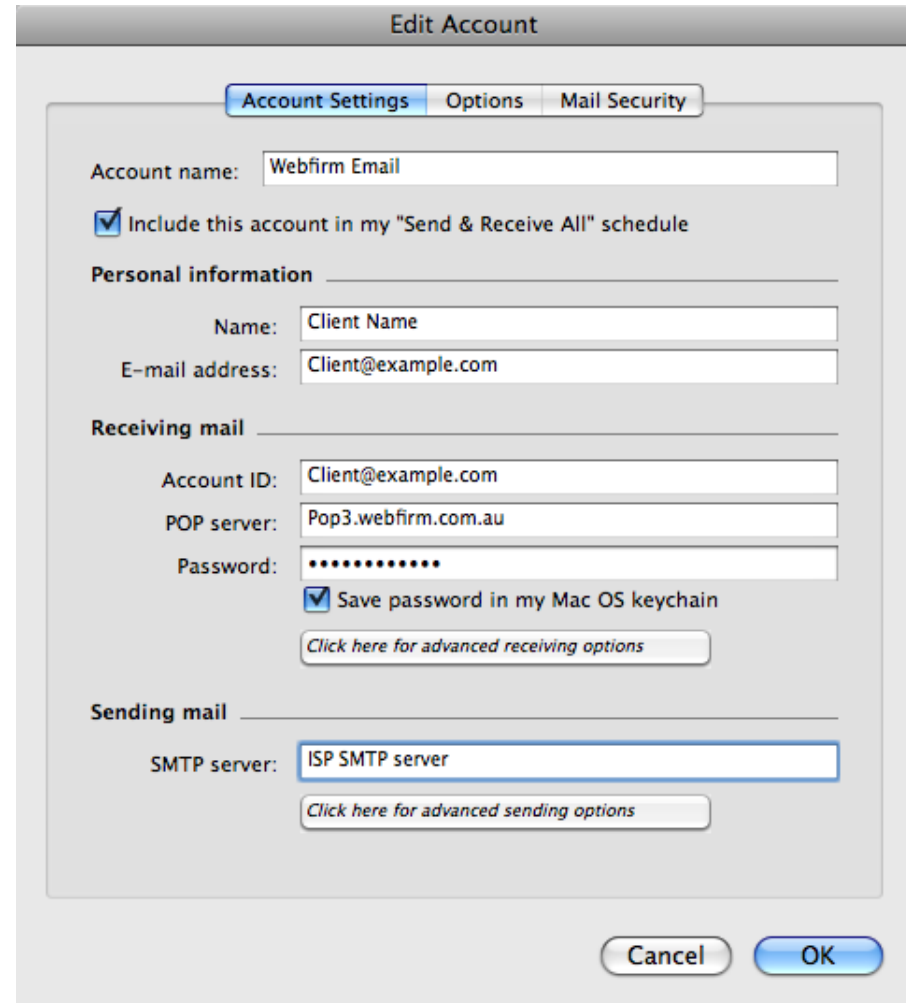
Name: Enter in Your name or your business name

Email address: Enter the email address of the account you are setting up

Account ID: Enter in the Username of the Account you are setting up

POP Server: POP3.webfirm.com.au

Password: Enter the password of the Account you are setting up.



The 'Edit Account' dialog box has a title bar 'Edit Account'. It features three tabs: 'Account Settings' (selected), 'Options', and 'Mail Security'. The 'Account Settings' tab contains several sections: 'Account name:' with a text field containing 'Webfirm Email'; a checked checkbox 'Include this account in my "Send & Receive All" schedule'; 'Personal information' section with 'Name:' (text field 'Client Name') and 'E-mail address:' (text field 'Client@example.com'); 'Receiving mail' section with 'Account ID:' (text field 'Client@example.com'), 'POP server:' (text field 'Pop3.webfirm.com.au'), 'Password:' (password field with 8 dots), a checked checkbox 'Save password in my Mac OS keychain', and a button 'Click here for advanced receiving options'; and 'Sending mail' section with 'SMTP server:' (text field 'ISP SMTP server') and a button 'Click here for advanced sending options'. At the bottom are 'Cancel' and 'OK' buttons.