



MOOSE
COMMUNICATIONS

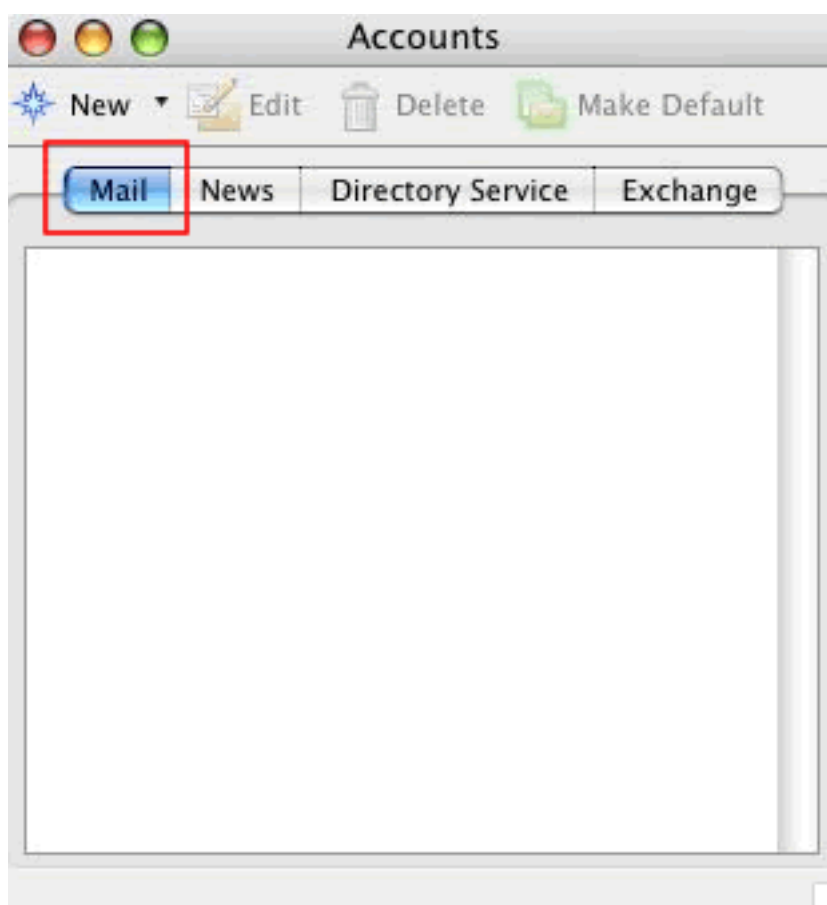
An Easy Guide to Setting up your Email...



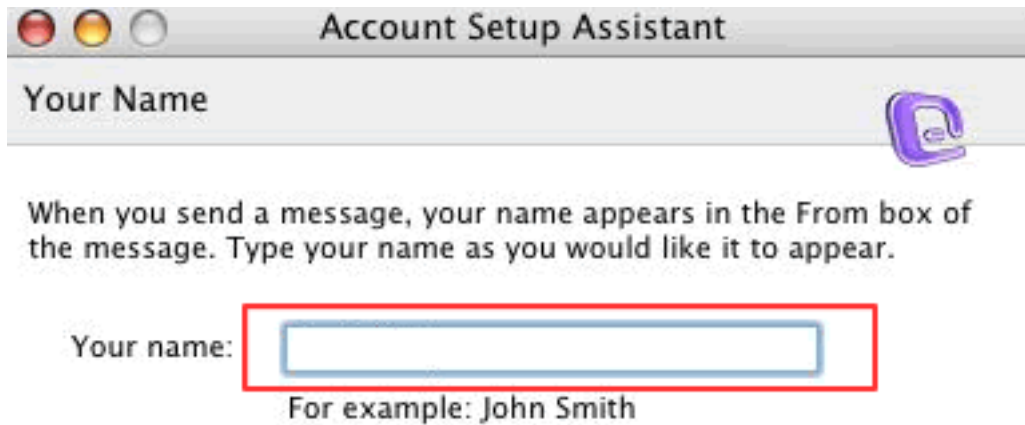
Entourage

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.



The screenshot shows a window titled "Account Setup Assistant" with a standard macOS-style title bar (red, yellow, and grey buttons). Below the title bar, the text "Your Name" is displayed on the left, and a purple icon of a person's head and shoulders is on the right. Below this, a paragraph of text reads: "When you send a message, your name appears in the From box of the message. Type your name as you would like it to appear." Underneath the text, the label "Your name:" is followed by a text input field. The input field is highlighted with a red rectangular border. Below the input field, the text "For example: John Smith" is displayed.

Your name:

For example: John Smith

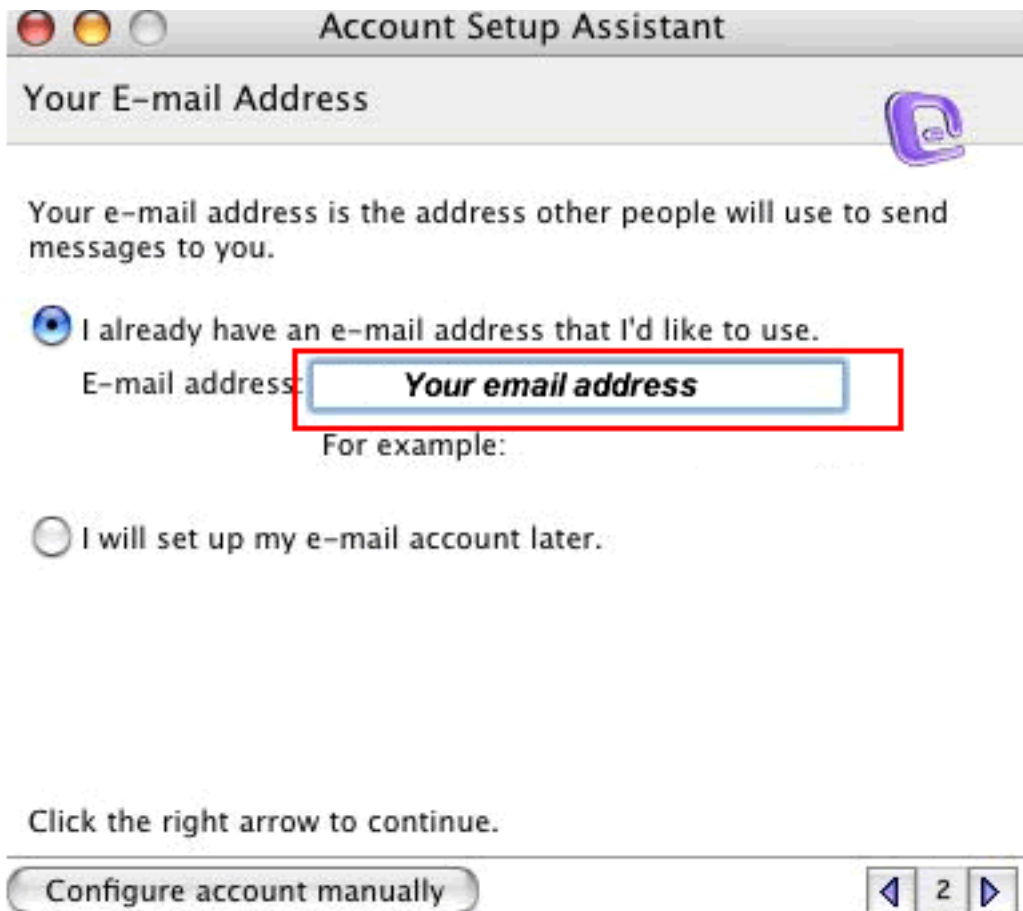
Click the right arrow to continue.



The screenshot shows the bottom navigation bar of the "Account Setup Assistant" window. On the left, there is a button labeled "Configure account manually". On the right, there are three navigation buttons: a left-pointing arrow, a button with the number "1", and a right-pointing arrow.

Configure account manually 

- 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.



The screenshot shows the 'Account Setup Assistant' window with the 'Mail Servers' tab selected. The window title is 'Account Setup Assistant' and the tab is 'Mail Servers'. Below the title bar, there is a purple icon of an envelope. The main content area contains the following text: 'Entourage supports several protocols for receiving messages. Select the type of server you use to receive messages. Your Internet service provider or Exchange account administrator can give you this information.' Below this, there is a dropdown menu set to 'POP' with a blue arrow button to its right. The text reads: 'My incoming mail server is a(n) POP server.' Below this, there are two text input fields. The first is labeled 'Incoming mail server:' and the second is labeled 'Outgoing (SMTP) mail server:'. Both input fields are highlighted with a red border. At the bottom of the window, there is a button labeled 'Configure account manually' and a navigation bar with a left arrow, the number '3', and a right 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.

Account Setup Assistant

Account ID and Password

Please type the account ID and password your Internet service provider has given you.

Account ID:

Note: The account ID is not your e-mail address. Typically, it is the text in your e-mail address before the at sign (@).

Password:

Save password in my Mac OS keychain

Note: To receive messages without entering your password each time, select the Save password check box.

Click the right arrow to continue.

Configure account manually

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