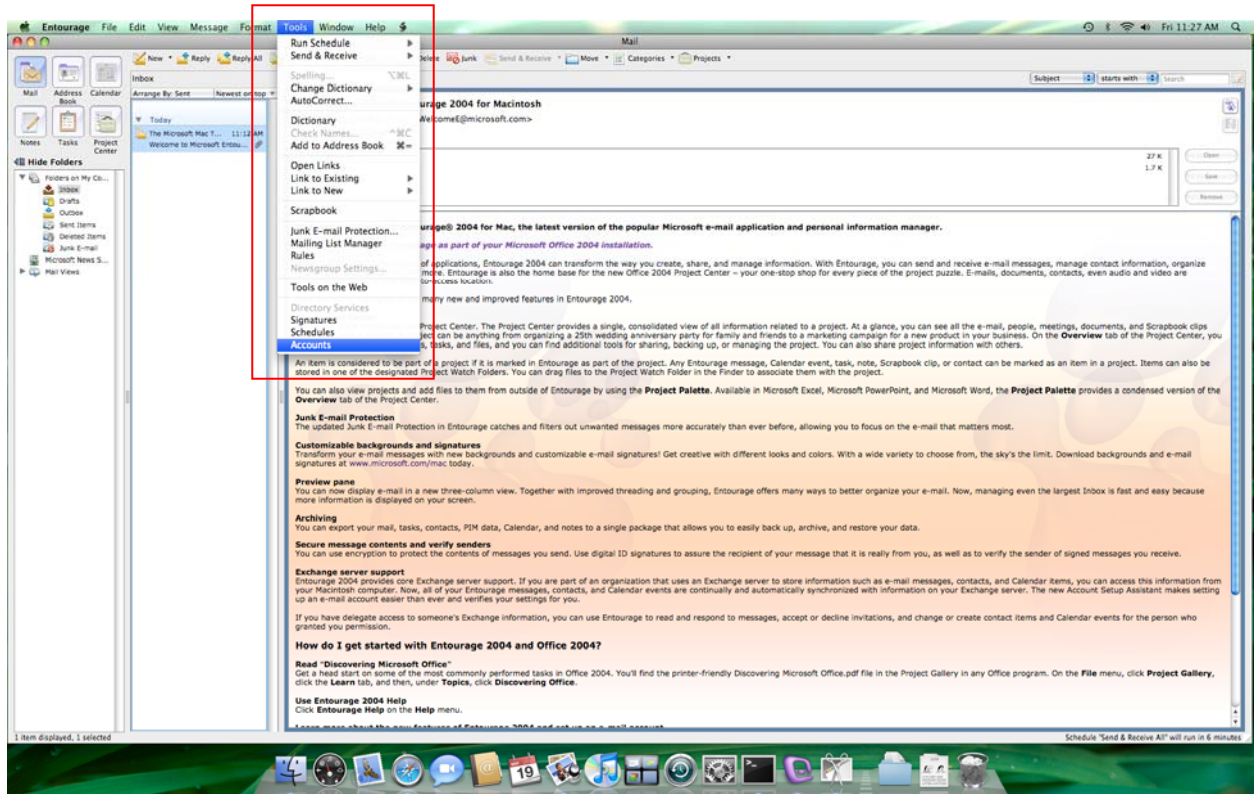
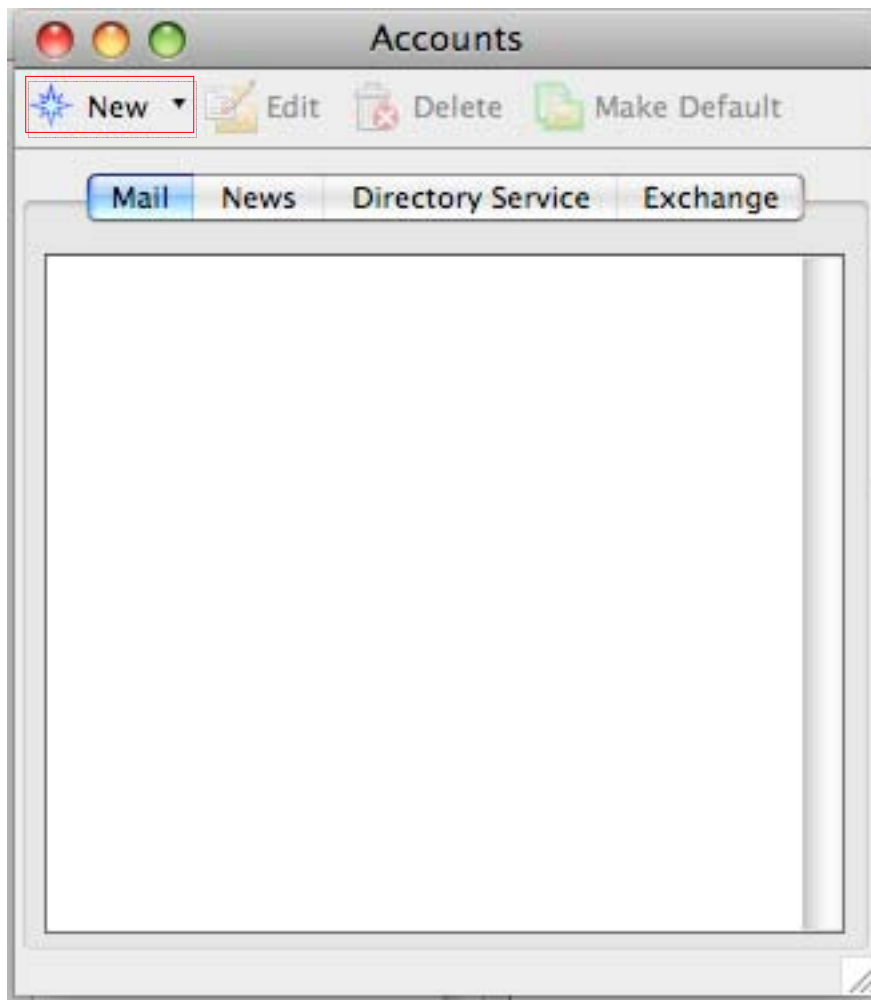


To configure Entourage for your InfoMetrics E-mail address:

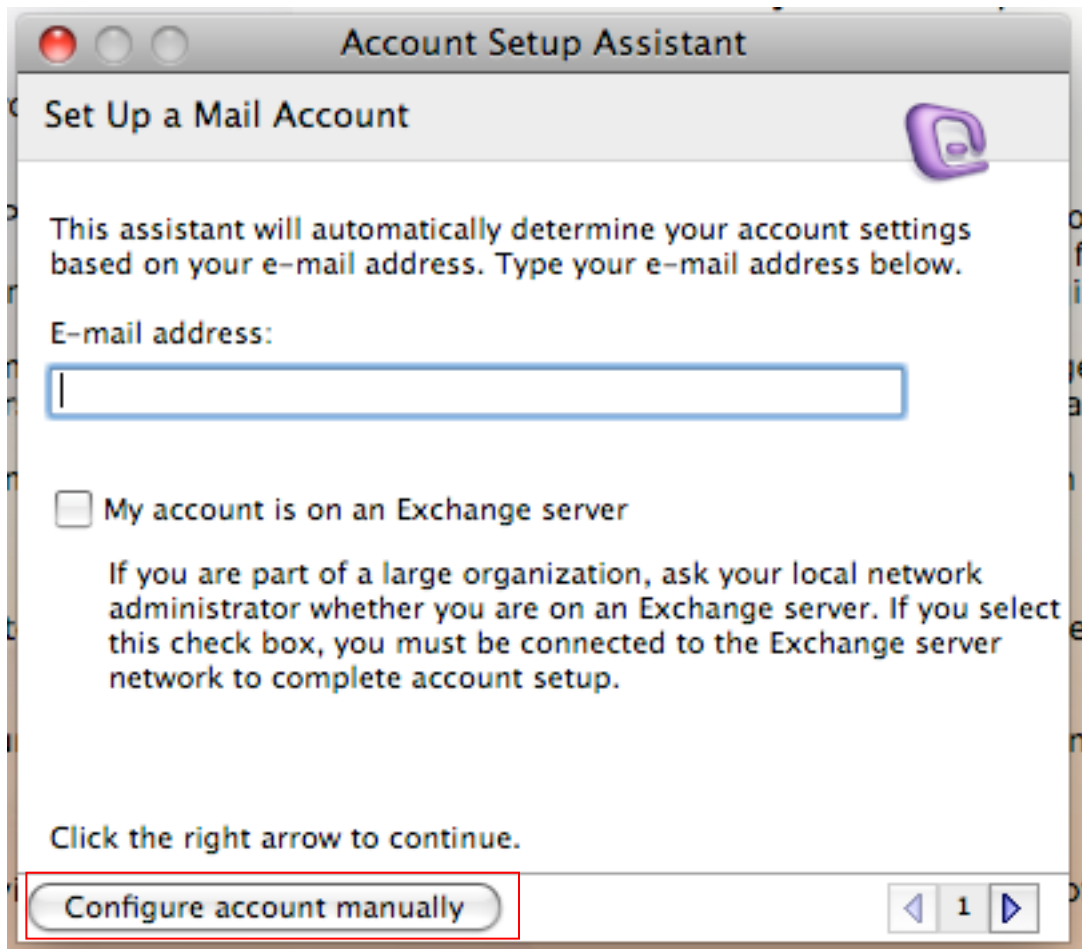
1. Open Entourage
2. Click the **Tools** menu, and select **Accounts...**



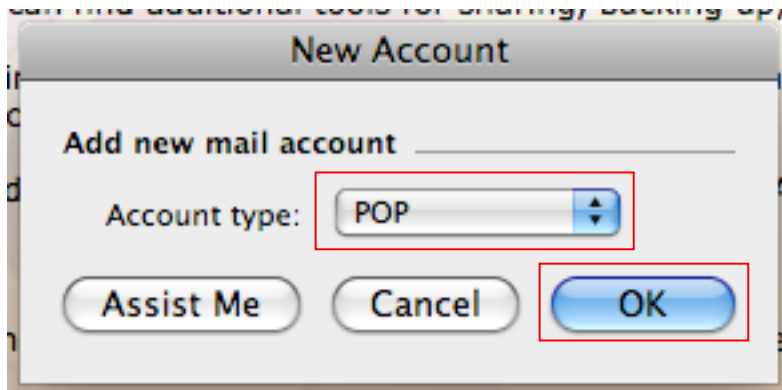
3. **Accounts** window will open, click **New**.



4. **Account Setup Assistant** window will appear. Click on the **Configure account manually** button.



5. **New Account** window will open. Verify **Account type** is set to **POP** and click **OK**



6. **Edit Account** window will appear. Fill in the fields:

- 1.) **Account name:** Infometrics
- 2.) **Name:** Enter in your name e.g. John Doe
- 3.) **E-mail address:** Enter in your full email address: e.g. john@yourdomainname
- 4.) **Account ID:** Enter in your full email address e.g. john@yourdomainname
- 5.) **POP server:** Enter in: pop.yourdomainname
- 6.) **Password:** Enter in your E-mail password
- 7.) **SMTP server:** enter in securemail.infometrics.net

The screenshot shows the 'Edit Account' window with the following fields and options:

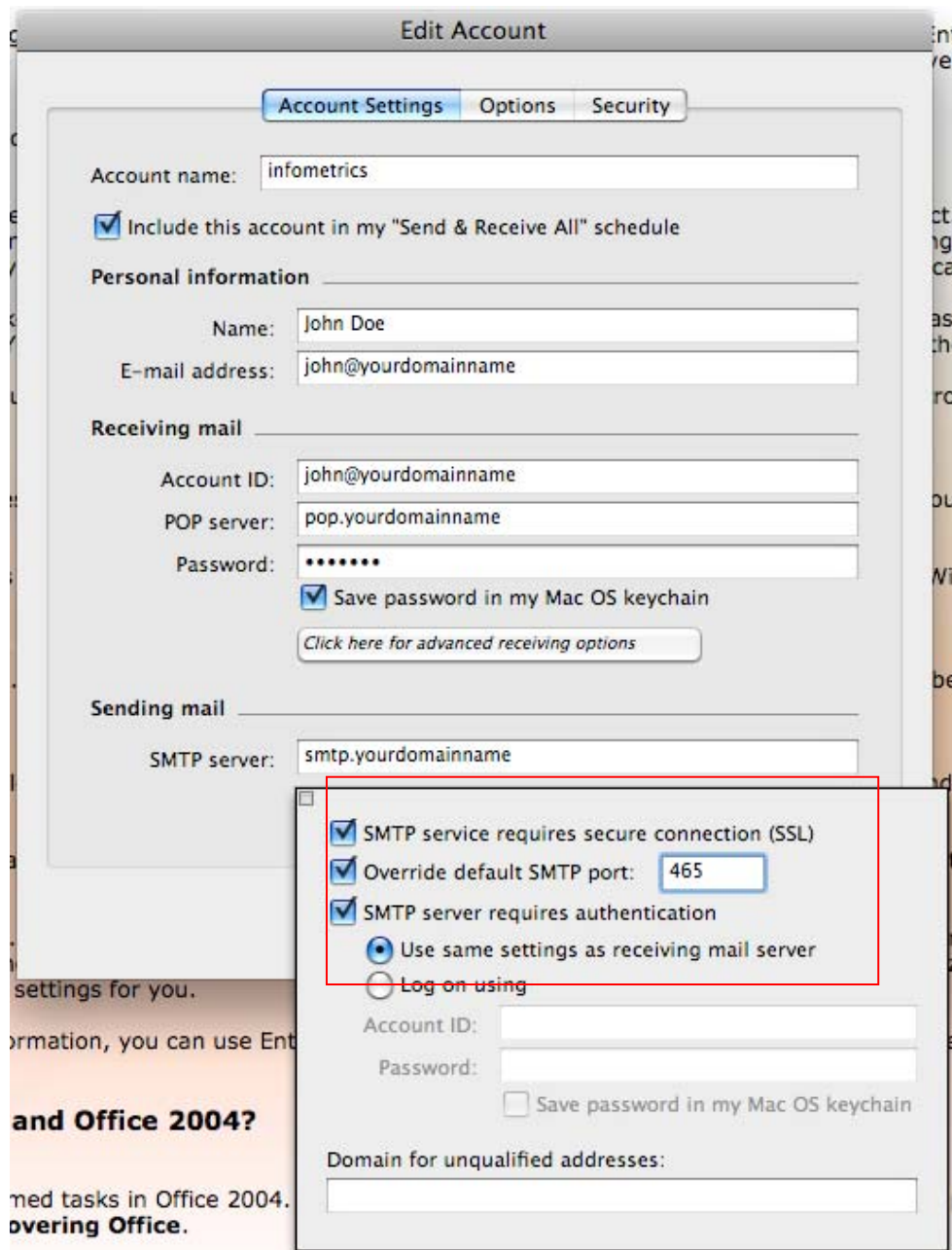
- Account name:** infometrics
- Include this account in my "Send & Receive All" schedule
- Personal information**
 - Name: John Doe
 - E-mail address: john@yourdomainname
- Receiving mail**
 - Account ID: john@yourdomainname
 - POP server: pop.yourdomainname
 - Password: *****
 - Save password in my Mac OS keychain
 - [Click here for advanced receiving options](#)
- Sending mail**
 - SMTP server: smtp.yourdomainname
 - [Click here for advanced sending options](#)

Buttons: Cancel, OK

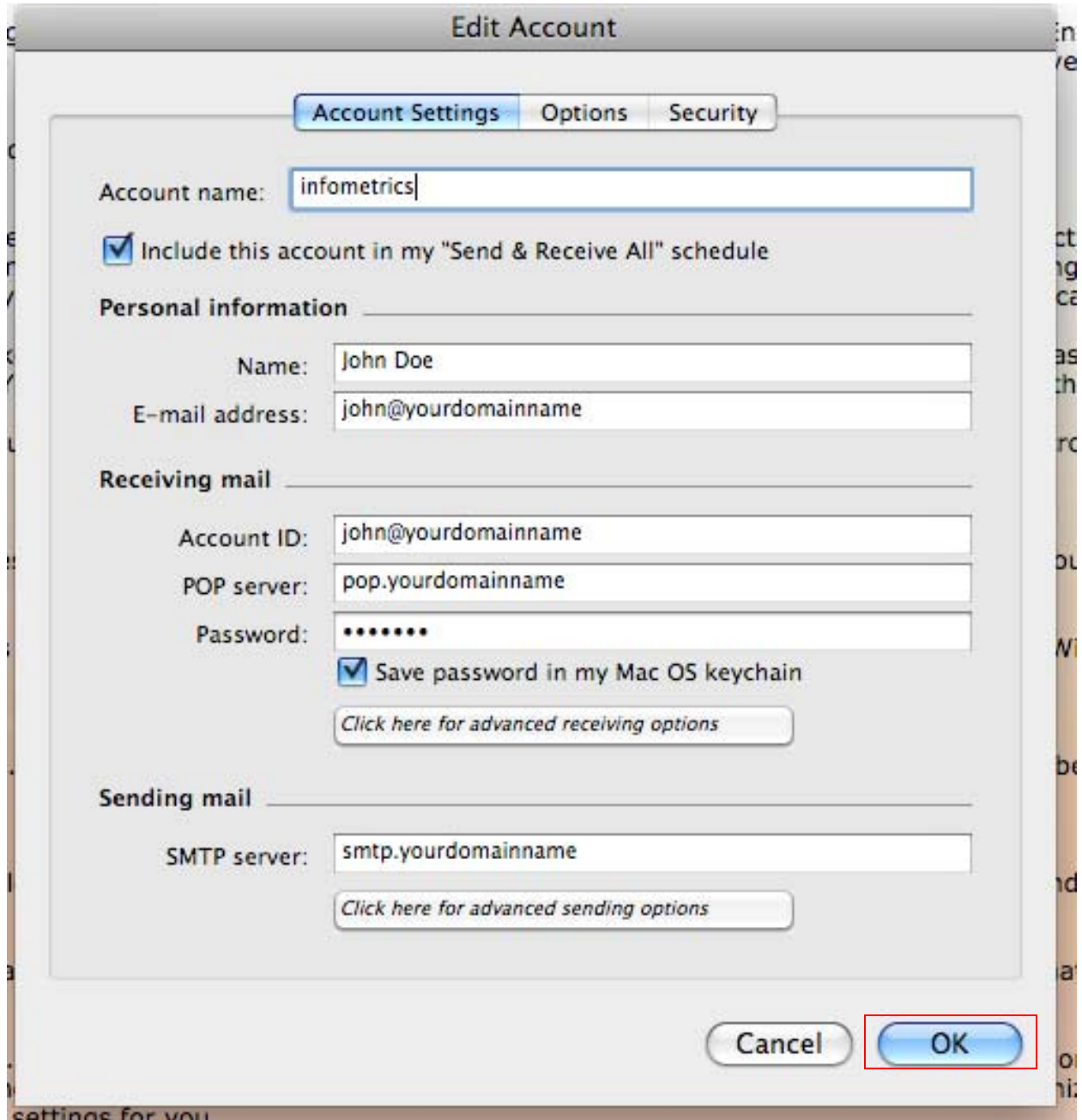
After you have filled in the fields click on the **Click here for advance sending options** button.

7. A window will appear.

- 1.) Check the box next to **SMTP server requires secure connection (SSL)** .
- 2.) Check the box next to **Override default SMTP port**.
- 3.) Next in the **Override default SMTP port** box, enter 465
- 4.) Check the box next to **SMTP server requires authentication**.
- 5.) Click on **Account Settings** button.



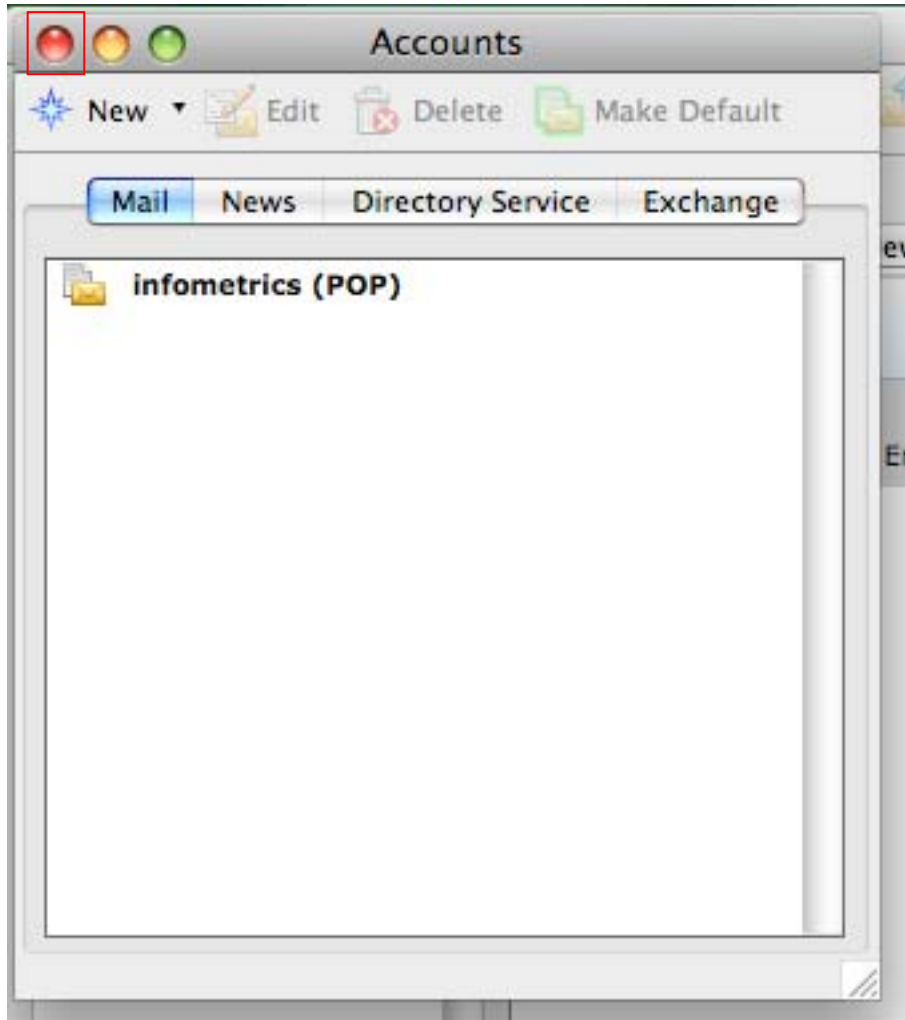
8. You will be returned to the **Edit Account** window. Click **OK**.



The screenshot shows the 'Edit Account' window with the following fields and options:

- Account Settings** (selected), 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:
 - [Click here for advanced sending options](#)
- Buttons: Cancel, **OK** (highlighted with a red box)

9. You will be returned to the **Accounts** window. Click on the red X to close the window.



Congratulations! You're done configuring your client to send and retrieve your email messages.