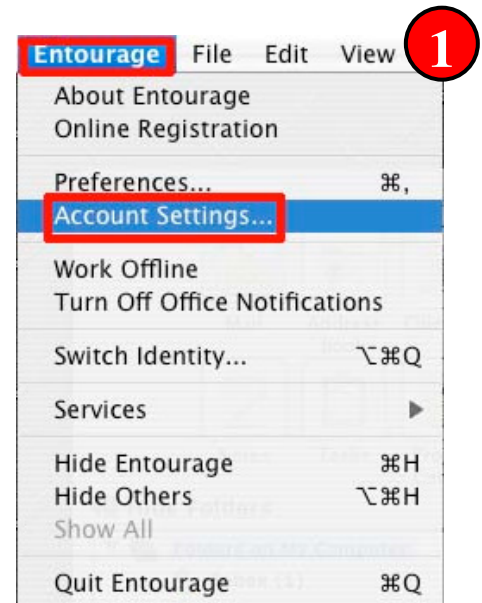


## Help Document Series: Connecting to your cMail account using IMAP in Entourage

*This document will guide you through setting up your cMail account in Entourage on your Apple Computer. You will need an Apple Computer with OSX 10.4.11 or later, Entourage 11.3.6 or later, and an active internet connection.*

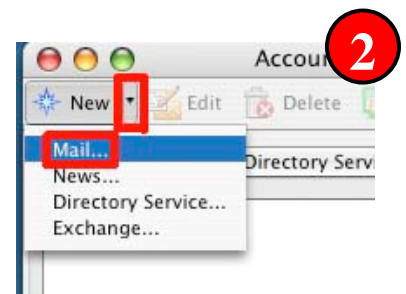
### Step 1

With Entourage open, click on the **Entourage** menu in the upper left to open a drop-down menu and select **Account Settings....** This will open a new window, **Accounts**.



### Step 2

In the **Accounts** window, click on the small arrow next to **New** to open a drop-down menu. Select **Mail....** This will open a new window, **Account Setup Assistant**.

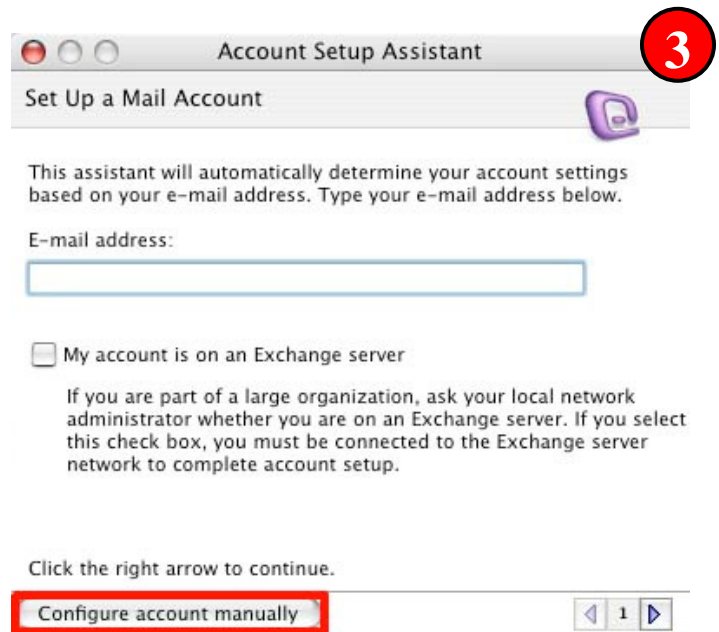


If you have any questions, or require further assistance, please contact the ITS Help Desk at **508.793.7745** or [helpdesk@clarku.edu](mailto:helpdesk@clarku.edu).

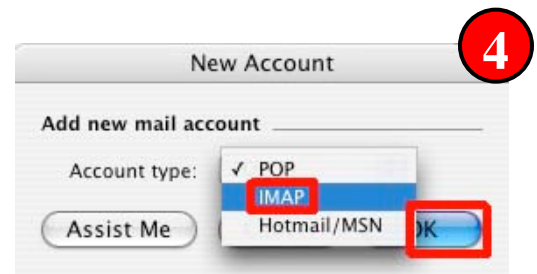
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**Step 3**

Click the **Configure account manually** button in the lower left corner of this window which will open a new window, **New Account**.

**Step 4**

Click the blue arrow  then click on **IMAP** to select it. Click **OK**. This will open a new window, **Edit Account**.



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**Step 5**

Start off by changing the **Account name**: to something you will easily recognize (e.g. Clark email).

Next, type in your Clark Account e-mail address into the **E-mail address**: text field.

Move down to the **Receiving mail** section and type your Clark Account username into the **Account ID**: text box, "cmail.clarku.edu" in the **IMAP server**: text box, and your Clark Account password into the **Password**: text box.

Click on the **Click here for advanced receiving options** button to open a new sheet to input additional information.

**Step 6**

Check the box next to **This IMAP service requires a secure connection (SSL)**. Click the small gray square to return to the **Edit Account** window.

**Step 7**

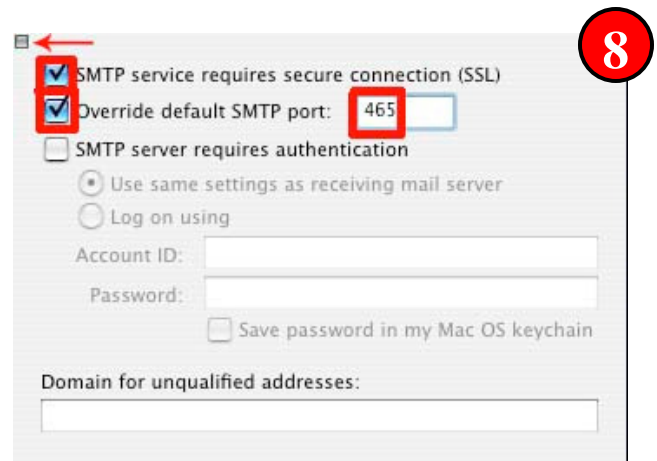
Find the **Sending mail** section. Type "cmail.clarku.edu" into the **SMTP server**: text box and then click on the **Click here for advanced sending options** button to open another sheet for additional information.

If you have any questions, or require further assistance, please contact the ITS Help Desk at **508.793.7745** or [helpdesk@clarku.edu](mailto:helpdesk@clarku.edu).

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**Step 8**

Check the boxes next to **SMTP service requires secure connection (SSL)** and **Override default SMTP port:** and make sure to change the number to “465”. Click the small gray square to return to the **Edit Account** window. Click **OK** and you should be all set.



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