

# Connect Entourage for Mac OS X to Exchange Labs

You can connect Microsoft Entourage for Mac OS X to Exchange Labs using POP3 or IMAP4 connectivity. This procedure applies to Entourage 2004 and Entourage 2008.

## Note:

If you don't know whether to use POP3 or IMAP4, consider using IMAP4 because it supports more features.

### Prerequisites

To access Exchange Labs, you need the Windows Live ID that your administrator gave you to use with Exchange Labs and your password. The Windows Live ID account is also your primary e-mail address and includes the name of the domain, for example, tony@contoso.com.

Find the SMTP server name that you will need to use. To find the SMTP server name, sign in to Exchange Labs at the following address: <https://outlook.com>. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. Use the table below to find the SMTP server name. For example, if the address begins with **https://bl2prd01**, enter **pod51000.outlook.com** for the SMTP server name.

Outlook Web Access address starts with	SMTP server name
<a href="https://bl2prd01">https://bl2prd01</a> or <a href="https://pod51000">https://pod51000</a>	pod51000.outlook.com
<a href="https://db2prd01">https://db2prd01</a> or <a href="https://pod51002">https://pod51002</a>	pod51002.outlook.com
<a href="https://sinprd01">https://sinprd01</a> or <a href="https://pod51003">https://pod51003</a>	pod51003.outlook.com

Set up Entourage for POP3 or IMAP4 access to Exchange Labs

1. In Entourage for Mac, on the **Tools** menu, click **Accounts > New**.
2. In the **New Account** window, under **Add new mail account**, select **IMAP** or **POP** from the drop-down menu next to **Account type**, and then click **OK**. You might want to use IMAP because it supports more features.
3. On the **Edit Account** page, do the following:
  - Under **Account name**, type a name for this account, for example, Exchange Labs e-mail account.
  - Under **Personal Information**:
    - a. Next to **Name**, enter the name you want people to see when you send them e-mail.
    - b. Next to **E-mail address**, enter your full e-mail address, for example, tony@contoso.com.
  - Under **Receiving mail**:

- c. Next to **Account ID**, enter your full e-mail address.
- d. If you're using IMAP4, next to **IMAP server**, enter **outlook.com**. If you're using POP3, under **POP server**, enter **outlook.com**.
- e. Next to **Password**, enter your password. If you want to save your password, you can select the check box next to **Save password in my Mac OS keychain**.
- f. Click **Click here for advanced receiving options**.
- g. In the pop-up window that appears, select the check box next to **This IMAP service requires a secure connection (SSL)**, and then click the close button in the upper-left corner of the pop-up window.

Under **Sending mail**:

- h. Next to **SMTP server**, enter the SMTP server name. See "Prerequisites" earlier in this topic for information about how to determine the name of your SMTP server.
  - i. Click **Click here for advanced sending options**.  
In the pop-up window that appears, do the following:
  - j. Select the check box next to **SMTP service requires secure connection (SSL)**.
  - k. Select the check box next to **SMTP server requires authentication**.
  - l. Select the **Use same settings as receiving mail server** option, and then click the close button in the upper-left corner of the pop-up window.
4. On the **Options** page, select the options you want. If you're using IMAP4, you can also select options on the **Advanced** page.

 **Caution:**

If you're using POP3, on the **Options** page, under **Server options**, select **Leave a copy of each message on the server** if you want to keep a copy of your messages on the server. If you don't do this, all messages will be removed from the server and stored locally on your computer.

5. In the **Edit Account** window, click **OK** to save your settings.
6. Close the **Accounts** dialog box.

What else do I need to know about setting up Entourage for Mac?

#### Other info that might help

- For more information about how to connect to Exchange Labs using other e-mail programs, see [Connect to Your Exchange Labs E-Mail](#).
- For more information about POP3 and IMAP4, see [Using POP3 and IMAP4 E-Mail Programs](#).
- For information about how to use Entourage, see the Help documentation that's provided with Entourage.