



Knowledgebase

## Using Entourage to Check Email

Entourage is an email client for the Macintosh that is included with Microsoft Office for Mac. All versions of Entourage can be used with our web hosting email service.

To check email with Entourage:  
First, open Entourage

Click the Tools menu at the top of the screen

Click **New**

In the Your Name field, enter the name that people will see when they receive email from you.

Click the **right arrow** to continue

Select **I already have an email address** and enter your email address in the space provided (ex: )

Click the **right arrow** to continue

Enter the following information:

- My incoming mail server is a - **Select POP3**
- **Incoming mail server:** Enter: mail.yoursitedomain.com
- **Outgoing mail server:** This will be provided by your ISP

Click the **right arrow** to continue

Enter the username and password that you selected when you created the email account

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**Important Note:** Enter your full email address for the username

Click the **right arrow** to continue

Click **Finish**

Entourage is now configured to send and receive email.

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