

## How to Configure Entourage for q.com E-mail

Email Type:  
@q.com



**Use this document if:**

- You need to configure Entourage for q.com e-mail.

**This document assumes:**

- You know your q.com e-mail address and password.
- Your q.com e-mail address is associated to a Qwest DSL® account.
- You have a working copy of Entourage.
- You have a working Internet connection.

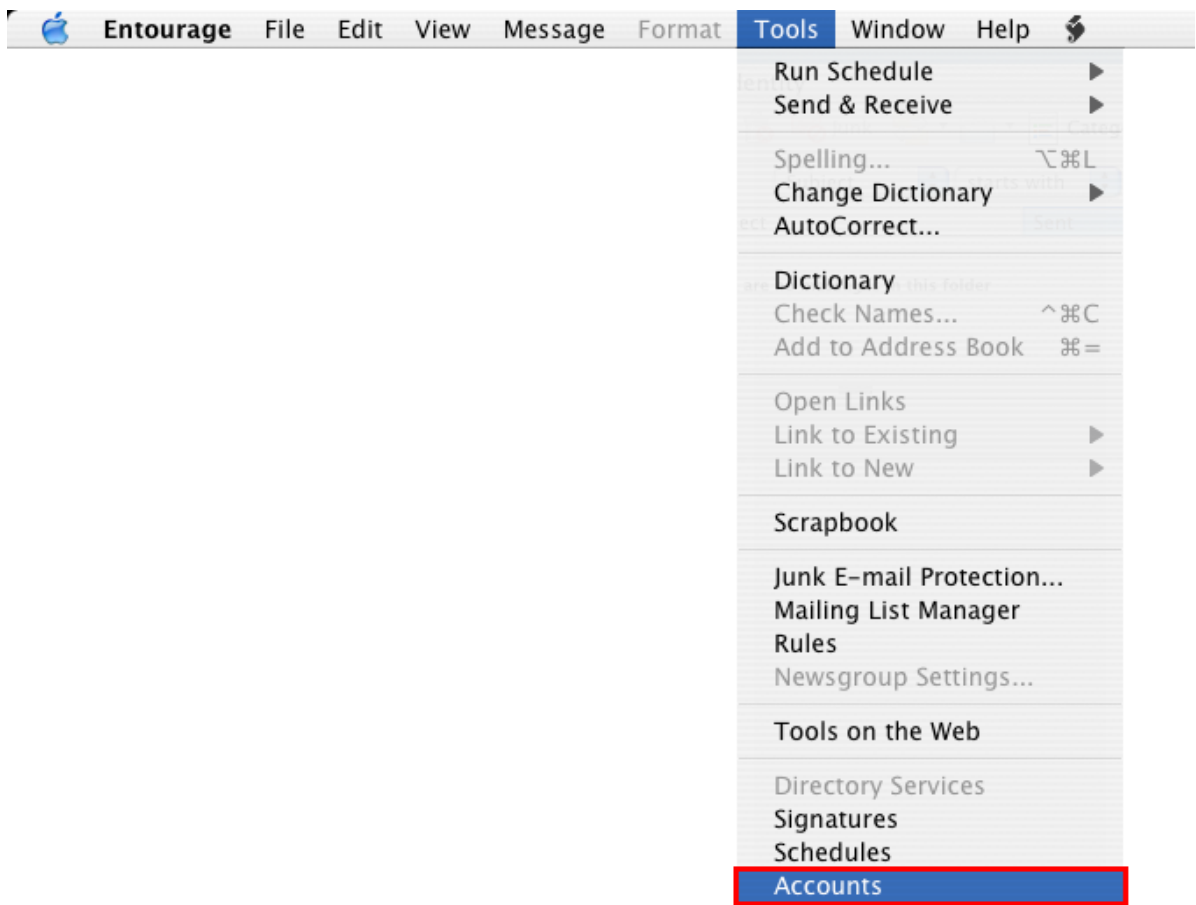
**Incoming/Outgoing server info:** If you are familiar with how to configure Entourage, use the following information. If you need more help, continue reading.

- Incoming Server: pop3.live.com (SSL enabled)
- Outgoing Server: smtp.live.com (SSL enabled, requires authentication)

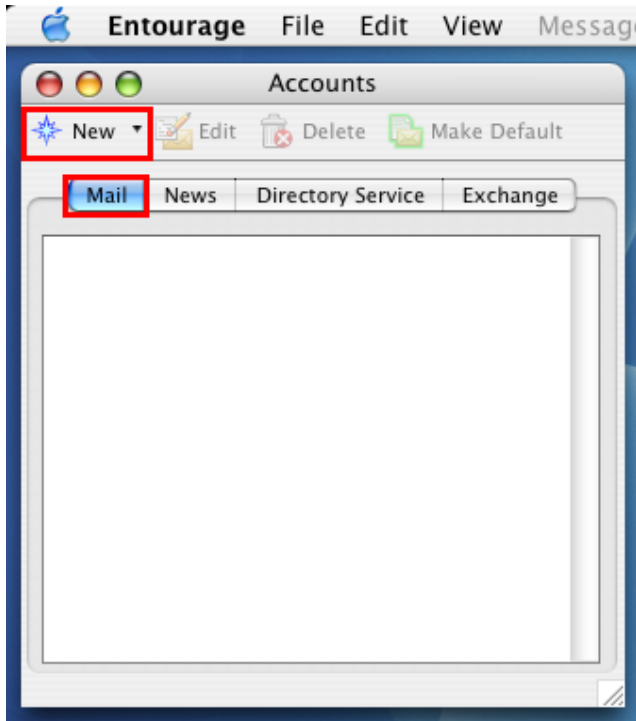
1. Open Entourage using the icon on your dock or by selecting the icon in your Applications folder.



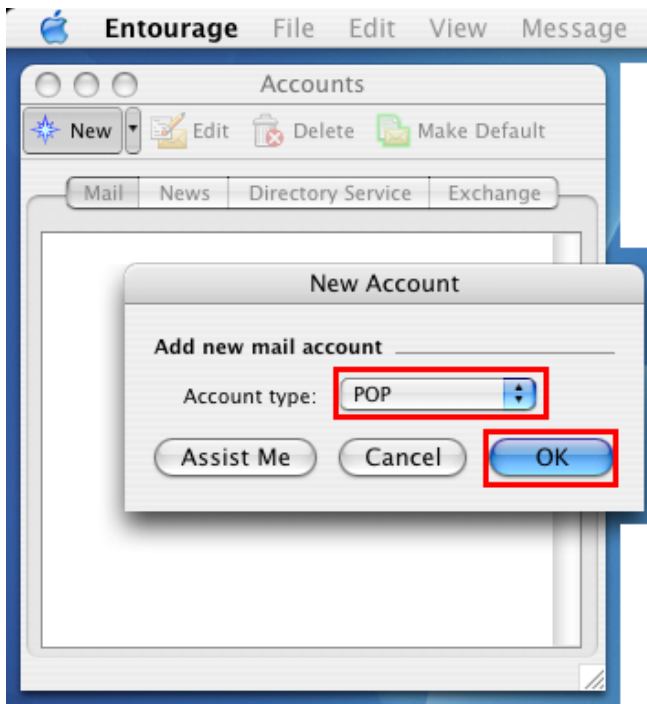
2. Select **Tools** then **Accounts** from the toolbar at the top.



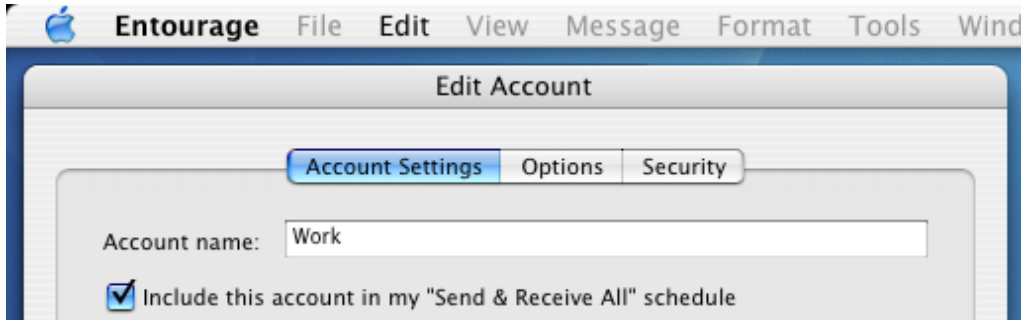
3. Select the **Mail** tab. Then, select the **New** button.



4. In the 'Account type' field, select **POP**. Then, select **OK**.



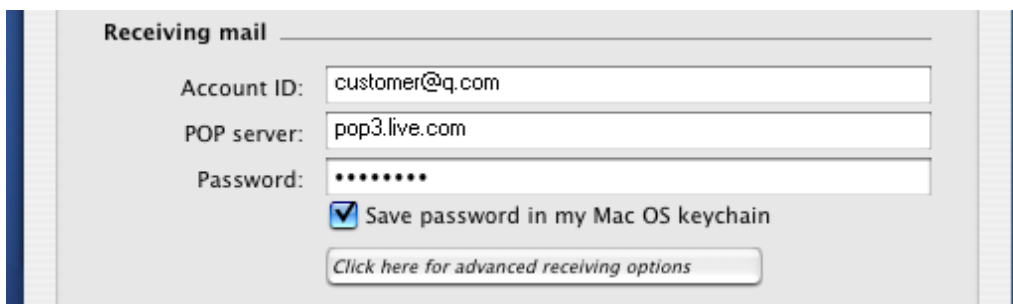
5. Enter a name you would like to identify this account. This can be helpful when using multiple email accounts within Entourage.



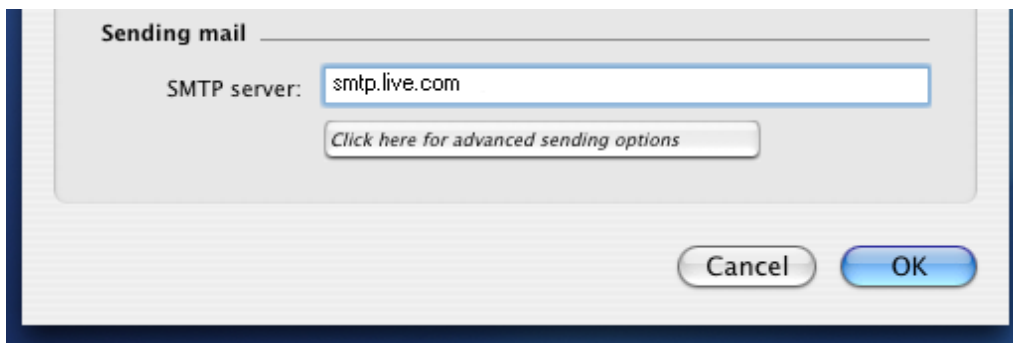
6. Enter your name as you would like it to appear in your outgoing mail. Then, enter your full @q.com email address.



7. In the 'Account ID' field, enter your full @q.com email address. Next, type in **pop3.live.com** in the 'POP server' field. Then, enter your q.com account password.



8. In the 'SMTP server' field, enter **smtp.live.com**.



9. Select **Click here for advanced receiving options**.

Entourage File Edit View Message Format Tools Wind

Edit Account

Account Settings Options Security

Account name: Work

Include this account in my "Send & Receive All" schedule

Personal information

Name: Qwest Customer

E-mail address: customer@q.com

Receiving mail

Account ID: customer@q.com

POP server: pop3.live.com

Password: .....

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server: smtp.live.com

[Click here for advanced sending options](#)

Cancel OK

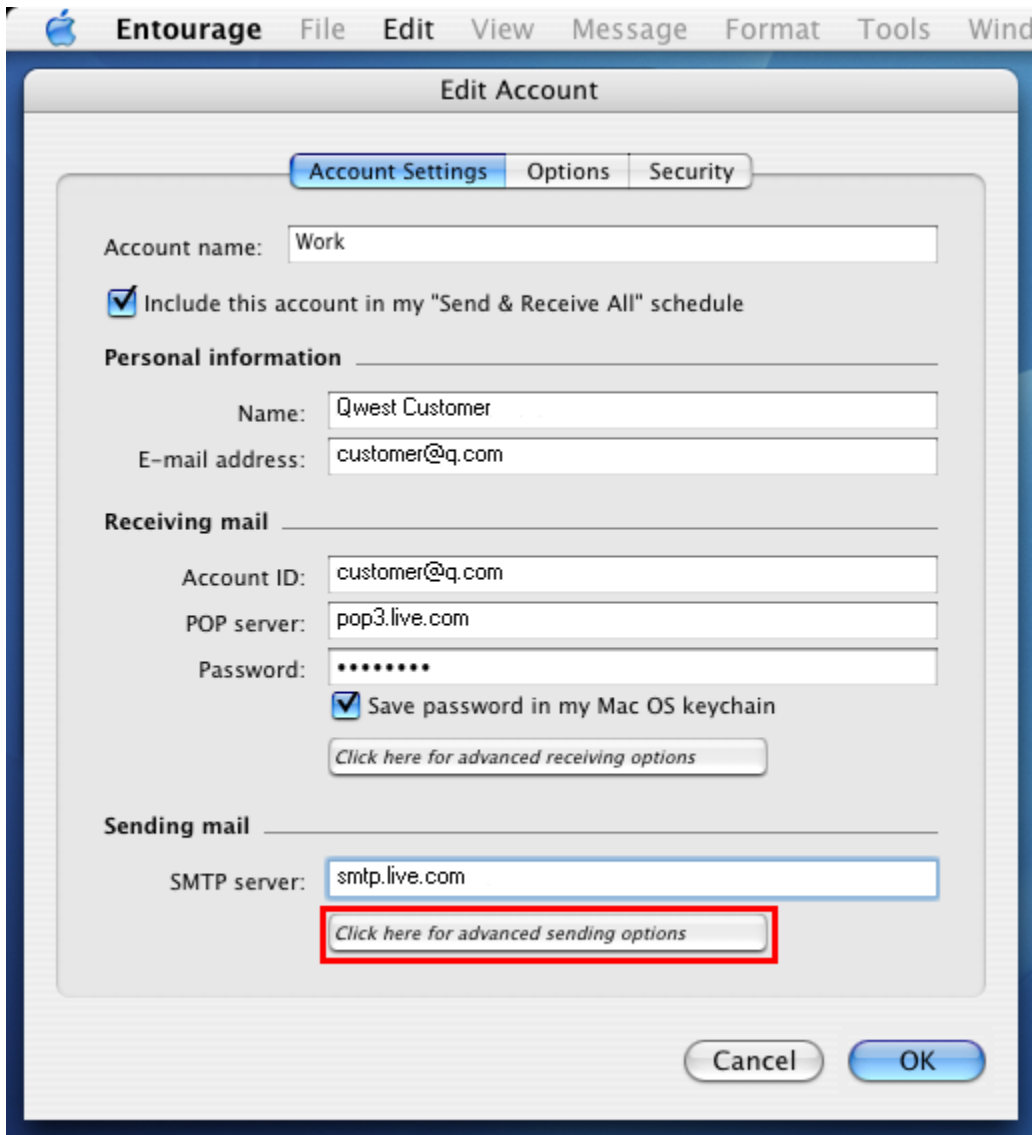
10. Check the box next to **This POP service requires a secure connection (SSL)**. Then, close the mini-window by selecting the dash in the top left corner.

This POP service requires a secure connection (SSL)

Override default POP port: 995

Always use secure password

11. Select **Click here for advanced sending options**.



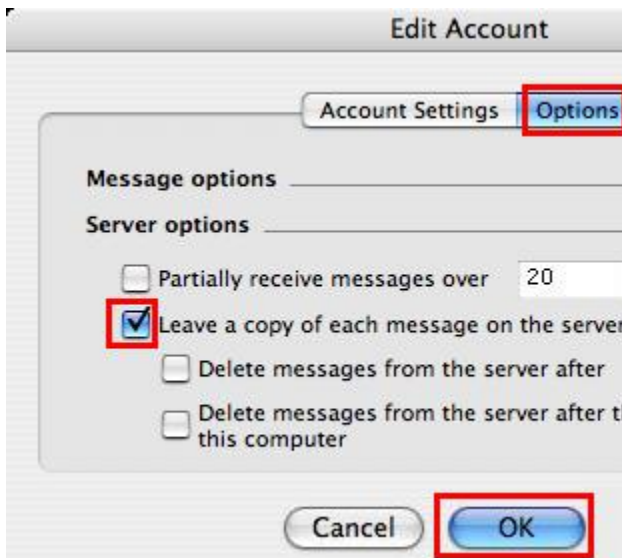
12. Check the boxes next to **SMTP service requires secure connection (SSL)** and **SMTP server requires authentication**. Then, close the mini-window by selecting the dash in the top left corner.



A screenshot of a configuration window for an email account. The window has a red 'X' in the top-left corner. It contains the following options:

- SMTP service requires secure connection (SSL)
- Override default SMTP port: 25
- SMTP server requires authentication
  - Use same settings as receiving mail server
  - Log on using
- Account ID:
- Password:
- Save password in my Mac OS keychain
- Domain for unqualified addresses:

13. Select the **Options** tab. Put a checkmark next to **Leave a copy of each message on the server**. Click **OK**.

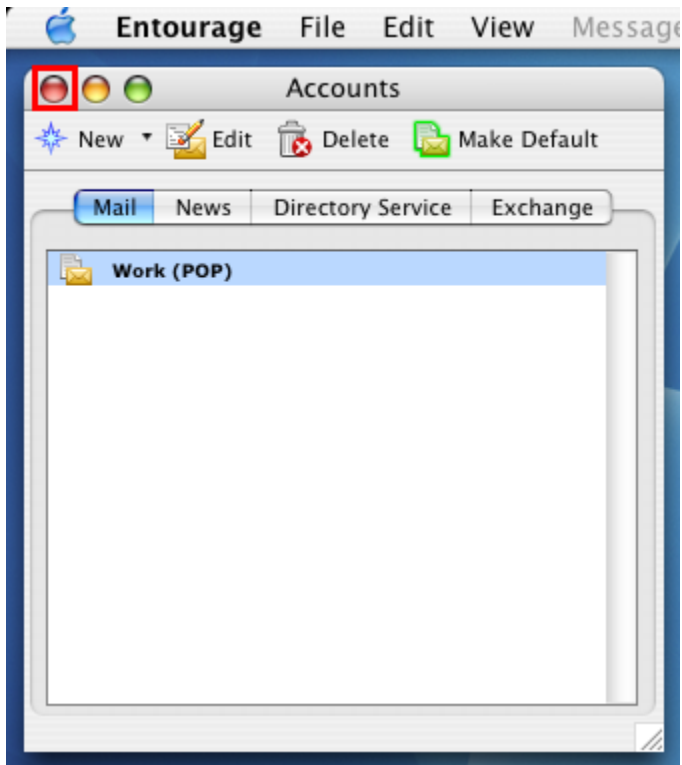


A screenshot of the 'Edit Account' window, specifically the 'Options' tab. The 'Options' tab is highlighted with a red box. The 'Server options' section contains the following options:

- Partially receive messages over 20
- Leave a copy of each message on the server
- Delete messages from the server after
- Delete messages from the server after this computer

At the bottom of the window, there are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red box.

14. Select the red gum drop to close the window.



Congratulations, you have configured Entourage for your @q.com e-mail.