

MS Entourage v10 Secure POP Configuration Settings for Macintosh-based PC for HMS Local and Remote Usage

Overview

Harvard Medical School (HMS) recently made some adjustments to allow students the ability of accessing their HMS student email remotely with a desktop email client. Students may now use a secure protocol from outside of the HMS network. HMS assumes that students will have an Internet Service Provider to access the World Wide Web. This document is provided as a resource. Technical support is available *only* for the web-based email client, Outlook Web Access (OWA).

Special Considerations

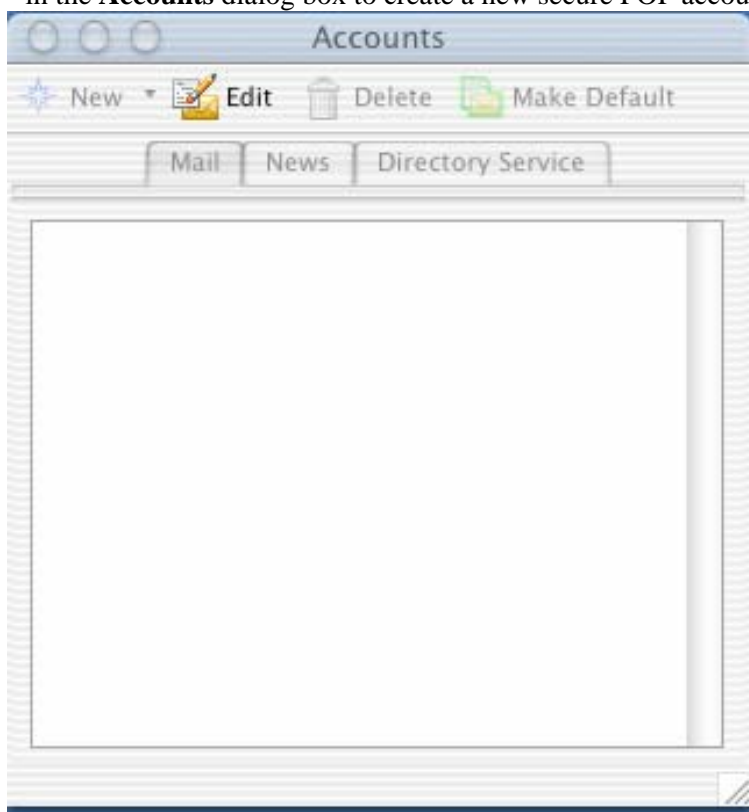
- This document has been tested using MS Entourage v10 for Mac OS X (10.2.6).
- When configuring your account settings, use your primary student email address rather than an alias.
- *Pre-doctoral students entering medical school as of Fall, 2004 will use the following official student email address: *firstname_lastname@hms.harvard.edu* for HMS/DMS/HST and *firstname_lastname@hsdm.harvard.edu* for HSDM. All other pre-doctoral students will follow the format of *firstname_lastname@student.hms.harvard.edu*.

Step-by-Step Configuration Instructions

- **NOTE:** If you have an anti-virus application such as Symantec's Norton Anti-virus, *disable* the outbound email scanning option.

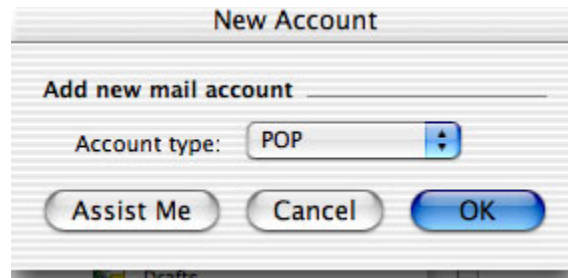
Step 1: Launch MS Entourage v10. Select the **Tools** menu and highlight **Accounts**.

Step 2: Click "New" in the **Accounts** dialog box to create a new secure POP account.

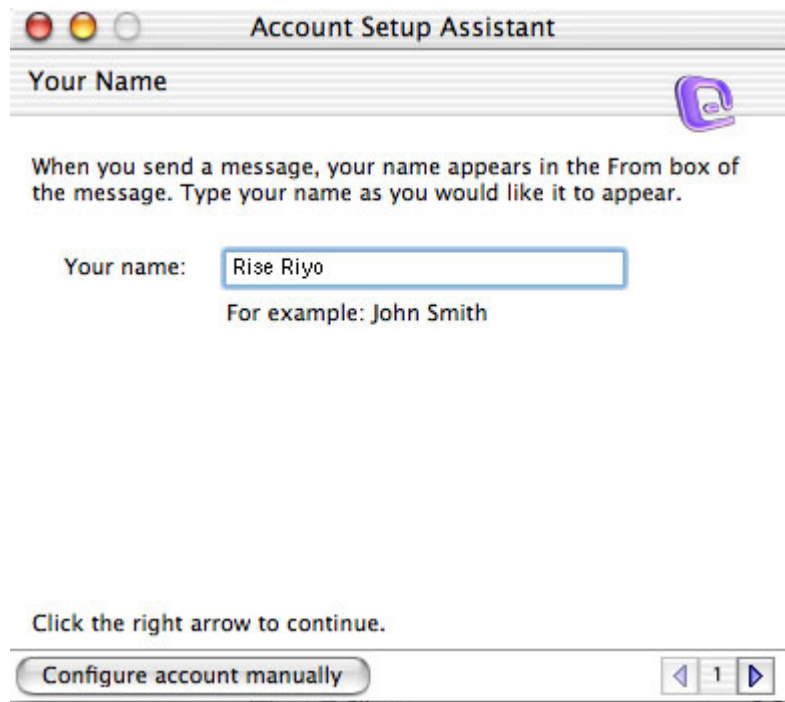


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Step 3: Choose **POP** for **Account type** pull-down menu. Click the **Assist Me** button in the **New Account** dialog box.



Step 4: Click the button, *Configure account manually*, in the **Account Setup Assistant** dialog box.



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Step 5: Fill out the following information in the **Edit Account** dialog box:

Account Name: *Firstname Lastname sPOP*

Name: *Firstname Lastname*

E-mail address: *Your Official Student Email Address dependent upon your entering year**

Account ID: *med\your eCommons username (initials and some number)*

IMAP server: *email.med.harvard.edu*

Password: *your eCommons case-sensitive password (with the new syntax rules)*

Select the checkbox: **Save password in my Mac OS keychain**

SMTP server for On-Campus Students: *gate.med.harvard.edu*

SMTP server for Off-Campus Students: *Your ISP SMTP server settings*

Edit Account

Account Settings Options

Account name: Rise Riyo sPOP

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

Personal information

Name: Rise Riyo

E-mail address: rise_rryo@student.hms.harvard.edu

Receiving mail

Account ID: med\rr3

POP server: email.med.harvard.edu

Password: ●●●●●●●●

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server: (*See above SMTP settings for on-campus and off-campus students)

[Click here for advanced sending options](#)

Cancel OK

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Step 6: Click the button, *Click here for advanced receiving options* in the **Edit Account** dialog box. Select the check box, *This POP service requires a secure connection (SSL)*.

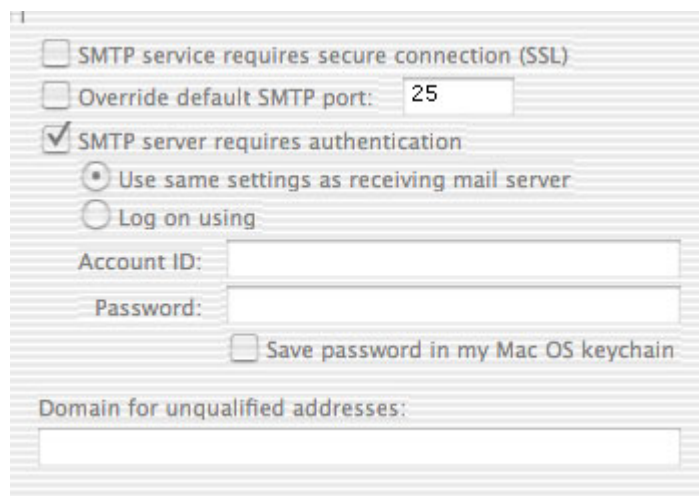


This POP service requires a secure connection (SSL)

Override default POP port:

Always use secure password

Step 7: Click the button, *Click here for advanced sending options* in the **Edit Accounts** dialog box. Select the checkbox, *SMTP server requires authentication*.



SMTP service requires secure connection (SSL)

Override default SMTP port:

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:

Congratulations! You have completed the MS Entourage v10 Secure POP configuration process for a Macintosh-based PC. As always there are a number of optional configuration settings that you may choose to utilize or not, at your discretion. The information presented here represents the minimal configuration requirements to successful engage in the HMS Secure POP environment.