

# MS Entourage v10 Secure IMAP 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

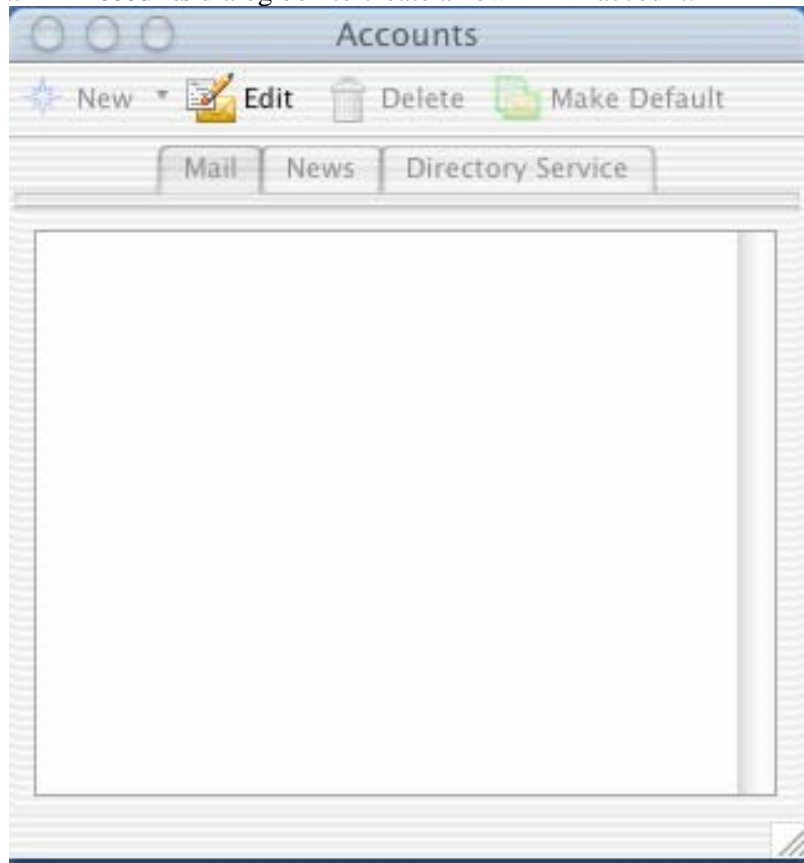
- This document has been tested with MS Entourage v10 for Mac OS X (10.2.6)
- When configuring your account settings, use your official student email address rather than an alias.
- \*Pre-doctoral students entering medical school as of Fall, 2004 will use the following official student email address: *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.

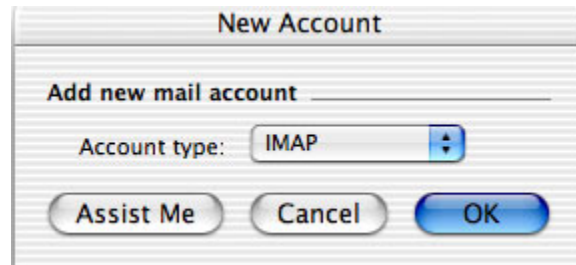
**Step 1:** Launch MS Entourage v10. Select the **Tools** menu and highlight **Accounts**.

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

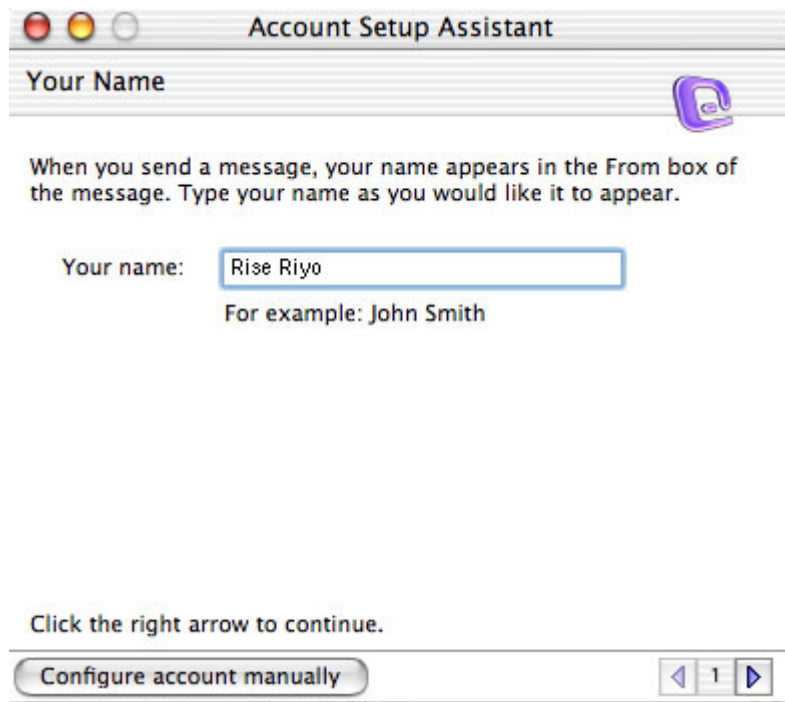


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**Step 3:** Choose **IMAP** for **Account type** pull-down menu. Click the **Assist Me** button in the **New Account** dialog box.



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



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

**Account Name:** *Firstname Lastname sIMAP*

**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 settings*

**Edit Account**

Account Settings Options Advanced

Account name: Rise Riyo sIMAP

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

**Personal information**

Name: Rise Riyo

E-mail address: rise\_riyo@student.hms.harvard.edu

**Receiving mail**

Account ID: med\rr3

IMAP server: email.med.harvard.edu

Password: ●●●●●●●●

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

**Sending mail**

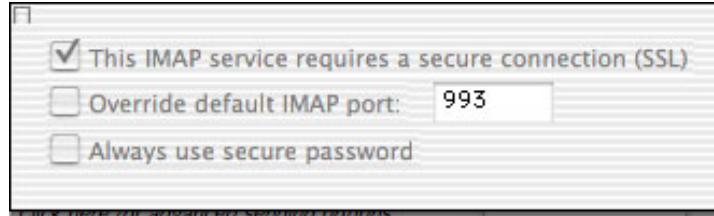
SMTP server: (\*See above SMTP settings for on-campus and off-campus students)

[Click here for advanced sending options](#)

Cancel OK

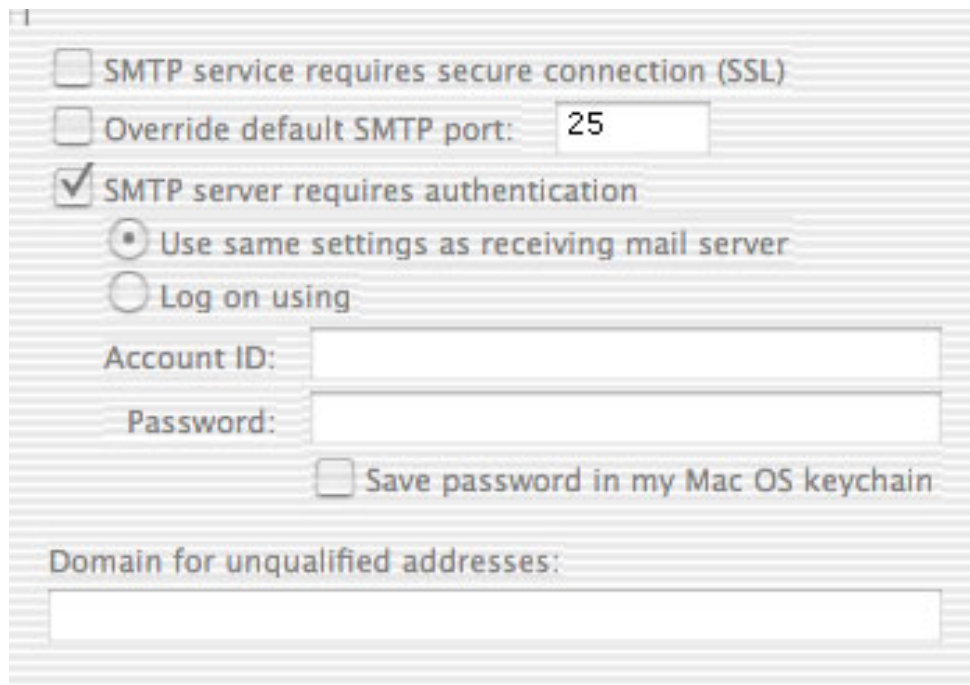
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**Step 6:** Click the button, *Click here for advanced receiving options*. Select the checkbox, *This IMAP service requires a secure connection (SSL)*.



This IMAP service requires a secure connection (SSL)  
 Override default IMAP port: 993  
 Always use secure password

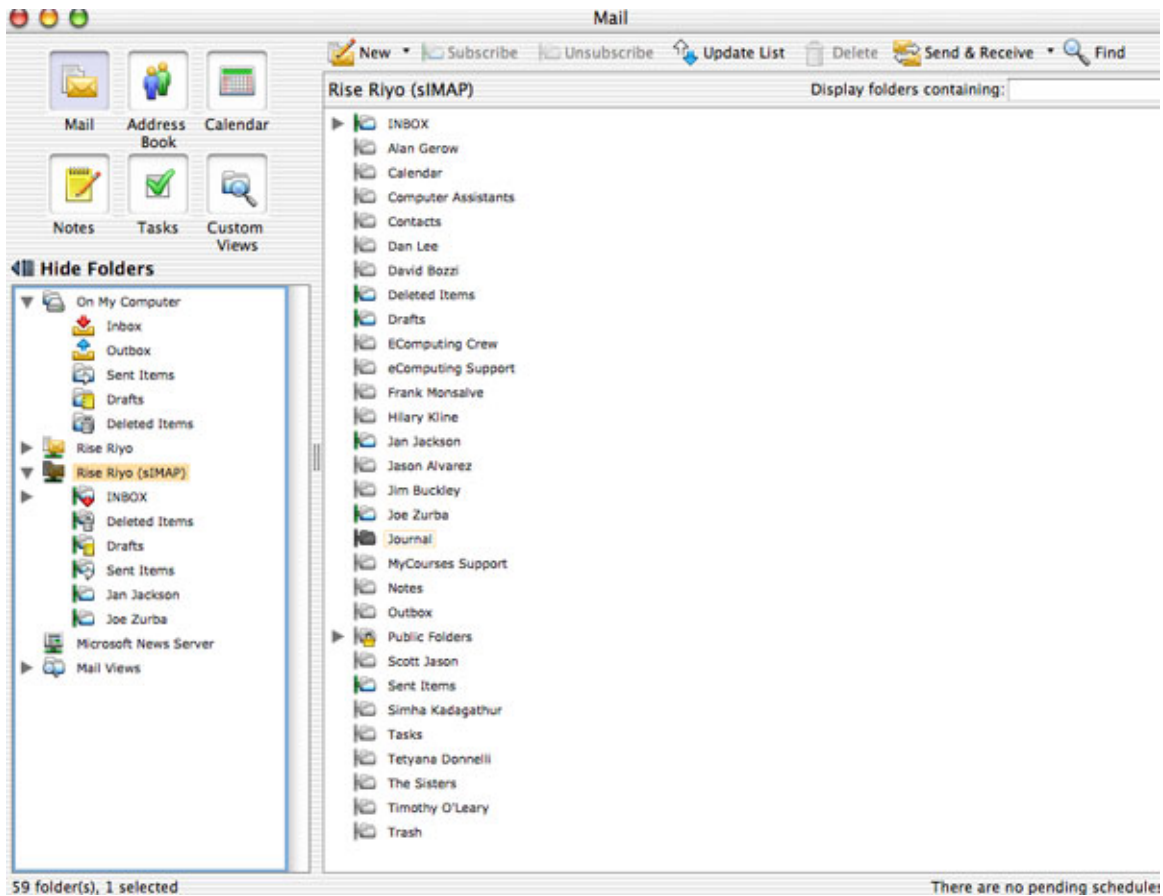
**Step 7:** Click the button, *Click here for advanced sending options*. Select the checkbox, *SMTP server requires authentication*.



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:

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**Step 8:** The MS Entourage Secure IMAP page will look similar to the following:



Congratulations! You have completed the MS Entourage v10 Secure IMAP 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 IMAP environment.