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

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.
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

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*Note: The asterisk indicates required fields.*
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)*.

![Image showing the checkbox for secure connection and default POP port]

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

![Image showing the checkbox for SMTP server authentication and default SMTP port]

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.