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

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

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