Entourage Remote Email Connection

(IMAP with SSL)

Please follow the instructions listed below to connect to the IHP email server from outside the USC network. These instructions are for configuring a Mac OS X machine with Entourage, which is included with the Microsoft Office Suite for Mac.

If you have any questions on connectivity, or general access, please contact your respective technician at your earliest convenience.

Sincerely,

The IHP Computer Technical Team
Step by step guide to Entourage Email connectivity:

Prerequisites:

- Macintosh OS X 10.4 (Tiger) or 10.5 (Leopard).

Configuration:

1. Open *Entourage*.
2. Go to *Entourage -> Account Settings*...
3. Click on the *Accounts* tab.
4. Click *New* to add a new account.
5. Select *IMAP* from the “Account type:” dropdown box, then click *OK*.
6. Type **CHP** in the “Account name:” box.
7. Type **Last Name, First Name** into the “Name:” box.
8. Type your email address into the “Email Address:” box.
9. Type **CHP\myusername** in the “Account ID:” box.
10. Type **ihp-eca.ihpnet.usc.edu** in the “IMAP Server:” box.
11. Type your CHP password in the “Password:” box.
12. Click “Click here for advanced receiving options”.
13. Check the box titled “This IMAP service requires a secure connection (SSL)”, then close the SSL window.

![SSL Window](image1.png)

14. Type **ihp-eht.ihpnet.usc.edu** in the “SMTP Server:” box.
15. Click “Click here for advanced sending options”.
16. Check the box titled “SMTP service requires a secure connection (SSL)”. 
17. Check the box titled “SMTP server requires authentication”, then close the SSL window.

![Advanced Options](image2.png)

18. Click **OK** at the “Edit Account” window.
19. If prompted, click **Always Allow** at the keychain pop-up box.
20. Close the “Accounts” box.
21. Highlight **CHP** in the left pane, then click **Send & Receive**.

** Please note that the first time Entourage retrieves mail from the email server, it may take several minutes, depending on the size of your mailbox. **

**Completion:**

Now that you have completed the configuration of Entourage, you may use retrieve email as if you were in the office.

If you have any problems with configuration or connectivity, please feel free to contact the I.T. Support Team at your earliest convenience.