

For MAC Users: How do I set up Entourage for access to Live.edu?

1. In Entourage for Mac, on the **Tools** menu, click **Accounts > New**.
2. In the **New Account** window, under **Add new mail account**, select **IMAP** or **POP** from the drop-down menu next to **Account type**, and then click **OK**. You might want to use IMAP because it supports more features.

3. On the **Edit Account** page, do the following:
Under **Account name**, type a name for this account, for example, Outlook Live e-mail account.

Under **Personal Information**:

- a. Next to **Name**, enter the name you want people to see when you send them e-mail.
- b. Next to **E-mail address**, enter your full e-mail address, for example, tony@contoso.com.

Under **Receiving mail**:

- c. Next to **Account ID**, enter your full e-mail address.
- d. If you're using IMAP4, next to **IMAP server**, type **outlook.com**. If you're using POP3, under **POP server**, type **outlook.com**.
- e. Next to **Password**, enter your password. If you want to save your password, you can select the check box next to **Save password in my Mac OS keychain**.
- f. Click **Click here for advanced receiving options**.
- g. In the pop-up window that appears, select the check box next to **This IMAP service requires a secure connection (SSL)**, and then click the close button in the upper-left corner of the pop-up window.

Under **Sending mail**:

- h. Next to **SMTP server**, enter the SMTP server name. To find the SMTP server name, sign in to Outlook Live at the following address: **https://pod51000.outlook.com/owa/**. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. For example, if the address resolves to **https://pod51005.outlook.com/owa**, enter **pod51005.outlook.com** for the SMTP server name.
 - i. Click **Click here for advanced sending options**.
In the pop-up window that appears, do the following:
 - j. Select the check box next to **SMTP service requires secure connection (SSL)**.
 - k. Select the check box next to **SMTP server requires authentication**.
 - l. Select the **Use same settings as receiving mail server** option, and then click the close button in the upper-left corner of the pop-up window.
4. On the **Options** page, select the options you want. If you're using IMAP4, you can also select options on the **Advanced** page.

 **Caution:**

If you're using POP3, on the **Options** page, under **Server options**, select **Leave a copy of each message on the server** if you want to keep a copy of your messages on the server. If you don't do this, all messages will be removed from the server and stored locally on your computer.

5. In the **Edit Account** window, click **OK** to save your settings.
6. Close the **Accounts** dialog box.

How do I set up Mail for Mac OS X for POP3 or IMAP4 access to Outlook Live?

1. Open Mail, and then do one of the following:
 - If you've never set up any e-mail accounts using Mail, the **Welcome to Mail** page appears. Go to step 2.
 - If you've already created e-mail accounts using Mail, on the **Mail** menu, click **Preferences**. On the **Accounts** tab, click the plus sign (+) at the bottom of the navigation pane to open the **Add Account** window.
2. On the **Welcome to Mail** or **Add Account** window:
 - a. In the **Full Name** box, enter the name you want to display to people you send e-mail to.
 - b. In the **Email Address** box, enter your primary e-mail address.
 - c. In the **Password** box, enter the password for your Outlook Live account, and then click **Continue**.
 - In the **Incoming Mail Server** window, enter the following:
 - Next to **Account Type**, select **POP** or **IMAP**. You might want to use IMAP because it supports more features.
 - a. In the **Description** box, enter a name that will remind you what this account is for, for example, "Outlook Live account".
 - b. In the **Incoming Mail Server** box, enter **outlook.com**, if you're connecting using IMAP4. Enter **outlook.com** if you're connecting using POP3.
 - c. In the **User Name** box, enter your primary e-mail address.
 - d. In the **Password** box, enter the password for your Outlook Live account if it's not already shown in that field.
 - e. Click **Continue**. Mail will test your connection to the incoming server using default settings.

 **Note:**

If the test isn't successful, click **Continue** again. You can verify your settings after you complete this procedure.

In the **Outgoing Mail Server** window, do the following:

- . In the **Description** box, enter the name for this mail server, for example, "Outlook Live out".
- a. In the **Outgoing Mail Server** box, enter the SMTP server name. To find the SMTP server name, sign in to Outlook Live at the following address:
https://pod51000.outlook.com/owa/. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. For example, if the address resolves to **https://pod51005.outlook.com/owa**, enter **pod51005.outlook.com** for the SMTP server name.
- b. Make sure the **Use only this server** check box is selected.
- c. Select the **Use Authentication** check box. Your user name and the password you entered for the incoming server will appear in the **User Name** and **Password** text boxes. These values are the same for the outgoing server. Click **Continue**.
- d. Click **Continue**. Mail will test your connection to the outgoing mail server using default settings.

 **Note:**

If the test isn't successful, click **Continue** again. You can verify your settings at the end of this procedure.

If you're using IMAP4, in the **Account Summary** box, click **Create**.

If you're using POP3, we recommend that you set up your client to keep a copy of the messages that you retrieve to your local computer on the server. This lets you access your messages from a different mail programs, for example, Outlook Web Access.

To keep a copy of these messages on the server, do the following:

- . In the **Account Summary** box, clear the **Take Account online** check box, and then click **Create**.
- a. In Mail, on the **Mail** menu, click **Preferences**.
- b. On the **Accounts** tab, in the navigation pane, select the account you want.
- c. In the right pane, click **Advanced**.
- d. Clear the **Remove copy from server after retrieving a message** check box, and then close the **Accounts** window.

If you don't want Mail to keep a copy of your messages on the server, select the **Take account online** check box, and then click **Create**.

What else do I need to know?

- If you don't know whether to use POP3 or IMAP4, consider using IMAP4 because it supports more features.
 - To access Outlook Live, you need the Windows Live ID that your administrator gave you to use with Outlook Live and your password. The Windows Live ID account is also your primary e-mail address and includes the name of the domain, for example, tony@contoso.com.
 - If Mail doesn't connect, you might need to verify that Mail is set up to send and receive mail using the security setting known as Secure Sockets Layer (SSL). You can verify that Mail is set up to use SSL as follows:
1. In Mail, click **Mail > Preferences >Accounts**.
 2. On the **Accounts** tab, select the account you want, and then click **Advanced**.
 3. On the **Advanced** tab:
 - a. Make sure **Use SSL** is selected.
 - b. Make sure the **Port** is 993 if you're using IMAP4. The **Port** should be 995 if you're using POP3.
 - c. Make sure the **Authentication** is Password.
 - d. Make sure the **Domain Name** text box is empty.
 4. On the **Account Information** tab:
 - a. Under **Outgoing Mail Server (SMTP)**, make sure **Use only this server** is selected.
 - b. Under **Outgoing Mail Server (SMTP)**, click the drop-down menu, and then click **Edit Server List > Advanced**.
 - c. Under **Server port**, make sure **Use Secure Sockets Layer (SSL)** is selected.
 - d. Make sure the **Server port** is 25.
 - e. Under **Authentication**, verify that **Password** is selected, and then click **OK**.