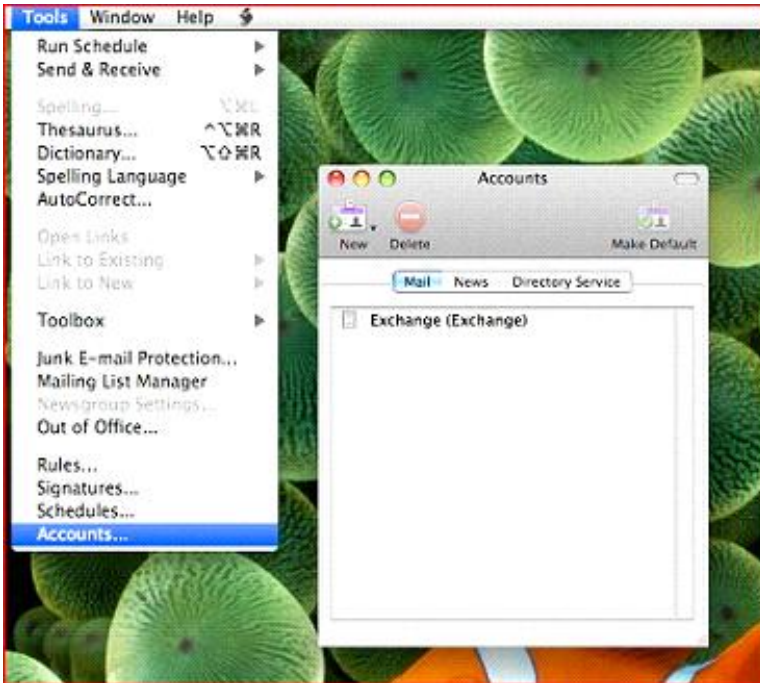


Setup Tmail in Microsoft Entourage

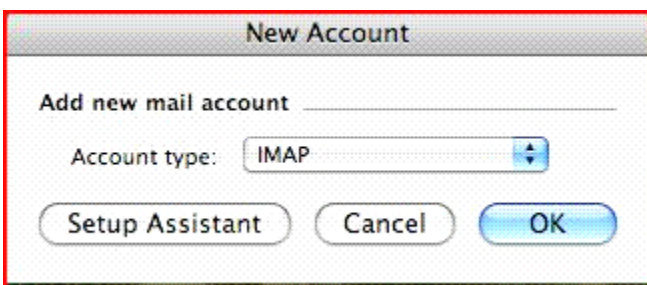
Step 1,

With Entourage open, Click on the **Tools** Menu, then click on **Accounts...**
You should get the following box below,



Step 2,

Click on the **New** button and you will get the following box below,
Be sure to select **IMAP** and then click on "Ok"



Setup Tmail in Microsoft Entourage

Step 3,

In this menu box,
Enter your full name

Your email address - YourTrinityusername@trinity.edu

Account ID - YourTrinityusername@trinity.edu

IMAP Server - **IMAP.GMAIL.COM**

Password - Your Tmail password - *This is very important!*

SMTP Server - **SMTP.GMAIL.COM**

Account name: Any name you want here

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

Personal information

Name: Your Name

E-mail address: Yourusername@trinity.edu

Receiving mail

Account ID: yourusername@trinity.edu

IMAP server: imap.gmail.com

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server: smtp.gmail.com

[Click here for advanced sending options](#)

Cancel OK

Step 4,

Click on the box "Click here for advanced receiving options"

Make sure you have the info below,

Receiving mail

Account ID: yourusername@trinity.edu

IMAP server: imap.gmail.com

Password:

Save password in my Mac OS keychain

This IMAP service requires a secure connection (SSL)

Override default IMAP port: 993

Always use secure password

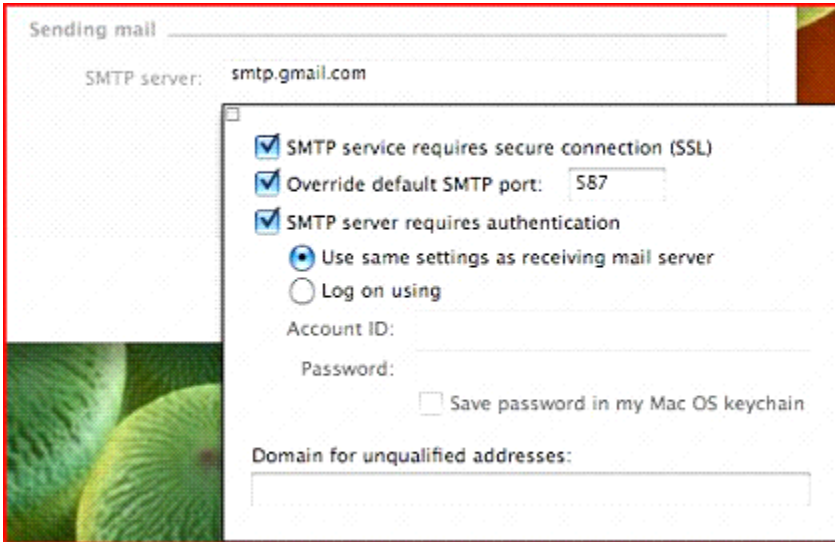
[Click here for advanced sending options](#)

Setup Tmail in Microsoft Entourage

Step 5,

Click on the box “**Click here for advanced sending options**”

Make sure you have the info below,



Click on **OK**, and you should now have your email from Tmail go into Microsoft Entourage!