Mac OS X - Configuring Entourage 2008 for IMAP

This document explains how to configure Microsoft Entourage 2008, as installed with Office 2008 for the Macintosh, to use IMAP with Zimbra Mail.

Step 1: Start Entourage. Click Tools and then click Accounts (Figure 1).

Step 2: In the Accounts window click New (Figure 2).
Step 3: The Account Setup Assistant will start. Click the **Configure account manually** button (Figure 3).

![Figure 3](image)

Step 4: Select **IMAP** for Account type and click **OK**

![Figure 4](image)

Step 5: Enter your settings (Figure 5).

- **Account Name**: Name your account something descriptive such as “UL Imap”.
- **Name**: Enter your full name as you would like it to appear on the messages that you send.
- **Email address**: **clid@louisiana.edu**. This is the address that your contacts' email program will reply to your messages. This is also the address that will get
recorded in your contacts’ address book if they add you as a contact.

- **IMAP Server**
  This is the UL Lafayette Zimbra incoming server.
  This field should be set to `imap.zimbra.louisiana.edu`

- **SMTP Server**
  This is the UL Lafayette Zimbra outgoing server.
  This field should be set to `mailer.zimbra.louisiana.edu`

Figure 5

- Once all of your settings are entered, click the button labeled **Click here for advanced receiving options**.
• Check the box labeled **This IMAP service requires a secure connection (SSL)** (Figure 6)

![Figure 6](image1.png)

• Make sure that the port number is set to **993**. Zimbra introduces SSL which provides secure password authentication to your Zimbra Mail account.

• Next, click the button labeled **Click here for advanced sending options**, and enter the following information:
  o Check the box labeled **SMTP service requires a secure connection (SSL)**
  o Check the box labeled **Override default SMTP port**: and change the port to 465
  o Also, check the box labeled **SMTP server requires authentication** and set authentication to **Use same settings as receiving mail server** (Figure 7).

![Figure 7](image2.png)

Step 7: Click **OK** in the Edit Account window. Close the Accounts window to save your settings. Your Zimbra Imap account is now configured to send and receive mail.