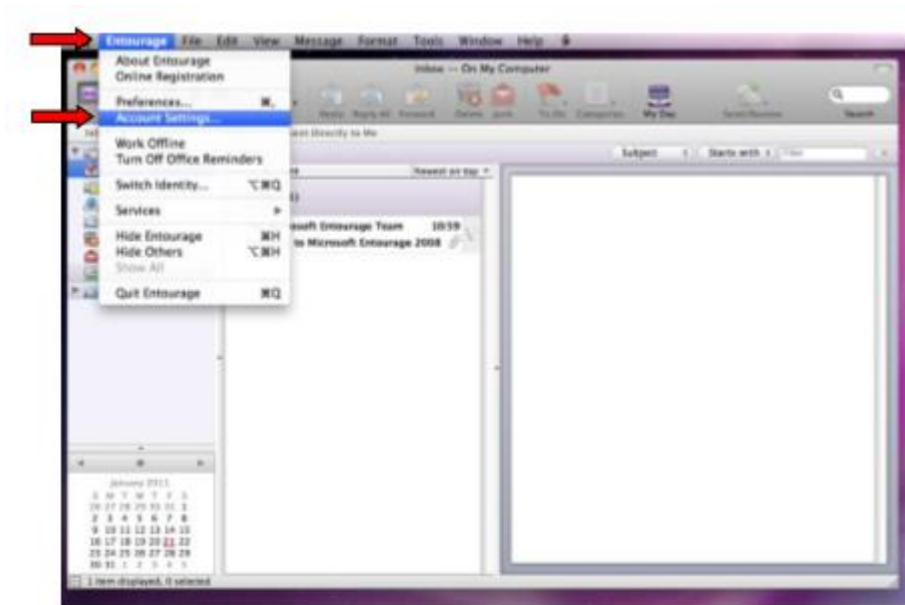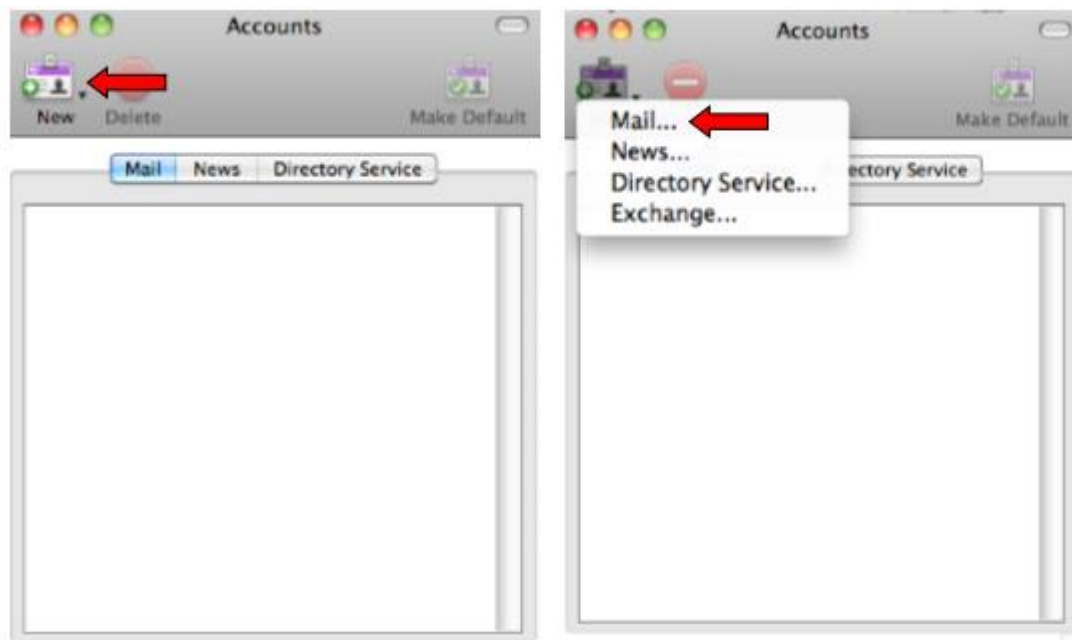# CJSM

CJSM POP Guide

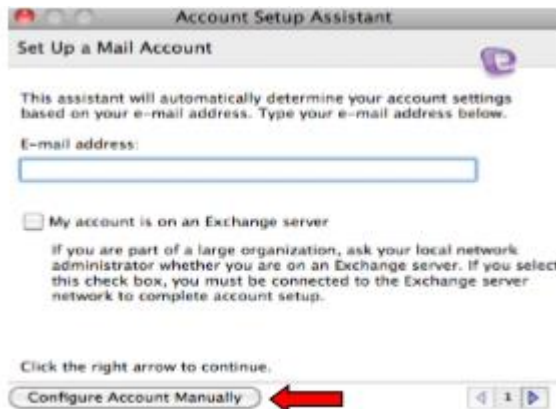# Mac Entourage

# CJSM POP Guide – Mac Entourage

1. Start the **Entourage** client

2. Click on **Entourage** at the top menu and then click on **Account Settings**
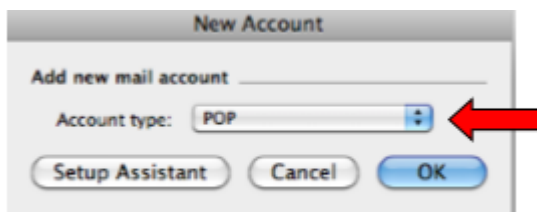


3. To add a new account, click on **new** icon and then on **Mail**

4. Click on the button located at the bottom **"Configure Account Manually"**



5. Select **"POP"** for account type and click **"OK"**



6. Fill in the fields

   a. **Account name:** CJSM Account (just a reference)
   b. **Full Name:** Your full name [with spaces]
   c. **Email address:** Your full CJSM email address [including the .cjsm.net suffix]
   d. **Account ID:** Your username [same as the web login]
   e. **POP server:** mail.cjsm.net
   f. **Password:** Your CJSM password [same as the web login]
   g. **Check save password**
   h. **SMTP server:** smtp.cjsm.net
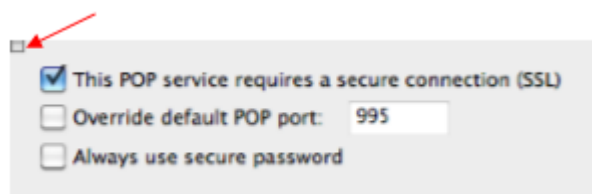
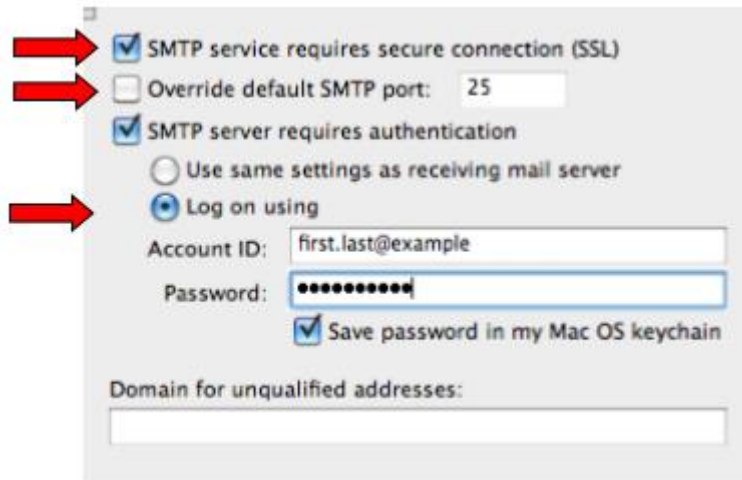**7.** Click **"Click here for advanced receiving options"**

Then tick the checkbox **"This POP service requires a secure connection (SSL)"** and then click the top left box to close.



J. Click the button "Click here for advanced **Sending** options" and then tick the checkbox **"SMTP service requires a secure connection (SSL)"**,

*Optional: If you need to change the port to 2525, check "Override default SMTP port" and type in the number.*

Check **"SMTP server requires authentication"** and select "Log on using" then enter your username and password [same as web login details] Click the top left box to close the dialogue box.

Click "OK" on the account settings page and you ready to send a test email to echo@gsi.gov.uk.cjsm.net   if successful, you should receive an automated reply.

**Note:**  You will receive the following prompt when attempting to send a secure email, click "OK" to continue sending.  This is expected behaviour.