

Setting up Entourage for Google Apps

The following document will take you through the steps of setting up Entourage to connect with your new Google Apps account. This setup will create an IMAP connection to Google Apps in order to keep your mail constantly in sync.

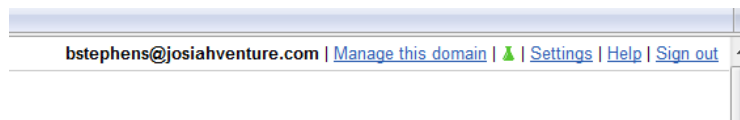
Unfortunately, the Entourage contacts and calendar are not able to be connected to the Google Contacts and Google Calendar at this time. Therefore, this setup will only focus on the mail setup. If you would like to synchronize your Entourage contacts with Google Apps it is recommended that you first sync Entourage with iCal and Apple Address Book, and then use Spanning Sync to connect those with Google Apps.

Because of this limitation, it is strongly recommended that you consider moving to the web interface for Google Apps or move your email client to Apple Mail. If you decide to do this, please see the separate documentation for setting up Apple Mail, Address Book, and iCal.

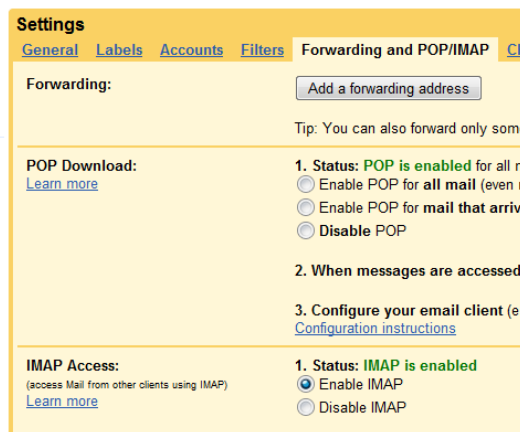
Setting up Entourage

Before beginning this setup you should be sure you have logged into Google Apps for the first time and have created a new password.

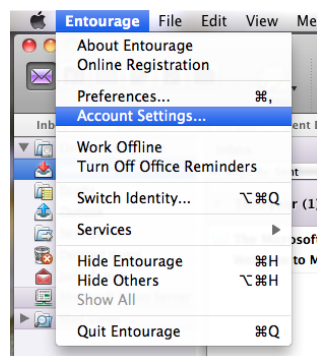
1. Login to your Google Apps account and go to the email page
2. In the upper right corner click on "Settings"



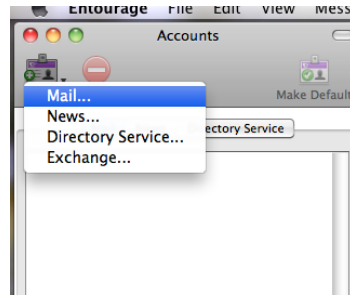
3. Click on the tab called "Forwarding and POP/IMAP" and be sure Enable IMAP is selected



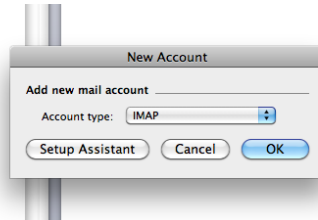
4. Open Entourage and go to Entourage → Account Settings



5. Click the dropdown on New and select Mail...

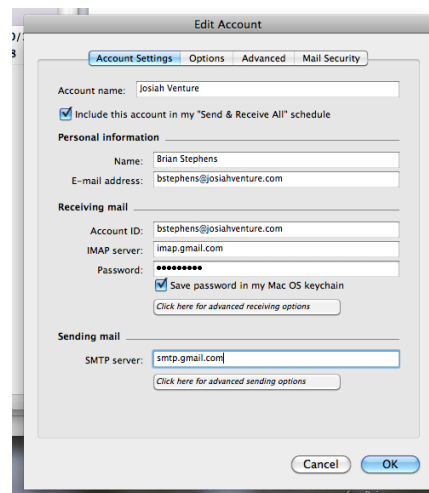


6. Select Account Type of IMAP and click OK

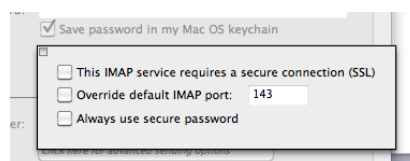


7. Enter the following information

- Account Name: Josiah Venture
- Name: [Your Name]
- Email Address: [username]@josiahventure.com
- Account ID: [username]@josiahventure.com
- IMAP Server: imap.gmail.com
- Password: The password you created on your initial login
- SMTP Server: smtp.gmail.com

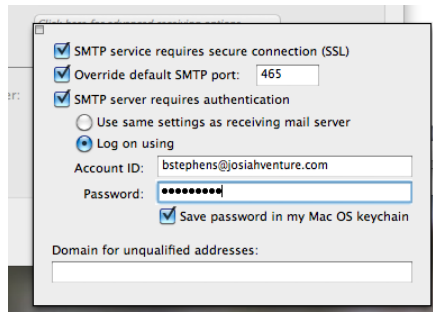


8. Click on "Click here for advanced receiving options" and enter the following:
- a. Check the box for "This IMAP service requires a secure connection (SSL)"
 - b. Check the box for "Override default IMAP port:" and put in 993



9. Click on "Click here for advanced sending options" and enter the following:
- Check box for "SMTP service requires secure connection (SSL)"

- Check box for “Override default SMTP port:” and enter 465
- Check box for “SMTP server requires authentication” and select “Log on using” and Enter
 - Account ID: [username]@josiahventure.com
 - Password: The password you created on your initial login



10. Click OK and this will set up your IMAP account for use with Entourage.