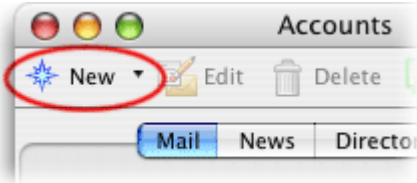
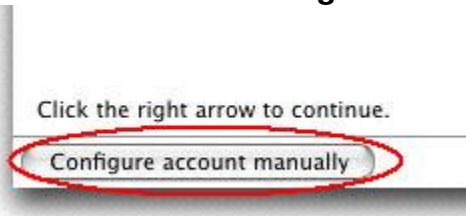


## Setting up a Lucidity hosted email account in Entourage

1. With Entourage open, click on the **Tools** menu at the top of the screen and then click on **Accounts**
2. When the **Accounts** window opens, click the **New** button in the upper-left corner of the window to start the **Account Setup Assistant**.



3. Select the button **Configure account manually**.



4. The **New Account** box appears. Select **POP** as your server type. Click **OK**.
5. The **Edit Account** box appears. In the **Account name:** box enter your email address (e.g., janedoe@yourdomain.com)
6. In the **Name:** box enter your name as you would like it to appear on the messages you send (e.g., Jane Doe, or Acme, Inc.)
7. In the **E-Mail address** box enter your email address (e.g., janedoe@yourdomain.com)
8. In the **Account ID** box enter your email address (e.g., janedoe@yourdomain.com)
9. In the **POP server:** box enter **mail.yourdomain.com**
10. In the **Password** box enter your password for your email address.
11. Check the **Save password in my Mac OS keychain** box

12. In the **SMTP server** box enter the SMTP server for your Internet Service Provider. (i.e. Eircom Customers enter: **mail1.eircom.net**)

**NOTE:** *If you are not an Eircom customer, please contact your Internet Service Provider and ask them for your SMTP details.*

**Lucidity does not provide you with the facility to send your email as standard.**

However, if you should require outbound SMTP email please contact us:  
+353 1 283 0777