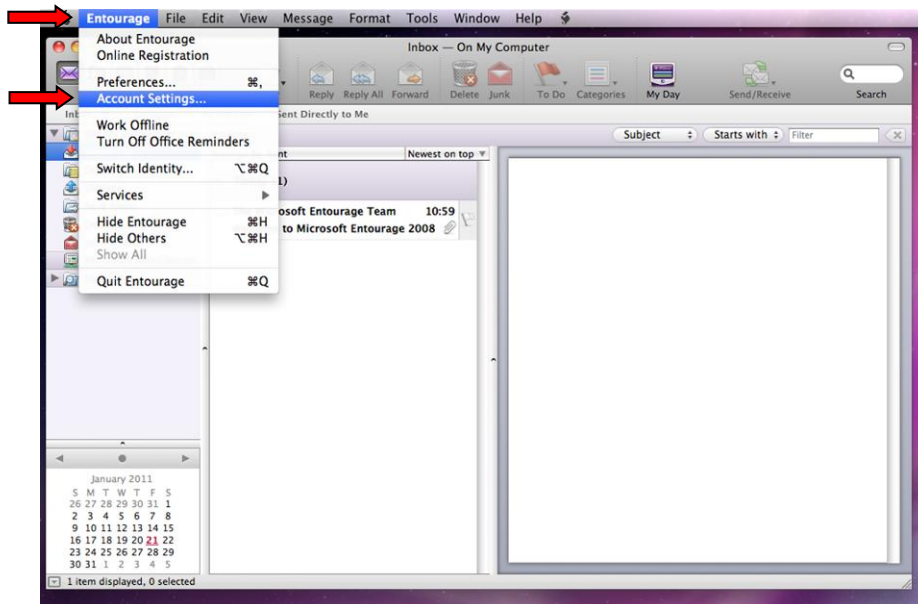
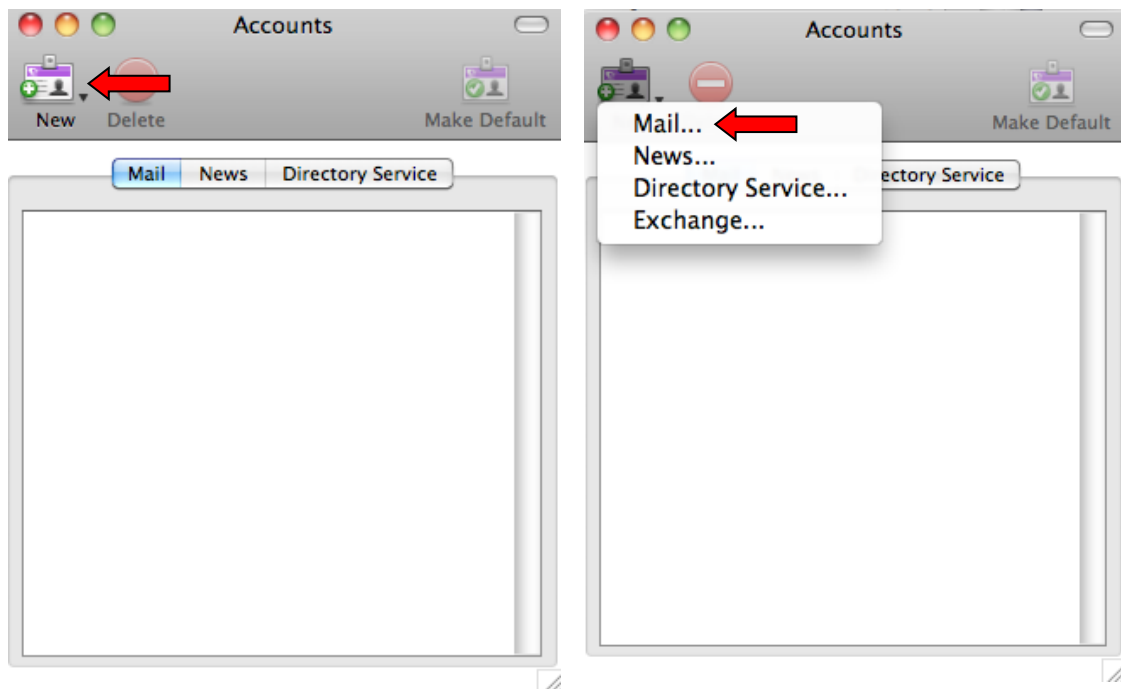


CJSM POP guide – Mac Entourage

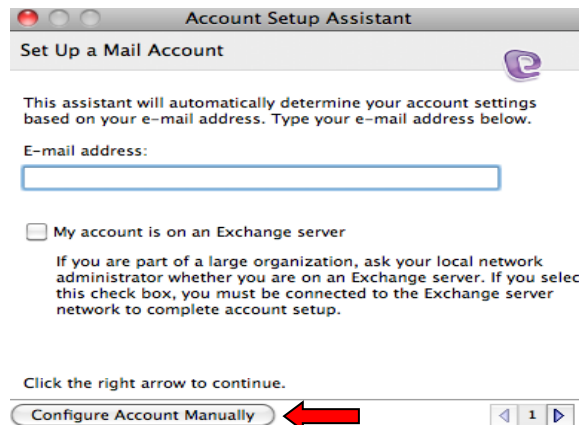
1. Start the **Entourage** client
2. Click on **Entourage** at the top menu and then click on **Account Settings**



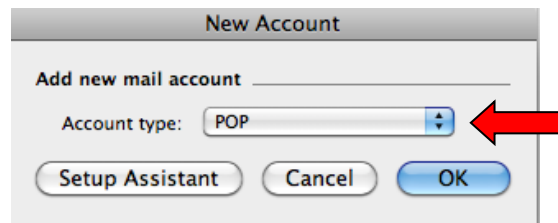
3. To add a new account, click on **new** icon and then on **Mail**



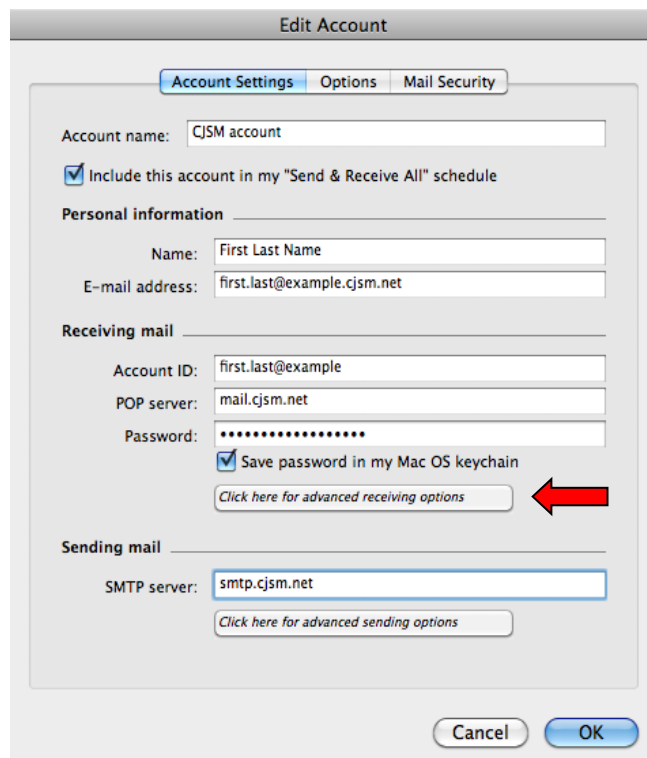
4. Click on the button located at the bottom “Configure Account Manually”



5. Select “POP” for account type and click “OK”

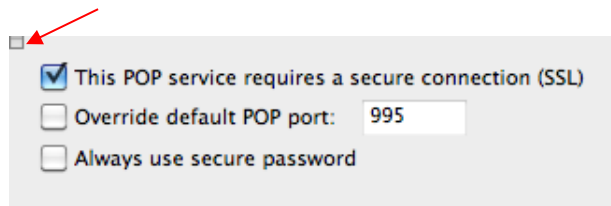


6. Fill in the fields
- Account name:** CJSJ Account (just a reference)
 - Full Name:** Your full name [with spaces]
 - Email address:** Your full CJSJ email address [including the .cjsm.net suffix]
 - Account ID:** Your username [same as the web login]
 - POP server:** mail.cjsm.net
 - Password:** Your CJSJ password [same as the web login]
 - Check save password**
 - SMTP server:** smtp.cjsm.net



7. Click “Click here for advanced receiving options”

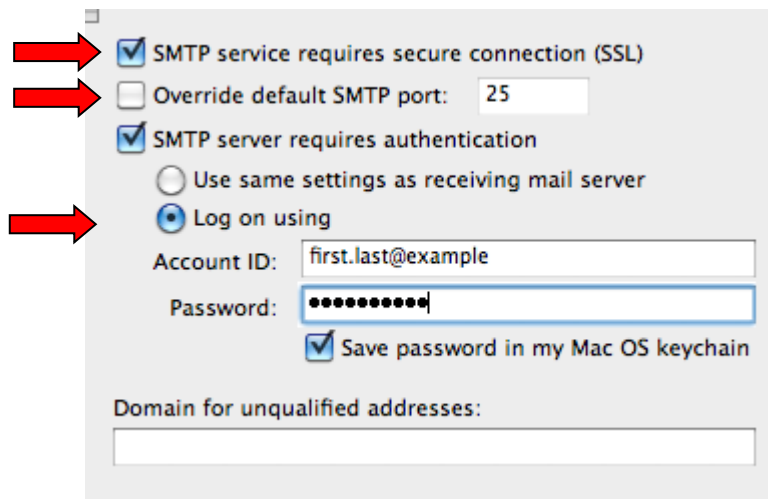
Then tick the checkbox **“This POP service requires a secure connection (SSL)”** and then click the top left box to close.



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.

