Entourage IMAP Configuration

1. From Entourage’s main window navigate to Tools → Accounts

2. Select New → Mail.
3. Select **IMAP** for Account type and click **OK**.

4. Fill out the necessary information, then select “**click here for advanced options**”
   a. Account name: give the account a nickname to distinguish from other accounts.
   b. Name: Your full name
   c. E-mail address: your full Baruch e-mail in the format: **FirstName.LastName@baruch.cuny.edu**
   d. Account ID: Your **BCTC** or **ACAD** user name.
   e. IMAP server: **mail.baruch.cuny.edu**
   f. Password: your **BCTC** or **ACAD** password
   g. SMTP server: Please obtain this information from your Internet Service Provider.
5. In the advanced receiving options check the box for: “This IMAP service requires a secure connection (SSL)”. Click OK when finished.

6. You will be prompted with a certificate error; click OK to finish setup.

Within a few moments your inbox will synchronize with your Baruch e-mail.