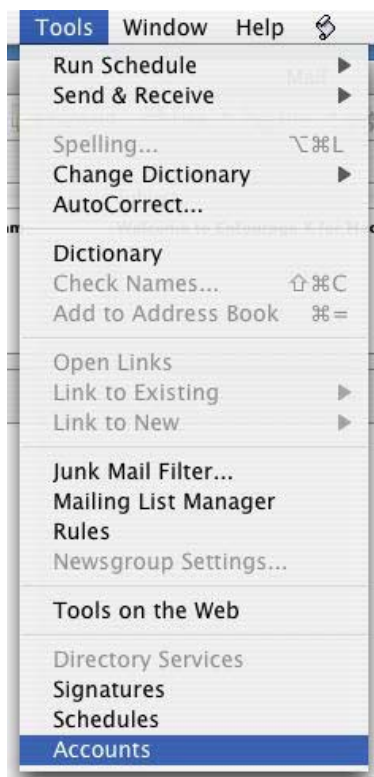


Changing Entourage mail client for new server settings

The only change you need to make to get your MICA e-mail from the new mail server is to change the POP3 mail server (which is where your mail comes from) and the SMTP server (which is where the out going is sent to) name to **mail.mica.edu**.

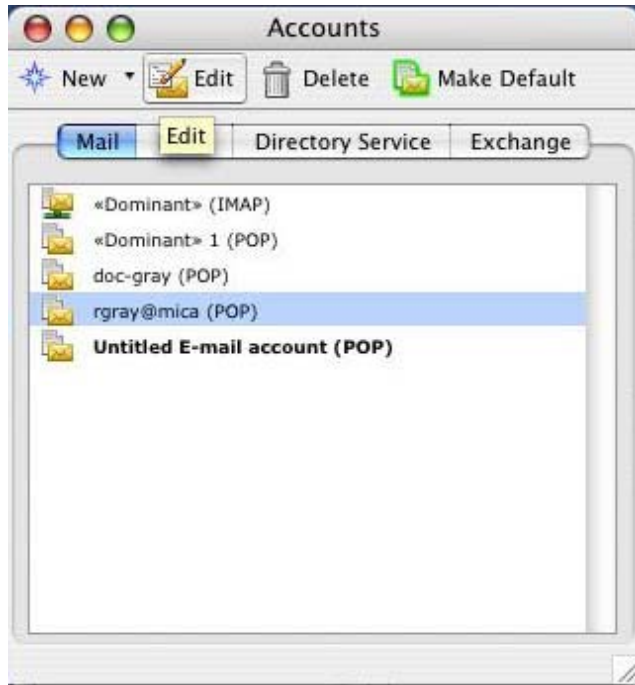
To accomplish this, follow these instructions.

1. Open Entourage
2. On the Entourage menu choose *Tools > Accounts*, as shown below



Continued on next page...

3. From the *Accounts* window, Highlight your MICA mail account then click on the “Edit” button.



4. In the edit account window, change the POP Server and the SMTP Server from micamail.mica.edu to **mail.mica.edu**. When finished, click on the *OK* button.

