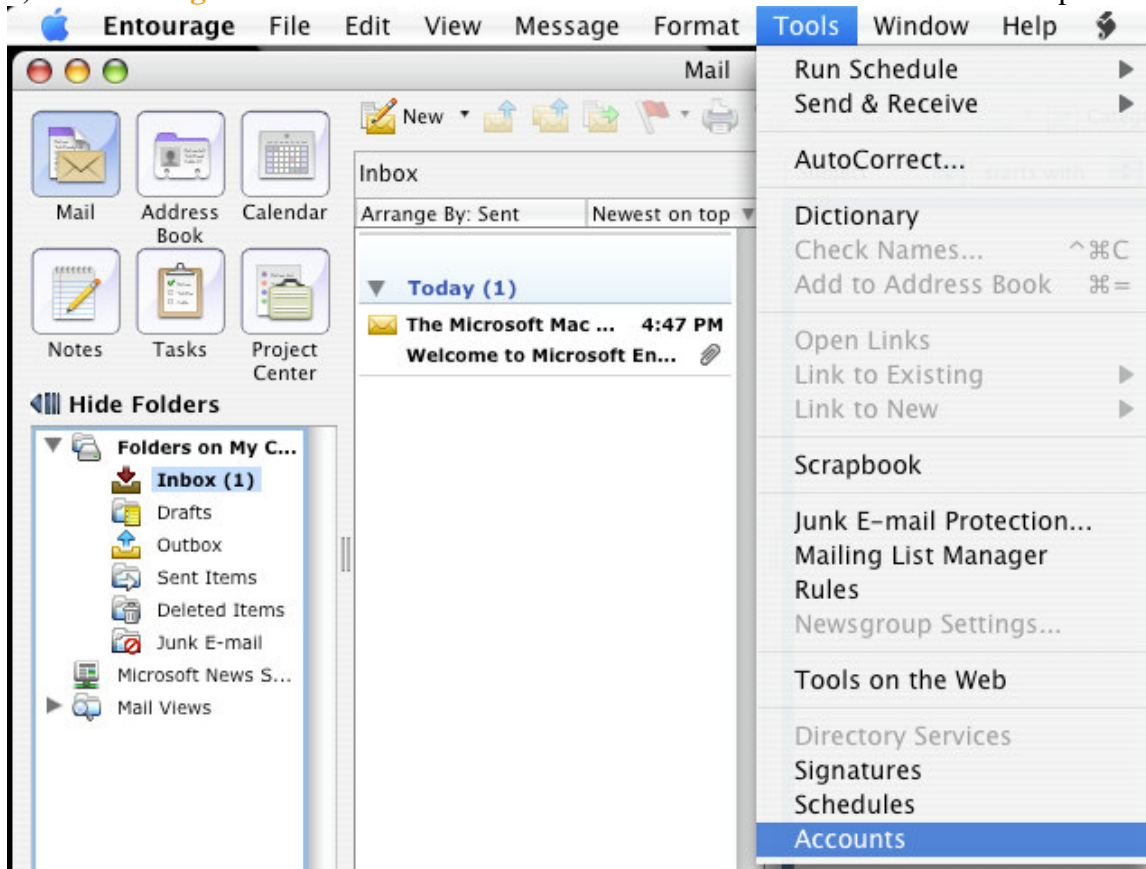


# online nw

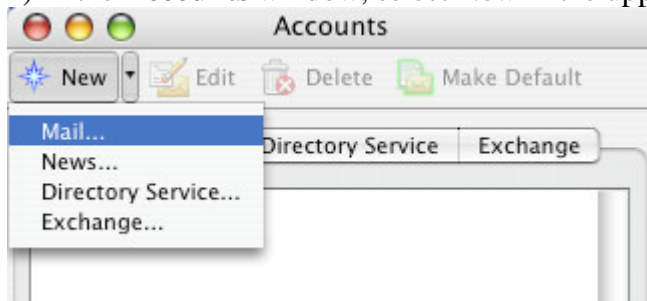
## NORTHWEST

### Entourage Setup

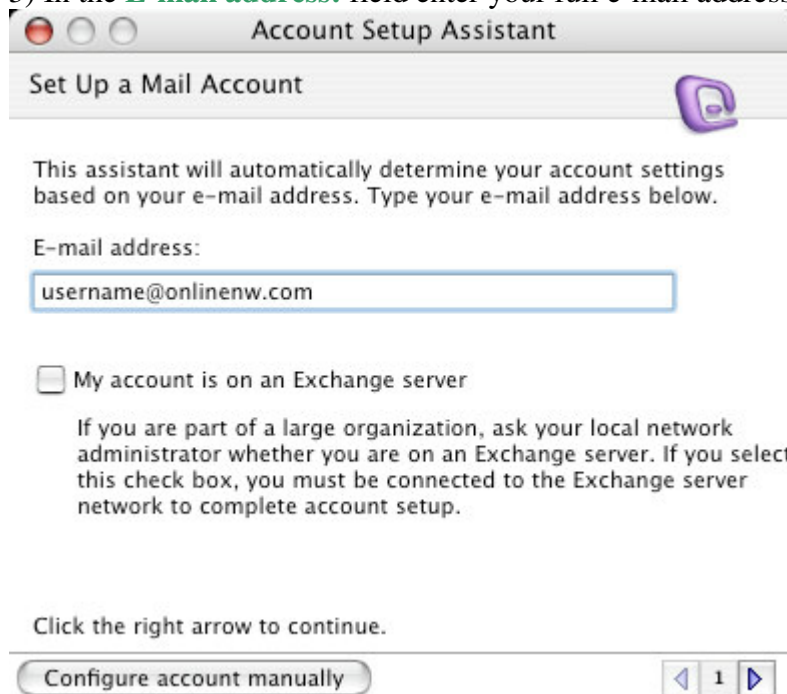
1) In **Entourage**. Click on the **Tools** menu to select it. Now select the **Accounts** option.



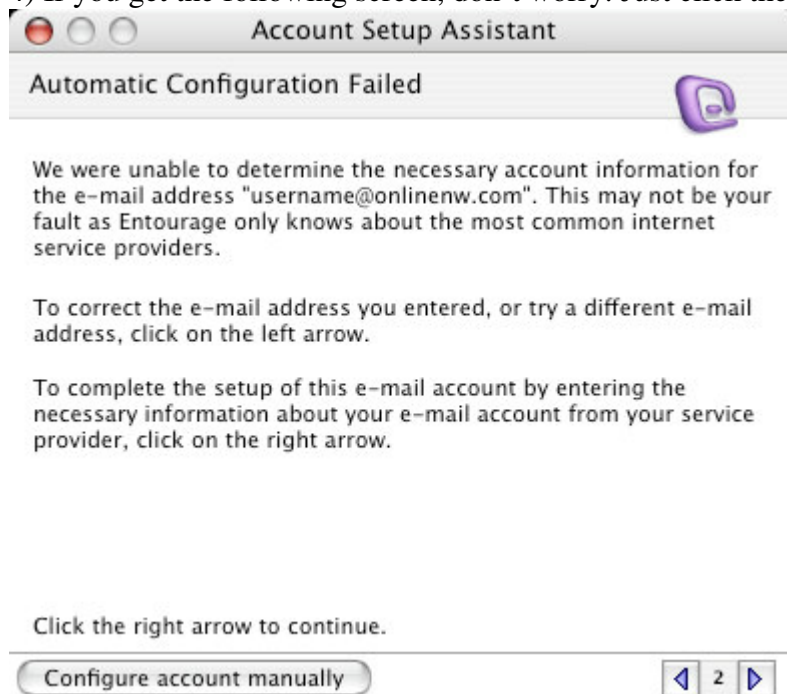
2) In the **Accounts** window, select **New** in the upper left hand corner. Then select **Mail...**



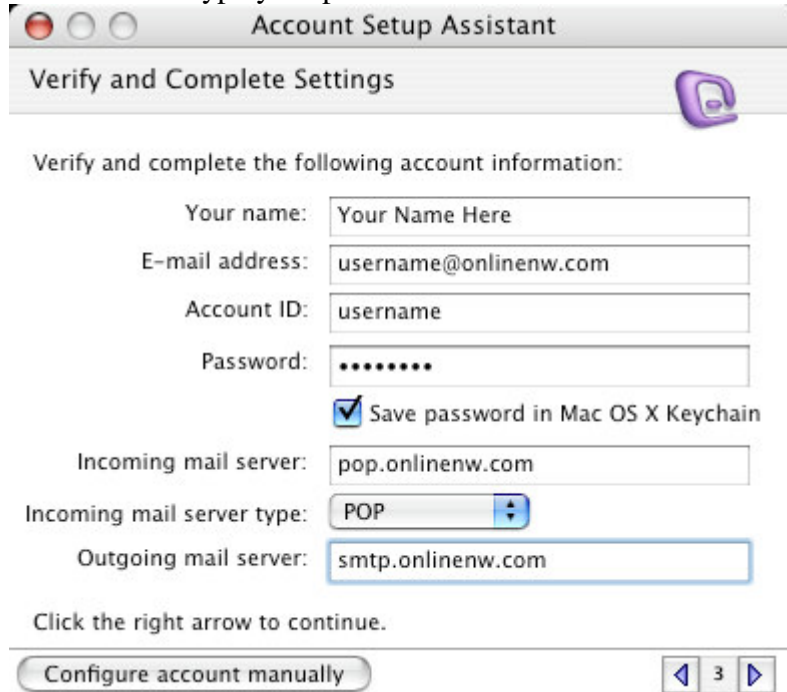
3) In the **E-mail address:** field enter your full e-mail address. Click → (**Right Arrow**).



4) If you get the following screen, don't worry. Just click the → (**Right Arrow**) button.



5) In the **Your name:** field type your first and last name as you would like it to appear. This is what will appear in the “From” field when you send an e-mail, so you can type anything you like in this field. In the **E-mail address:** field, type your full e-mail address. Type your username (the first half of your e-mail address before the “@”) in the **User Name:** field. Type your password in the **Password:** field. Click the → (**Right Arrow**).

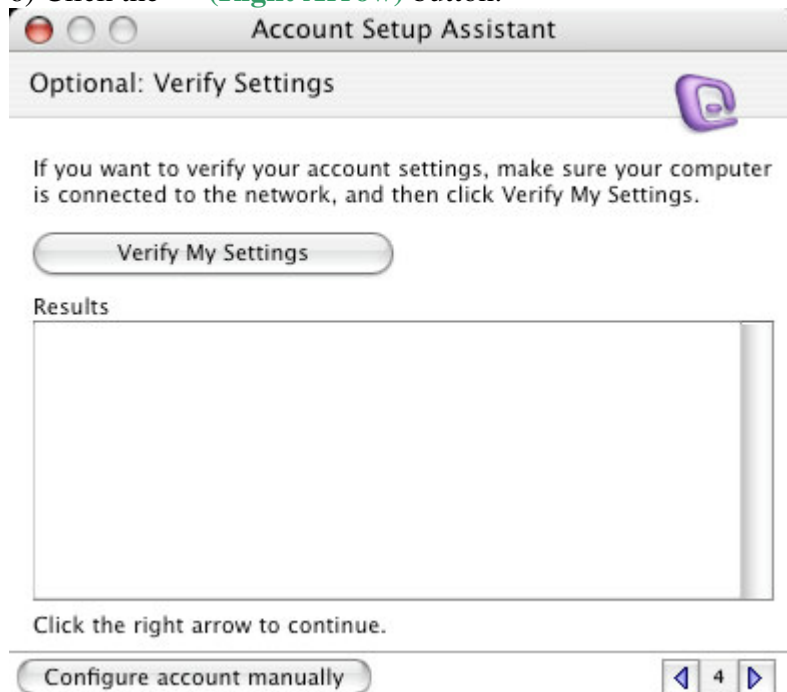


The screenshot shows the 'Account Setup Assistant' window with the title 'Verify and Complete Settings'. Below the title bar, there is a purple icon of a person. The main content area contains the following fields and options:

- Your name:
- E-mail address:
- Account ID:
- Password:
- Save password in Mac OS X Keychain
- Incoming mail server:
- Incoming mail server type:
- Outgoing mail server:

Below the fields, there is a button labeled 'Configure account manually' and a progress indicator showing '3' with left and right arrows.

6) Click the → (**Right Arrow**) button.

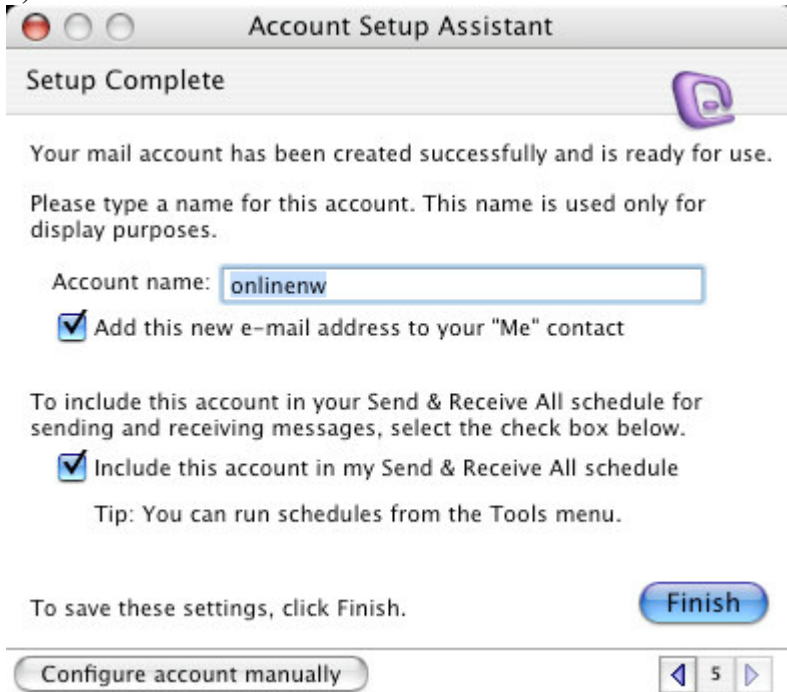


The screenshot shows the 'Account Setup Assistant' window with the title 'Optional: Verify Settings'. Below the title bar, there is a purple icon of a person. The main content area contains the following elements:

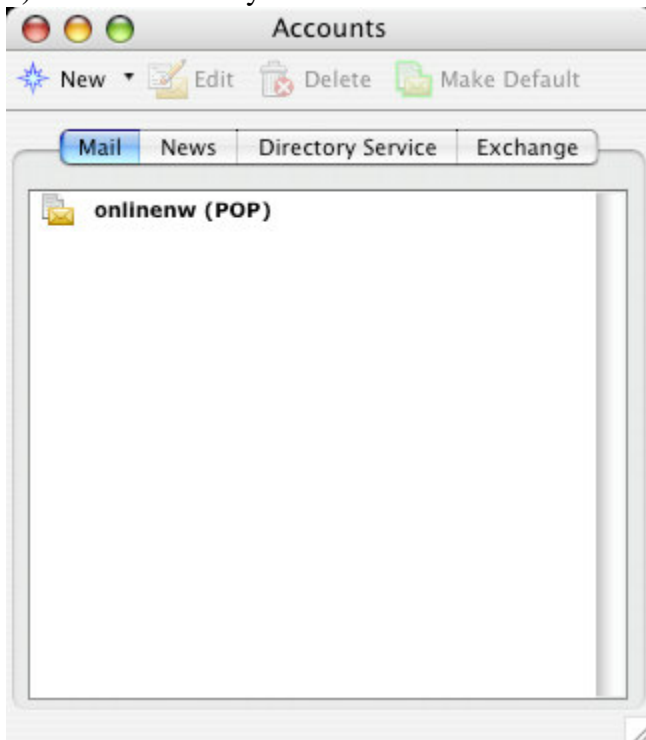
- A button labeled 'Verify My Settings'.
- A section titled 'Results' with a large empty rectangular box below it.

Below the 'Results' section, there is a button labeled 'Configure account manually' and a progress indicator showing '4' with left and right arrows.

7) In the **Account name** field enter in **OnlineNW**. Click the **Finish** button.



8) You should see your added account listed in the screen below.



You have now setup **Entourage** to Send and Receive your OnlineNW e-mail. If you are on a dial up account, make sure you are online before attempting to Send and Receive.