

1. Open Microsoft Entourage. Choose Entourage=>Account Settings...
2. From the Accounts window that appears, click on the **New** button. The following window should appear. Fill in the screen as pictured below using your user information. Click on the **Configure account Manually** button.

Account Setup Assistant

Set Up a Mail Account

This assistant will automatically determine your account settings based on your e-mail address. Type your e-mail address below.

E-mail address:

My account is on an Exchange server

User ID:

Domain:

Password:

Click the right arrow to continue.

< 1 >

3. On the Edit Account screen choose Account Settings. Use your email/network username and password.

Edit Account

Account Settings Options Advanced Delegate Security

Account name:

Personal information

Name:

E-mail address:

Server information

Account ID:

Domain:

Password:

Save password in my Mac OS keychain

Exchange server:

You can also enter Outlook Web Access server addresses, such as <http://mail.example.com/exchange>, into the Exchange server field. For more information, contact your Exchange server administrator.

This DAV service requires a secure connection (SSL)

Override default DAV port:

Cancel OK

4. Click on the Advanced tab. Fill in the Public folder server and LDAP server as pictured below. Click OK.

Edit Account

Account Settings Options **Advanced** Delegate Security

Public Folder Settings

Public folders server:

This server is also used for free/busy information.

This DAV service requires a secure connection (SSL)

Override default DAV port:

Directory Settings

LDAP server:

This server requires me to log on

This LDAP server requires a secure connection (SSL)

Override default LDAP port:

Maximum number of results to return:

Search base: