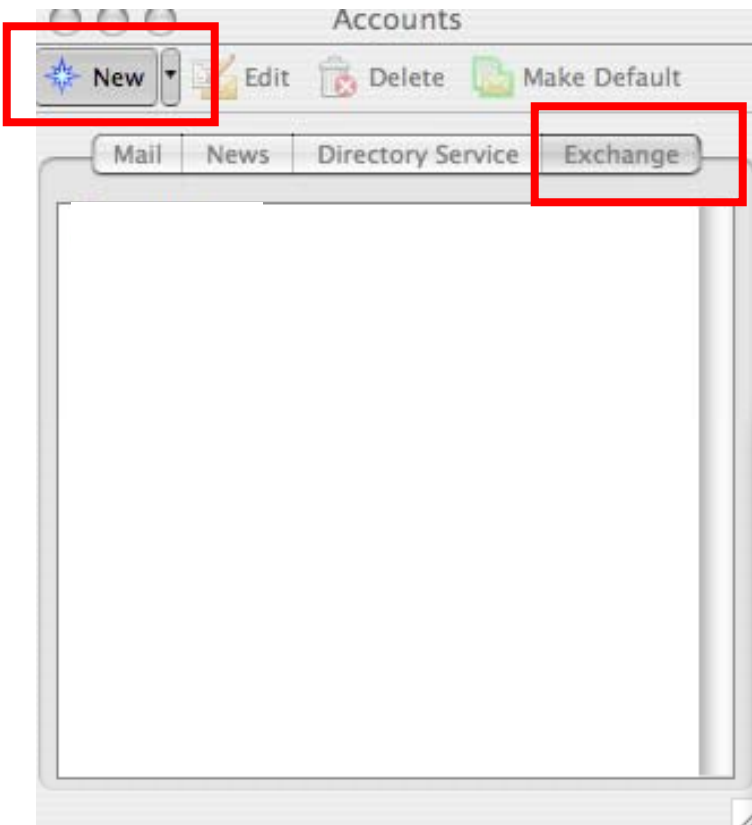


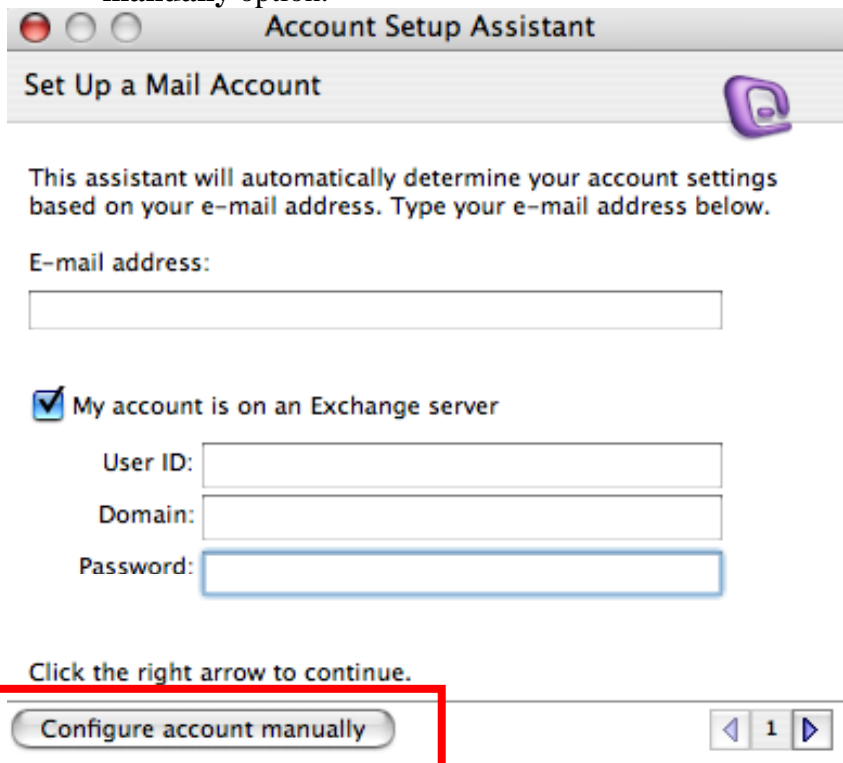
Configure your Entourage 2004 for the Exchange Server

Use this document to set up Entourage to run with Microsoft Exchange.

1. From the **Entourage** pull-down menu, select **Account Settings**
2. Select the **Exchange** option and then chose New



3. At the bottom of the **Account Setup Assistant**, click the **Configure account manually** option.

A screenshot of the 'Account Setup Assistant' window. The window title is 'Account Setup Assistant'. The main heading is 'Set Up a Mail Account'. Below this, there is a text box for 'E-mail address:'. A checkbox is checked, labeled 'My account is on an Exchange server'. Below this checkbox are three text boxes: 'User ID:', 'Domain:', and 'Password:'. At the bottom of the window, there is a navigation bar with a left arrow, a '1' in a box, and a right arrow. The 'Configure account manually' button is highlighted with a red box.

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

- **Account Name:** create a descriptive title for this account setting
- **Name:** type your full name here
- **E-mail address:** type your full email address, as in xyz123@csun.edu
- **Account ID:** type your email account here, as in xyz123
- **Domain:** type CSUN here (**Note:** this is not case sensitive)
- **Password:** type your password here
- **Exchange server:** exchangedav.csun.edu/exchange/xyz123

4. Click **OK** when you are finished.

In the Entourage main view window you will now see you exchange account displayed on the left side. Clicking on the **Inbox** will display your incoming messages.

