INTRODUCTION

Use these instructions if you are using Entourage 2008 "Web Services" Edition and would like to access all of the benefits/features available in Microsoft Exchange. Please note that this version is different from the standard Entourage 2008 version. If you have the standard Entourage 2008 version, we strongly recommend that you upgrade to the Web Services Edition. For more information, visit [http://www.microsoft.com/download/en/details.aspx?id=24161](http://www.microsoft.com/download/en/details.aspx?id=24161).

VIRTUAL PRIVATE NETWORK (VPN)

- To set up an account from an off-campus location, or from the wireless network, you must be connected to the VPN.
- To use Entourage 2008 "Web Services" Edition from home, you may be required to install and run the Cisco VPN client. This varies widely and is usually dependent on your internet provider. If your Entourage client receives mail at home but does not allow you to send mail, you may need to have the VPN client installed and running. You may also need to install and run the VPN client if you are connecting at CSUN from the campus wireless network.
- For more information, visit [http://www.csun.edu/it/services/vpnmain.html](http://www.csun.edu/it/services/vpnmain.html).

SETUP INSTRUCTIONS

**Computers on Campus Active Directory**

1. Select **Account Settings** from the **Entourage** drop-down menu.
2. The **Accounts** window displays.

![Account Settings](image)

3. Select the **New** icon.

![New Icon](image)
4. The **New Account** window displays.

5. Select the drop-down arrow to select **Exchange** in the **Account type** field.

6. Select the **OK** button.

   **Note:** If the auto-detect feature does not work, a functional account can also be created manually.

7. Select the **Account Settings** tab in the **Edit Account** window.

8. Enter a descriptive label such as **My Exchange Account** in the **Account name** field.

9. Enter your name in the **Name field** under **Personal Information**.

10. Enter your **CSUN email** address in the **E-mail address** field.

11. Enter your **CSUN user ID** (What you use to access the Portal, not your Tom.Smith email alias) in the **Account ID** field under **Authentication**.

12. Enter **csun** in the **Domain** field.

13. Enter your **CSUN password** in the **Password** field.

   **Note:** You can store your password in the Mac OS keychain so that you don't have to enter it every time you access Entourage. Do not store your password if you are using a shared computer.

14. Select the **Advanced** tab to configure the remaining options.
15. Enter exchangeweb.csun.edu in the Exchange server field under Server Information.
16. Select the box next to This server requires a secure connection (SSL).
17. Select the boxes next to This server requires me to log in and This LDAP server requires a secure connection (SSL) in the LDAP server field.
18. Select OK.

Computers Not Connected to the Campus Active Directory System

1. Select Account Settings from the Entourage drop-down menu.
2. The Account window displays.
3. Select the New icon.
4. The New Account window displays.
5. In the Account type field use the drop-down arrow and select Exchange.
6. If the Account Setup Assistant window displays, select the Configure Account Manually button.

7. Complete these steps from the Account Settings tab in the Edit Account window:
• Enter the name of the mailbox that should appear in the navigation pane in the Account name field.
• Enter your First and Last name in the Name Field under Personal Information.
• Enter your CSUN email address (john.smith@csun.edu) in the E-mail address field.
• Enter your CSUN user ID in the Account ID field under Authentication.
• Enter csun in the Domain field.
• Enter your CSUN password in the Password field.

8. Select the Advanced tab to configure the remaining options.

9. Enter exchangeweb.csun.edu in the Exchange server field under Server information.
10. Select the box next to This server requires a secure connection (SSL).
11. Select the boxes next to This server requires me to log in and This LDAP server requires a secure connection (SSL).
12. Select the OK button.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (http://techsupport.csun.edu) or in person in (Oviatt Library, Room 33).