

## USING ENTOURAGE TO ACCESS EXCHANGE – ENTOURAGE 2004

### INTRODUCTION

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Use these instructions if you are using Entourage 2004 and would like to access Microsoft Exchange.

### VIRTUAL PRIVATE NETWORK (VPN)

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- 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 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>.

### SETUP INSTRUCTIONS

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#### *Computers Connected to the Campus Active Directory System*

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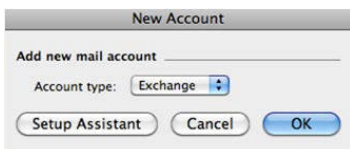
1. Select **Account Settings** from the **Entourage** drop-down menu.
2. The **Accounts** window displays.



3. Select the **New** icon.



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. The following steps show you how to create a functional account manually.

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

The screenshot shows the 'Edit Account' window with the 'Account Settings' tab selected. The 'Account name' field contains 'Your Exchange Account'. Under 'Personal information', the 'Name' field contains 'Portal Test' and the 'E-mail address' field contains 'portaltest@csun.edu'. Under 'Authentication', the 'Use my account information' radio button is selected. The 'Account ID' field contains 'portaltest', the 'Domain' field contains 'csun', and the 'Password' field contains a masked password. The 'Save password in my Mac OS keychain' checkbox is checked. The 'Use Kerberos authentication' radio button is unselected, and the 'Kerberos ID' field contains 'None'. At the bottom, there are 'Cancel' and 'OK' buttons.

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.

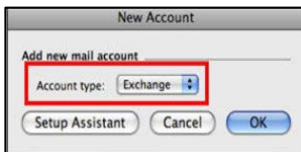
14. Select the **Advanced** tab to configure the remaining options.

The screenshot shows the 'Edit Account' window with the 'Advanced' tab selected. Under 'Directory Settings', the 'Maximum number of results to return' field contains '1000'. Under 'Server Information', the 'Exchange server' field contains 'exchangedav.csun.edu'. The 'This server requires a secure connection (SSL)' checkbox is checked. The 'Override default port: 443' checkbox is unselected. The 'LDAP server' field is empty. The 'This server requires me to log on' checkbox is checked. The 'This LDAP server requires a secure connection (SSL)' checkbox is checked. The 'Override default LDAP port: 3269' checkbox is unselected. Under 'Client Certificate-based Authentication', the 'Client certificate' field contains '<No certificate selected>'. At the bottom, there are 'Cancel' and 'OK' buttons.

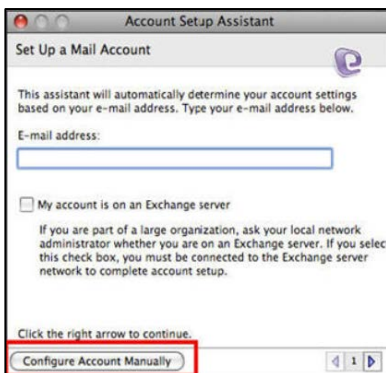
15. Enter **exchangedav.csun.edu** in the **Exchange** server field under **Server Information**.
16. Select the box next to **This server requires a secure connection (SSL)**.
17. Select the boxes next to **This server requires me to log in** and **This LDAP server requires a secure connection (SSL)** in the **LDAP server** field.
18. Select the **OK** button.

### Computers Not Connected to the Campus Active Directory System

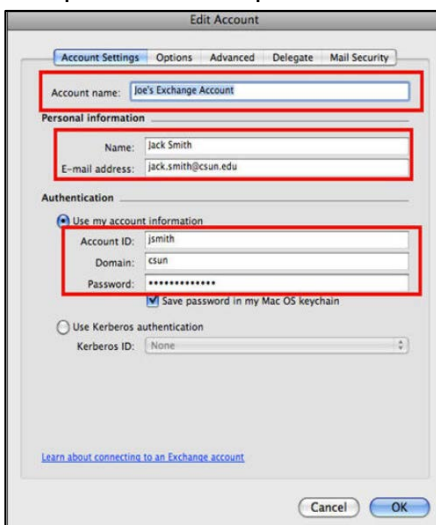
1. Select **Account Settings** from the **Entourage** drop-down menu.
2. The **Account** window displays.
3. Select the **New** icon.
4. The **New Account** window displays.



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.

The screenshot shows the 'Edit Account' dialog box with the 'Advanced' tab selected. The 'Directory Settings' section has 'Maximum number of results to return' set to 1000. The 'Server Information' section has a note: 'Note: The Exchange server may update the following settings automatically.' The 'Exchange server' field contains 'exchangedav.csun.edu'. The 'This server requires a secure connection (SSL)' checkbox is checked. The 'Override default port' field is set to 443. The 'LDAP server' field is empty. The 'This server requires me to log on' checkbox is checked. The 'This LDAP server requires a secure connection (SSL)' checkbox is checked. The 'Override default LDAP port' field is set to 3269. The 'Client Certificate-based Authentication' section shows 'Client certificate: <No certificate selected>' and a 'Select...' button. The 'Cancel' and 'OK' buttons are at the bottom.

9. Enter **exchangedav.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).