

**Help Document Series: Configuring Entourage 2008 For Exchange Email**

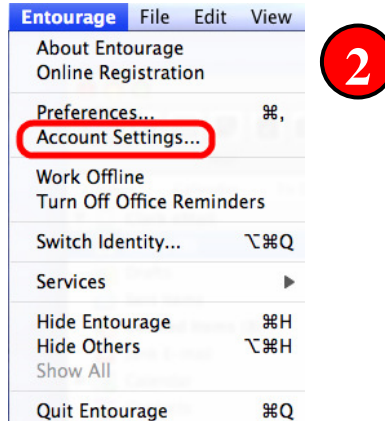
*This documentation will provide instructions for configuring Microsoft Entourage 2008 for use with the campus Exchange email system.*

**Please make sure that your computer is connected to the network, either through a wired or wireless connection.**

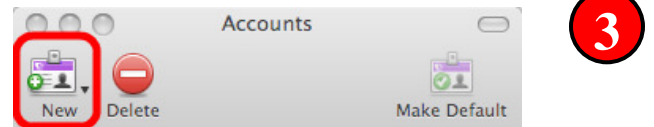
**Step 1:** (From the Applications folder) open the *Microsoft Office 2008* folder and double-click on the **Entourage** icon.



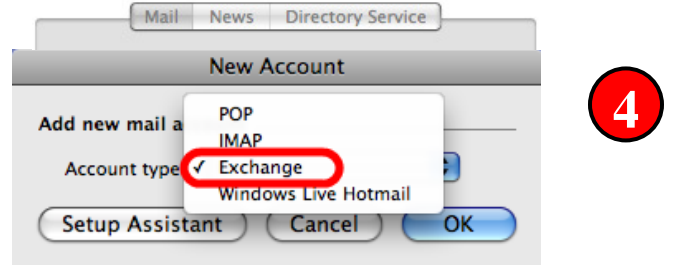
**Step 2:** Once Entourage has started click on the *Entourage* pull-down menu and select **Account Settings...**



**Step 3:** The *Account* window will appear, click on the **New** icon.



**Step 4:** When the *New Account* dialog window appears select **Exchange** and click **OK**.



**Step 5:** The *Edit Account* window will appear; the following information needs to be entered.

*Account name:* **Clark eMail**

*Name:* **(Enter your name)**

*E-Mail address:* **(university email account)**

*Account ID:* **(university network account)**

*Domain:* **clarku**

*Password:* **(university network account password)**

(If you want Entourage to remember your password check-off the “Save Password in my Mac OS keychain” check-box)

*Exchange server:* **exchange.clarku.edu**

(Confirm the check-box for “This DAV service requires a secure connection (SSL)” is checked-off.)

Account name: Clark eMail

Personal Information

Name: (empty)

E-mail address: (empty)

Authentication

Use my account information

Account ID: (empty)

Domain: clarku

Password: (empty)

Save password in my Mac OS keychain

Use Kerberos authentication

Kerberos ID: None

Server information

Exchange server: exchange.clarku.edu

This DAV service requires a secure connection (SSL)

Override default DAV port: 443

Learn about connecting to an Exchange account

Cancel OK

When finished, click on the **Advanced** tab to continue.

**Step 6:** Continue entering the following information.

*Public folders server:*

**exchange.clarku.edu/public**

(Confirm the check-box for “This DAV service requires a secure connection (SSL)” is checked-off.)

*LDAP server:* **gc.ad.clarku.edu**

(Confirm the check-box for “This server requires me to log on” is checked-off.)

Public Folder Settings

Public folders server: exchange.clarku.edu/public

This server is also used for free/busy information.

This DAV service requires a secure connection (SSL)

Override default DAV port: 443

Directory Settings

LDAP server: gc.ad.clarku.edu

This server requires me to log on

This LDAP server requires a secure connection (SSL)

Override default LDAP port: 3268

Maximum number of results to return: 1000

Search base: (empty)

Client Certificate-based Authentication

Client certificate: <No certificate selected> Select...

Cancel OK

When finished, click on the **OK** to continue.

Entourage will now connect to the university’s Exchange mail server and begin synchronizing the contents of your Inbox.

If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7745** or [helpdesk@clarku.edu](mailto:helpdesk@clarku.edu).