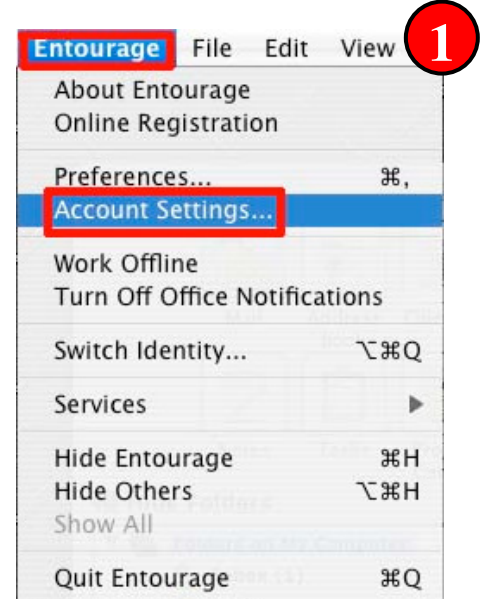


## Help Document Series: Setting up Entourage off campus

*This document will guide you through setting up Entourage on your Apple Computer. You will need an Apple computer with OSX 10.4.11 or later, Entourage 11.3.6 or later, and an active internet connection.*

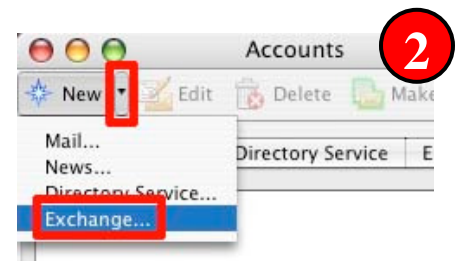
### Step 1

With Entourage open, click on the **Entourage** menu in the upper left to open a drop-down menu and select **Account Settings...** This will open a new window, **Accounts**.



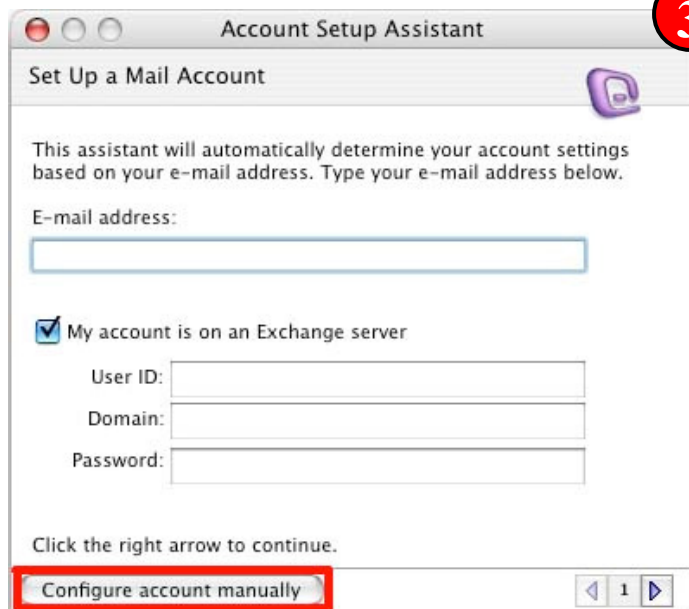
### Step 2

In the **Accounts** window, click on the small arrow next to **New** to open a drop-down menu. Select **Exchange...** This will open a new window, **Account Setup Assistant**.



**Step 3**

Click the **Configure account manually** button in the lower left corner of this window which will open a new window, **Edit Account**.

**Step 4**

Start off by changing the **Account name**: to something you will easily recognize (e.g. Clark email).

Next, type in your Clark Account e-mail address in the **E-mail address**: text field and then your Clark Account username in the **Account ID**: text field. In the **Domain**: text field, type in "clarku".

If you are the only user of this computer, type in your Clark Account password into the **Password**: text field.

Now type in "https://exchange.clarku.edu/exchange/username@clarku.edu" into the **Exchange server**: text field, substituting in your Clark Account username.

This will automatically check the **This DAV service requires a secure connection (SSL)** box for you.



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).

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**Step 5**

Now, click on the **Advanced** tab.

Type

“https://exchange.clarku.edu/public” into the “Public folders server:” text field and “gc.ad.clarku.edu” into the **LDAP server:** text field.

Once that is complete, click the **OK** button to close this window.

**Edit Account**

Account Settings Options **Advanced** Delegate Security

**Public Folder Settings**

Public folders server: https://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:

Cancel **OK**

**Step 6**

After a moment, you will be prompted again for your Clark Account information. Make sure it is all correct, and click the **OK** button. It may take Entourage up to 10-15 minutes to synchronize with the server and retrieve your mail.

**Enter domain, account ID and password**

Enter the password for the account "Untitled Exchange account"

Domain: clarku

Account ID: username

Password: .....

Save password

Cancel **OK**

**Step 7**

While your account is synchronizing with the Exchange sever, close the **Accounts** window by clicking on the red circle in the upper left corner of the window.

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