Configuring MS Entourage 2008 for Exchange

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The following instructions are applicable for Mac OS X with Entourage 2008. Please make sure that all Microsoft Office Updates have been applied to the Mac. You can check for updates from within Entourage on the Help Menu / Check for Updates. These instructions configure Entourage with the Exchange client configuration which provide added functionality to the basic pop or imap configurations.

Make sure that the Exchange Web Services (EWS) patch has been applied to your Mac. You can determine if it has been installed when you launch Entourage, on the splash screen you will see "Web Services Edition" listed under the Mac Entourage 2008. To install EWS on your Mac, go to **smu.edu/help** website, under **Services** click on **Email**, and download and install the EWS patch linked under **Additional Email Features or solutions**.

A. Entourage Mailbox Configuration

1. Launch **Entourage**
2. On the **Tools** Menu, click on **Accounts**
3. Click on the down arrow next to **New**, and then choose **Exchange**
4. Click **Configure Account Manually**
5. Under the account settings tab on the **Edit Account** window (Figure 1)
   a. Account Name (Your name Exchange account)
   b. Name: Your first and last name
   c. Email address **username@smu.edu**
   d. Account ID: 8 digit SMU ID number (00001111)
   e. Domain: **smu**
   f. Password: your account password

6. Click the **Advanced Tab (Figure 2)**
   a. Under Server Information, enter the following server name: **webmail.smu.edu**
   b. Verify that the box "**This server requires a secure connection (SSL)"** is checked.
   c. Click on OK

Figure 1

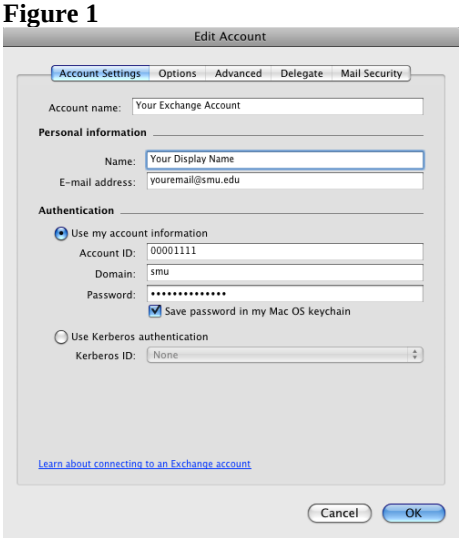
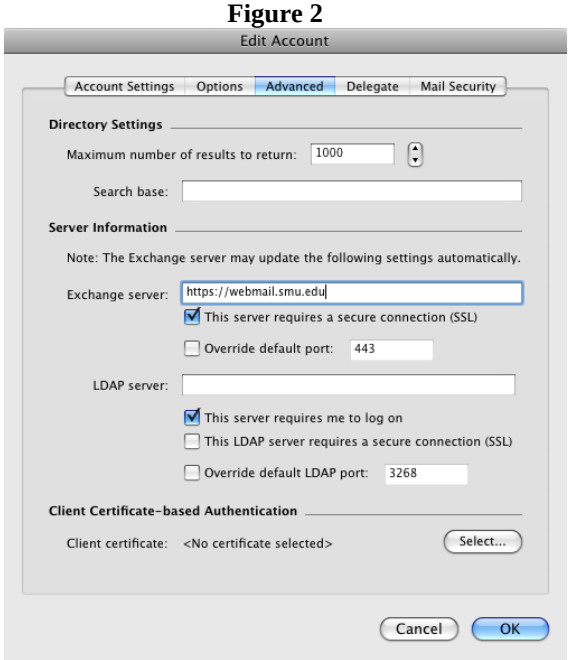
Figure 2