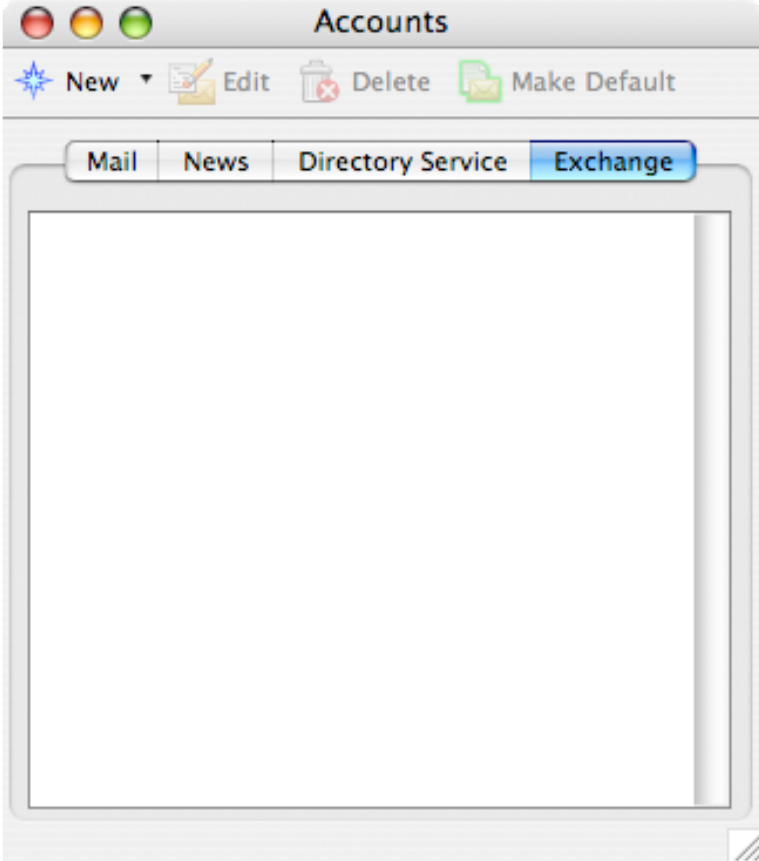
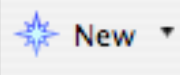


# Setting up an Entourage Account Check List

Open Entourage	
	Select Entourage → Account Settings
	<p>The Account Settings dialog box will appear.</p>  <p>Click on the "Exchange" tab</p>
	<p>Click on the New button (top left of dialog window)</p> 
	The Account Setup Assistant dialog box will appear.

## Setting up an Entourage Account Check List

	Place a check mark next to "My account is on an Exchange server"
	Click on the "Configure account manually" button
	The Edit Account dialog box will appear and you should be in the Account Settings tab.

## Setting up an Entourage Account Check List

**Edit Account**

Account Settings Options Advanced Delegate Security

Account name: Linda - exchange

**Personal information**

Name: Linda Magellan

E-mail address: lmagellan@lUSD.net

**Server information**

Account ID: lmagellan

Domain: dpjpa

Password:

Save password in my Mac OS keychain

Exchange server: lincmail

You can also enter Outlook Web Access server addresses, such as <http://mail.example.com/exchange>, into the Exchange server field. For more information, contact your Exchange server administrator.

This DAV service requires a secure connection (SSL)

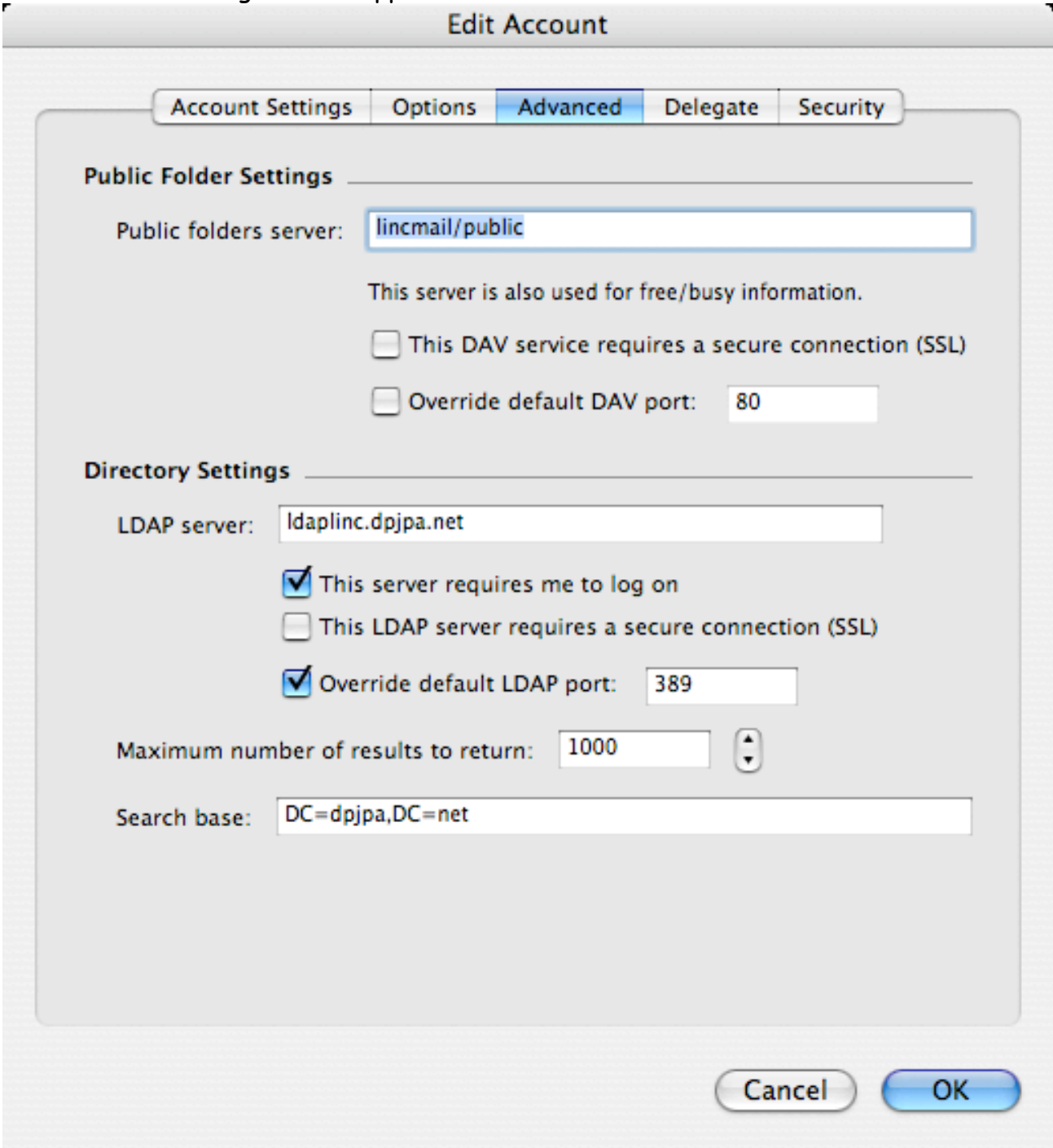
Override default DAV port: 80

Cancel OK

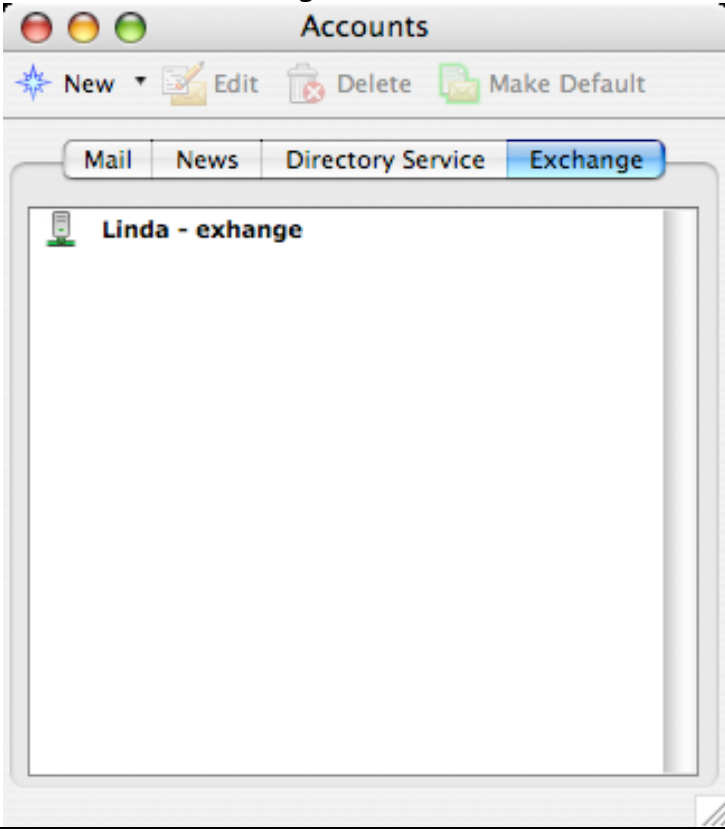
Using the above information as an example,  
Enter an "Account name"  
Enter your "Personal information" as requested.

Enter the "Server information"  
"Account ID" is the first section of your email address (before the @ symbol)  
"Domain" is **dpjpa**

## Setting up an Entourage Account Check List

	"Exchange server" is <b>lincmail</b>
	You can enter your "Password" and check the "Save password in my Mac OS keychain" if you want. However, if you do not, you will be asked to enter your password everytime you start up Entourage.
	Click on the "Advanced" tab
	The Advanced dialog box will appear. 
	Using the above information as an example, enter the information as follows

## Setting up an Entourage Account Check List

	<p>Public folders server: <b>lincmail/public</b> LDAP server: <b>ldaplinc.dpjpa.net</b> Override default LDAP port: <b>389</b> Search base: <b>DC=dpjpa,DC=net</b></p>
	<p>Make sure that there is a check mark in the box next to:</p> <p><input checked="" type="checkbox"/> This server requires me to log on</p> <p>and</p> <p><input checked="" type="checkbox"/> Override default LDAP port: <input type="text" value="389"/></p>
	<p>Click on the OK button</p>
	<p>Your Accounts dialog box will now list the account you just created. Example:</p> 
	<p>Close this window. Your account should now be open in Entourage.</p>