

# Microsoft Entourage 2004 – Mac OS X 10.3.3+

2009 – 2010 | Millsaps College | Information Technology Services

Revised 8-12-09

For Millsaps Faculty, Staff, and Students

## About Entourage

Through the Microsoft Exchange Server, Entourage can be configured for on-campus use to send and receive email, coordinate meetings and appointments, and provide contact information for members of the Millsaps community. Entourage can be set up on all student machines and most machines used by individual faculty and staff members. Entourage will be able to access the exchange server from off campus unless there is an active VPN connection.

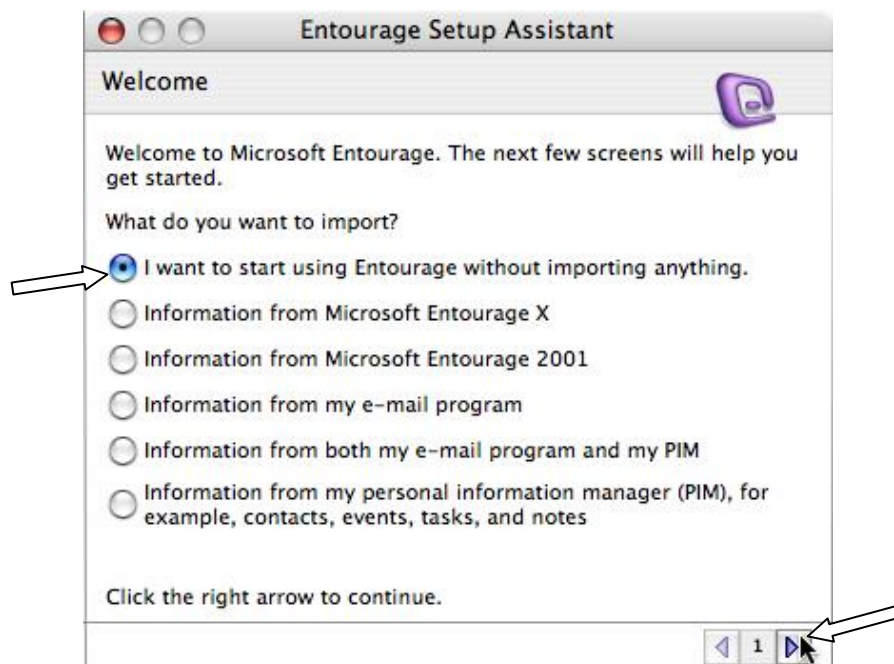
## Setting up Entourage with Microsoft Exchange

Be sure you are connected to the Millsaps network before beginning.

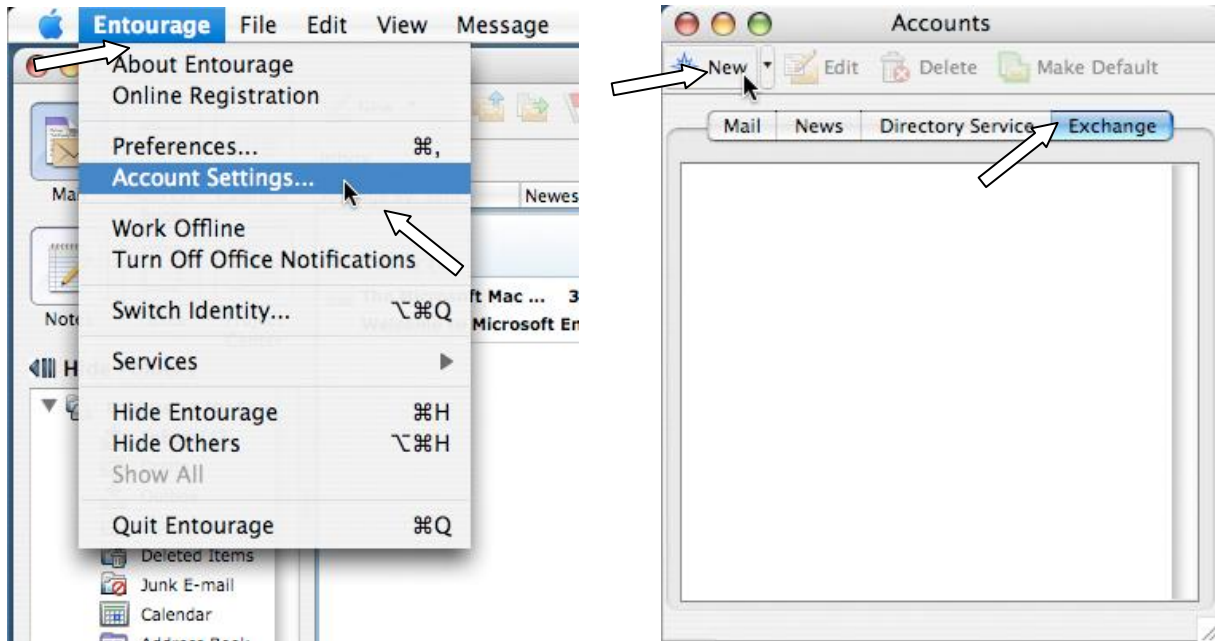
**Open** *Entourage*.

If this is the first time Entourage has been opened, you will be asked whether you want to make Entourage your default mail client. **Click** *Make Default*. The Entourage Setup Assistant will start.

**Select** *I want to start using Entourage without importing anything* and then **click** the right arrow to continue.



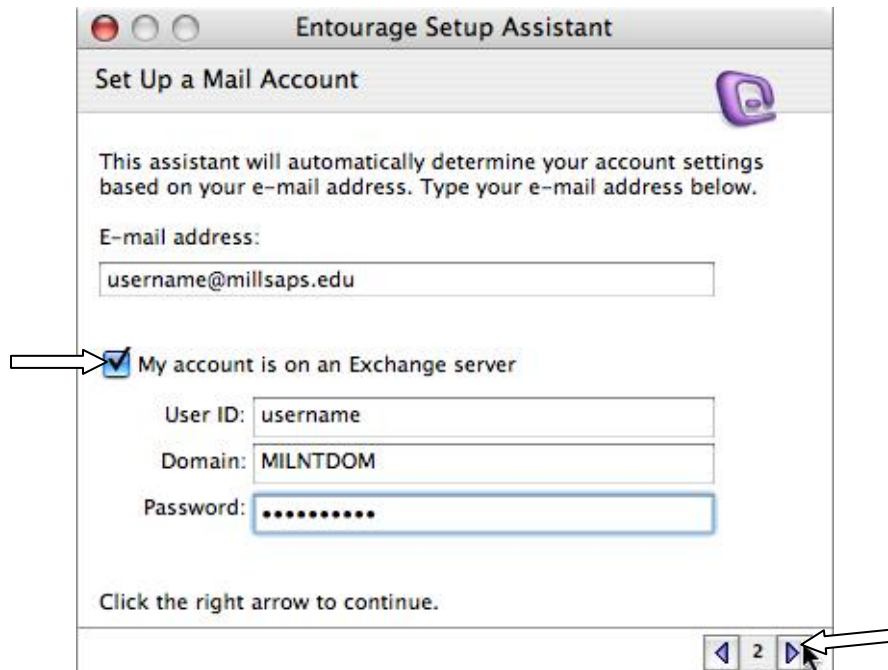
**\*Note:** If the Entourage Setup Assistant does not automatically load, **click** on *Entourage | Account Settings*. In the window that opens, **click** *Exchange*. **Click** *New*. The screen that opens is the same as the second window of the Setup Assistant



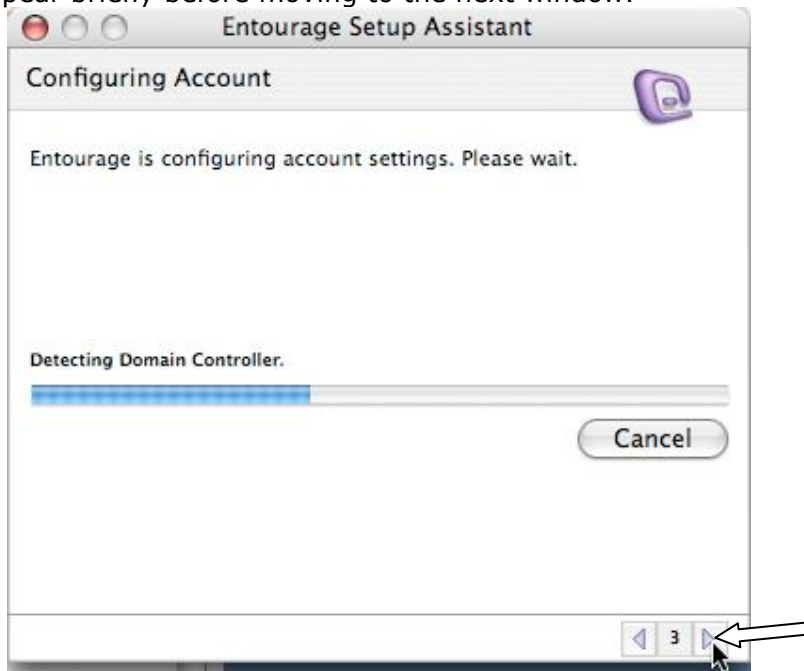
Enter the following information:

**E-mail address:** Your Millsaps username@millsaps.edu  
**User ID:** Your Millsaps username  
**Domain:** MILNTDOM  
**Password:** Your Millsaps password

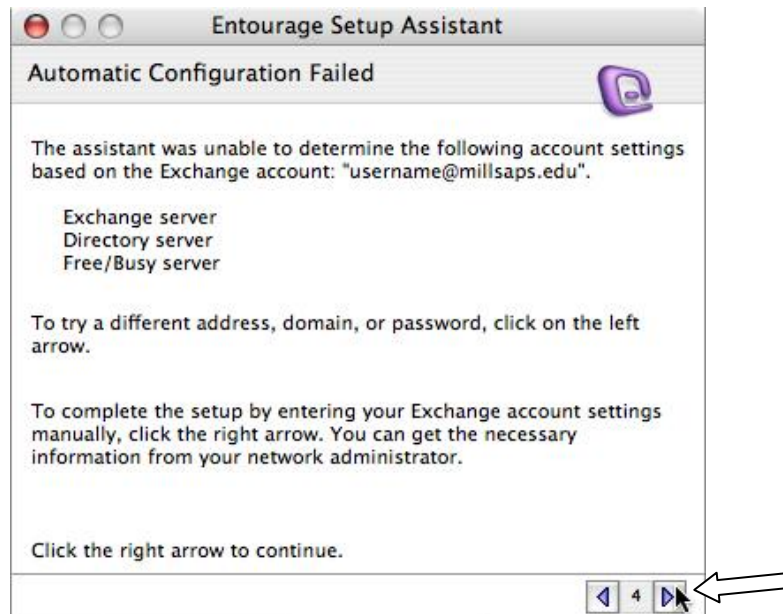
**Check** the box labeled *My account is on an Exchange server* and then **click** the right arrow to continue.



This screen will appear briefly before moving to the next window.



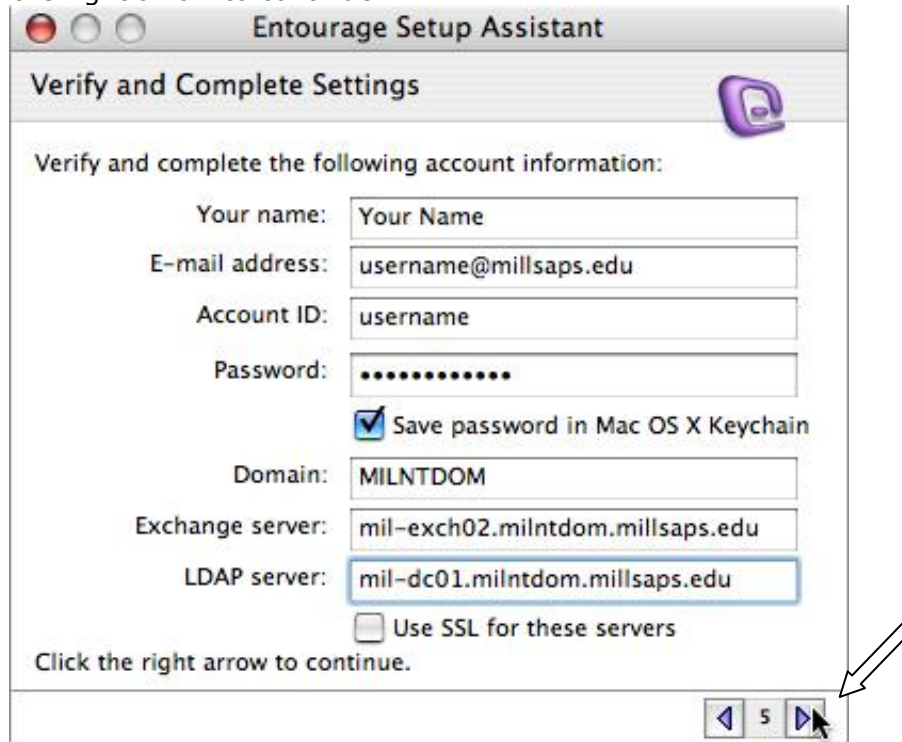
When automatic configuration fails **click** the right arrow to continue to manual configuration.



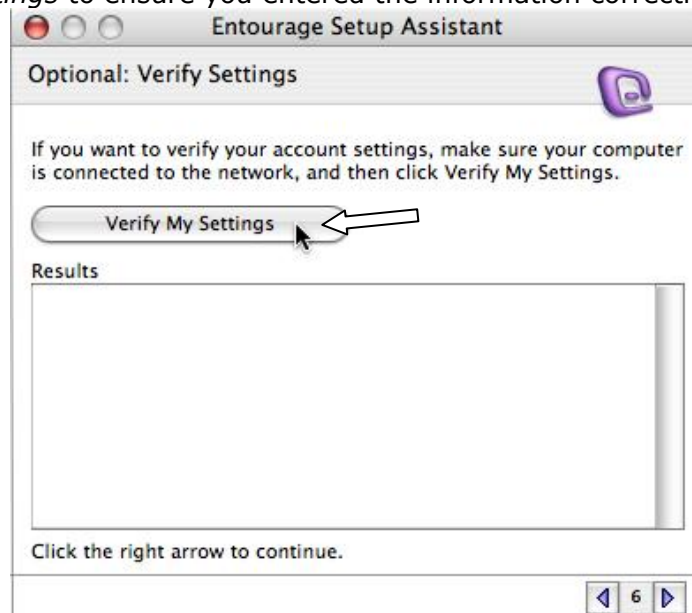
Fill out the upper portion of the window with your personal information as above. Fill the bottom portion out as follows:

**Exchange server:** **mil-exch02.milntdom.millsaps.edu** for students  
**mil-svr-exch-01.milntdom.millsaps.edu** for faculty/staff  
**LDAP server:** **mil-dc01.milntdom.millsaps.edu**

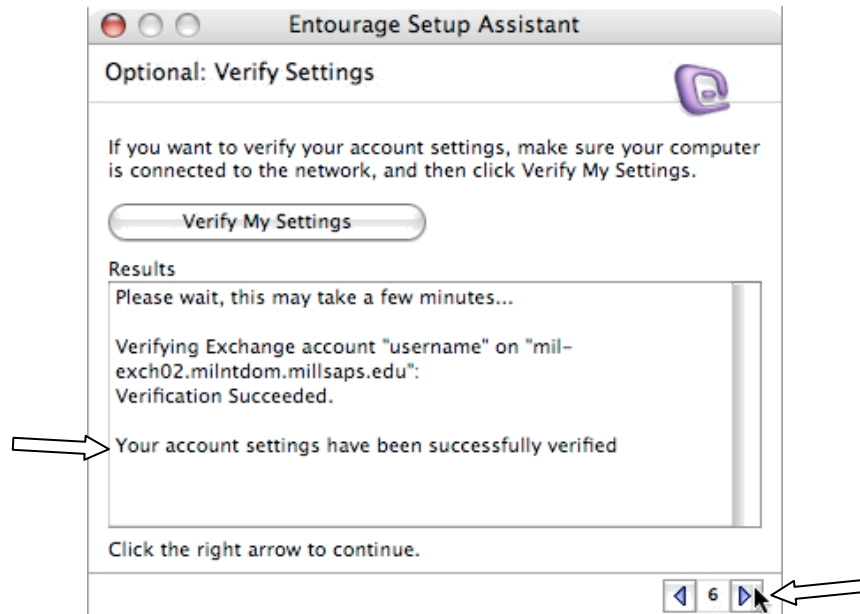
And then **click** the right arrow to continue.



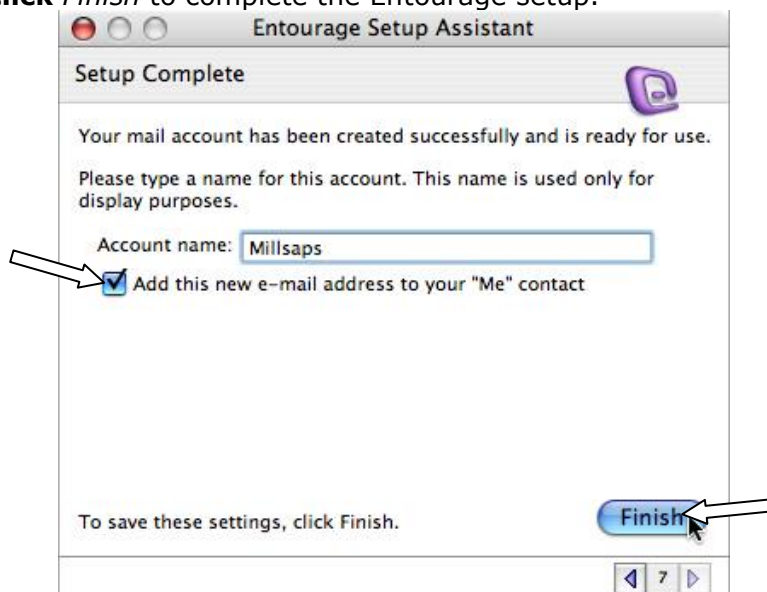
**Click** *Verify My Settings* to ensure you entered the information correctly.



If *Your account settings have been successfully verified* is displayed, **click** the right arrow to continue. If not, **click** the left arrow to return and verify your information has been entered correctly.



Enter a name for this email account, such as **Millsaps**. **Check** the box *Add this new e-mail...* and then **click** *Finish* to complete the Entourage setup.



For assistance, please call, email, or visit:

**HelpDesk at 601-974-1144, HelpDesk@millsaps.edu, or Academic Complex 105**  
Support for Millsaps Faculty, Staff, Graduate Students, Commuter Students, and Guests  
Open Monday-Friday from 8am-8pm

**ResNet at 601-974-1899, ResNet@millsaps.edu, or New South Hall 125**  
Support for On-Campus Undergraduate Millsaps Students  
Open Sunday-Thursday from 6pm-10pm and Friday-Saturday from 1pm-5pm