

Microsoft Entourage 2008 – Mac OS X 10.5.4+

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 not connect to the exchange server from off campus unless there is an active VPN connection.

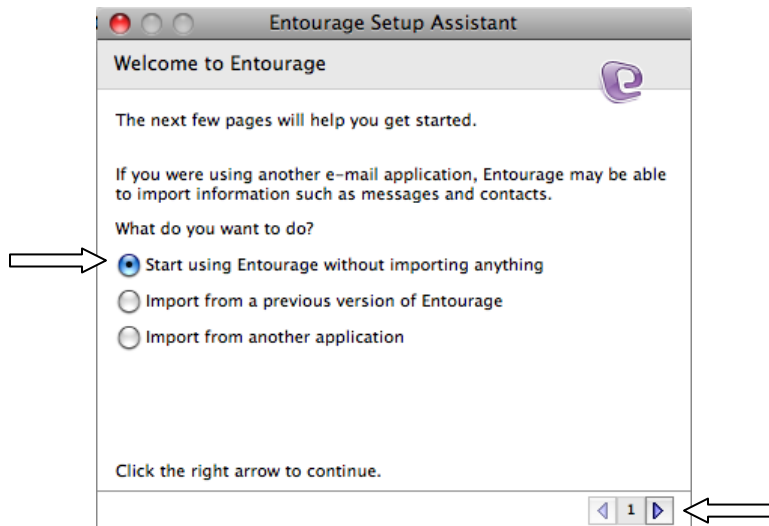
Setting up Entourage with Microsoft Exchange

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

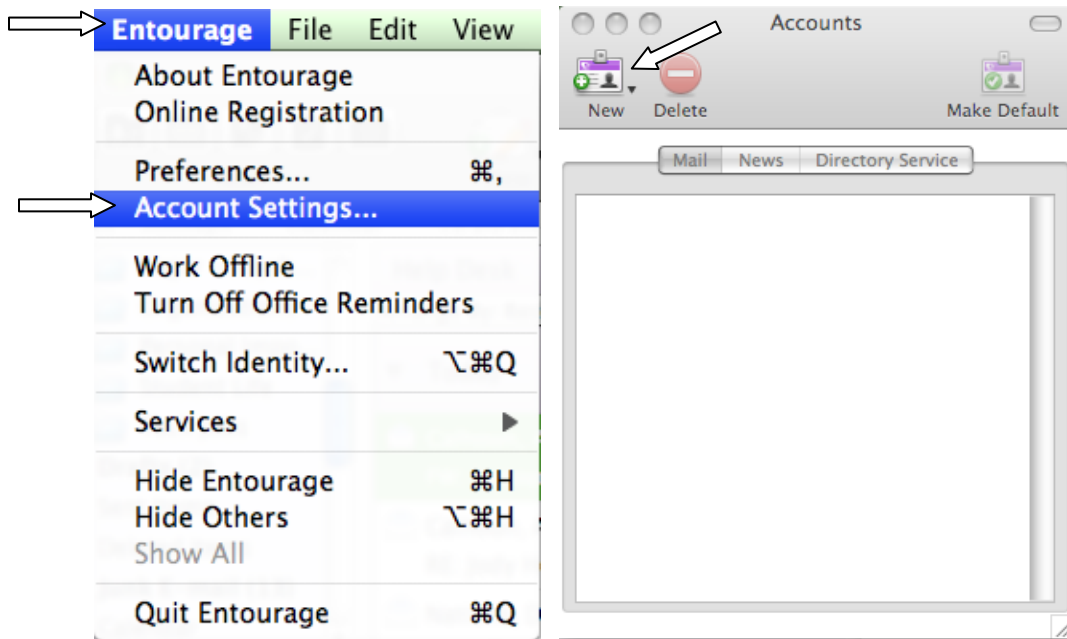
Open Entourage.

If this is the first time you have opened Entourage, you may be asked if you would like to make it your default client. **Click Make Default.** The Entourage Setup Assistant will also start.

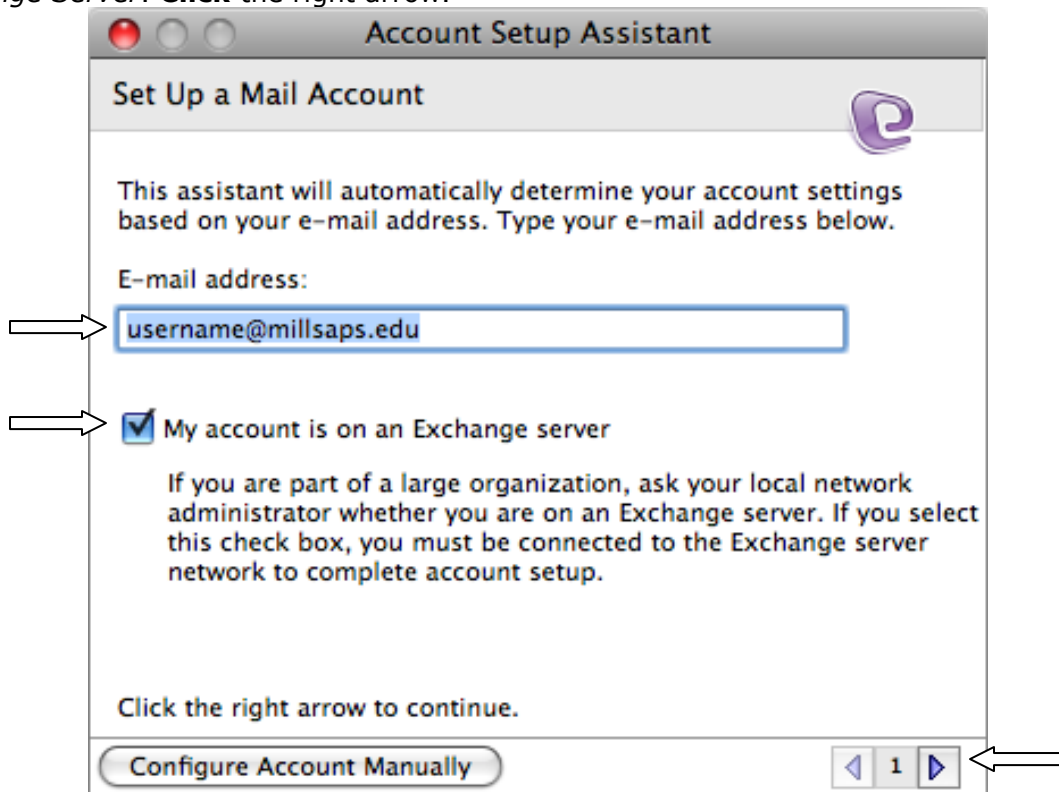
On the first screen of the setup assistant, **select Start using Entourage without importing anything.** **Click** the right arrow.



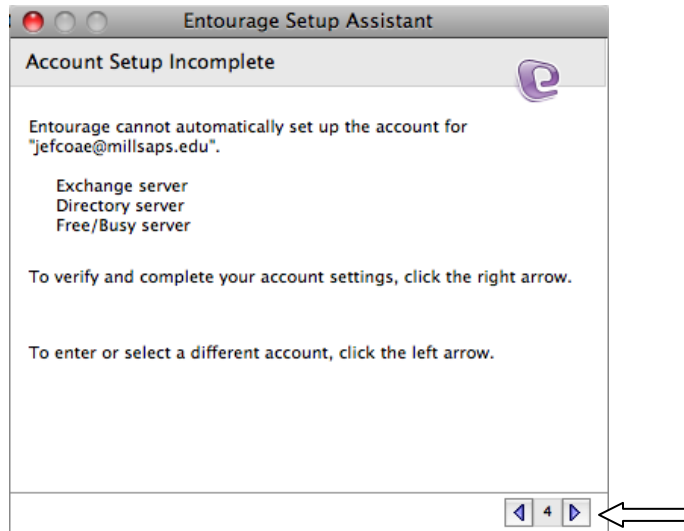
***Note:** If the Entourage Setup Assistant does not automatically load, **click** on *Entourage | Account Settings*. On the window that opens, **click** *New*. The screen that opens is the same as the second screen of the Entourage Setup Assistant.



Enter your Millsaps e-mail address in the *E-mail address:* field. **Check** *My account is on an Exchange Server*. **Click** the right arrow.



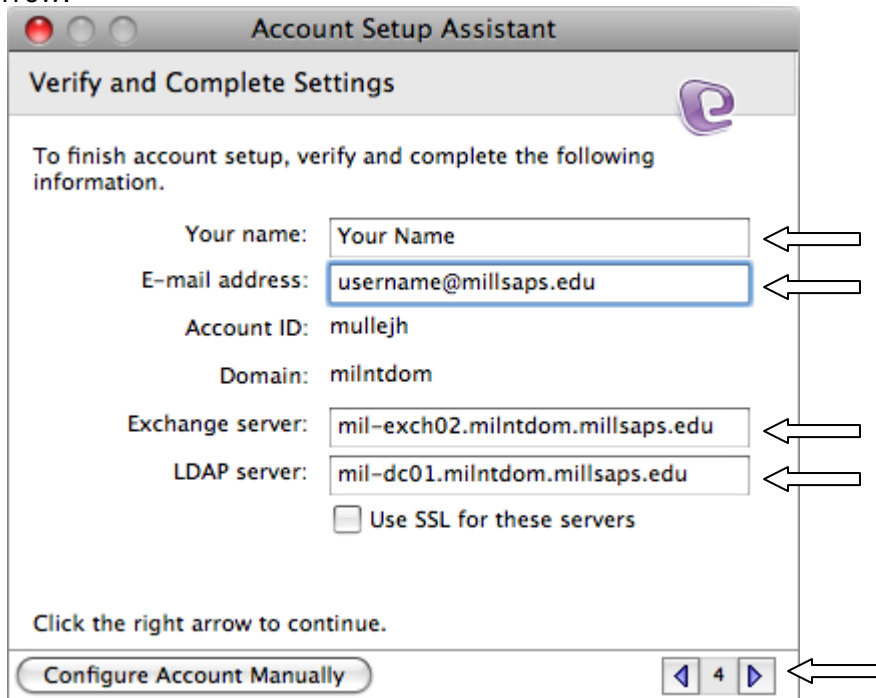
The Setup Assistant will inform you that you must enter more information before it can complete setup of the Exchange account. **Click** the right arrow.



In the next window, enter the following information:

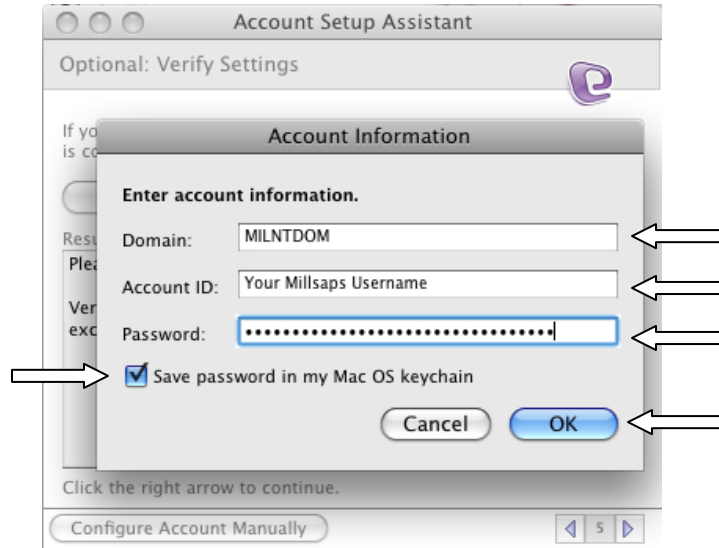
- Your name:** Your Name
- E-mail address:** Your Millsaps E-mail Address
- Exchange server:** mil-svr-exch-01.milntdom.millsaps.edu for faculty/staff
mil-exch02.milntdom.millsaps.edu for students
- LDAP server:** mil-dc01.milntdom.millaps.edu

Click the right arrow.

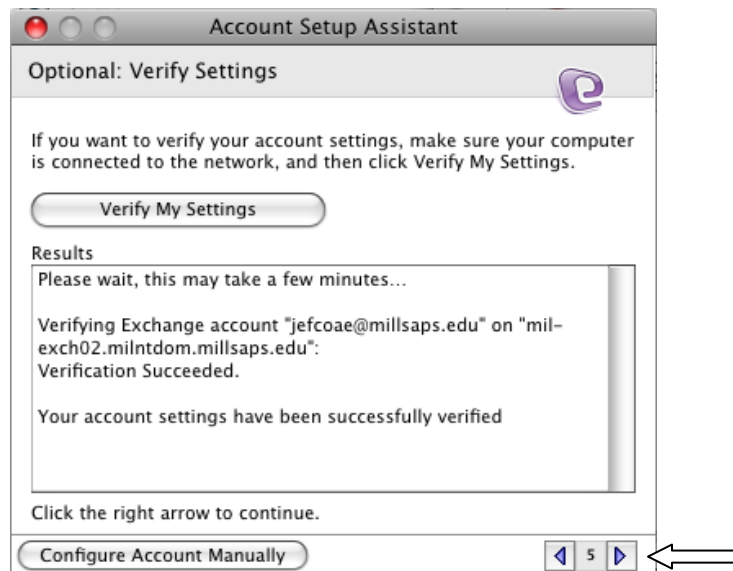


Click *Verify Settings*. Entourage will attempt to verify settings before asking for more information. In the window that pops up, enter the following information:

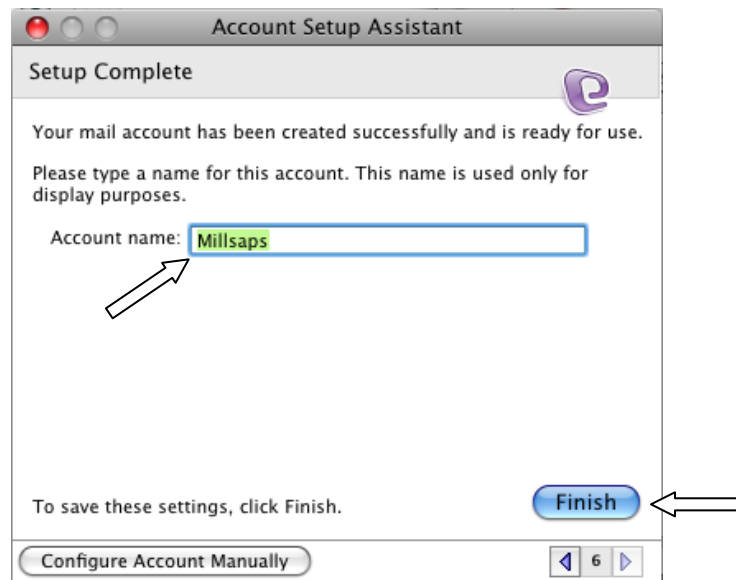
Domain: MILNTDOM
Account ID: Your Millsaps Username
Password: Your Millsaps Password
Check *Save password in my Mac OS keychain*. **Click** *OK*.



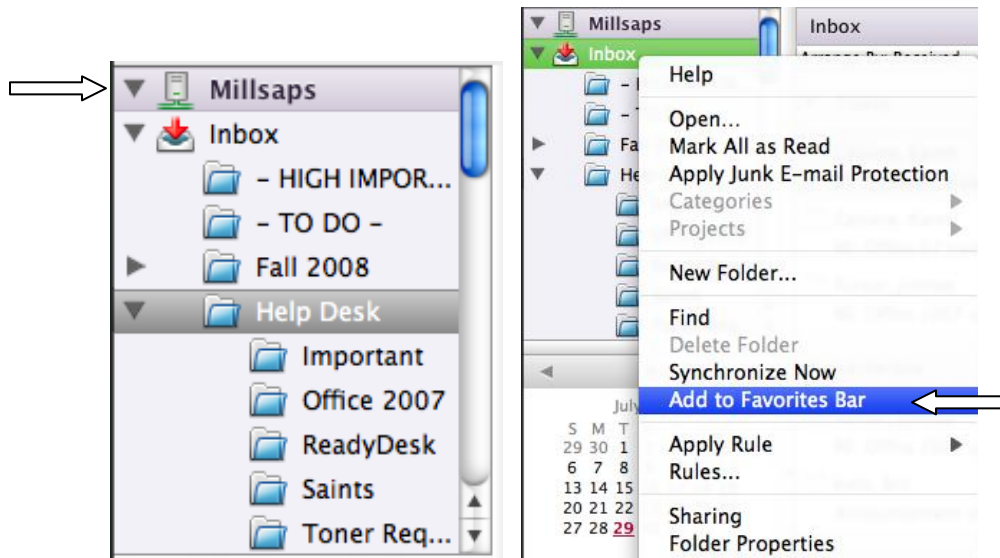
The Account Setup Assistant will finish verifying your settings. If all of the information has been entered correctly and you are connected to the Millsaps network, the window will look similar to the one below. If you have successfully connected, **click** the right arrow.



Enter *Millsaps* as the *Account name* and **click** *Finish*.



Your Millsaps e-mail account will show in the right-hand side of the main Entourage window, listed under *Millsaps*. You may wish to add it to the favorites bar; you can do this by **right-clicking** (or **ctrl + click**) on *Inbox* and **clicking** *Add to Favorites Bar*.



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