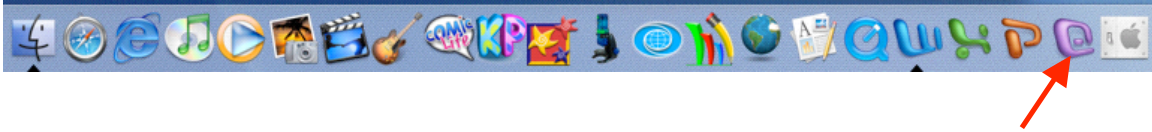


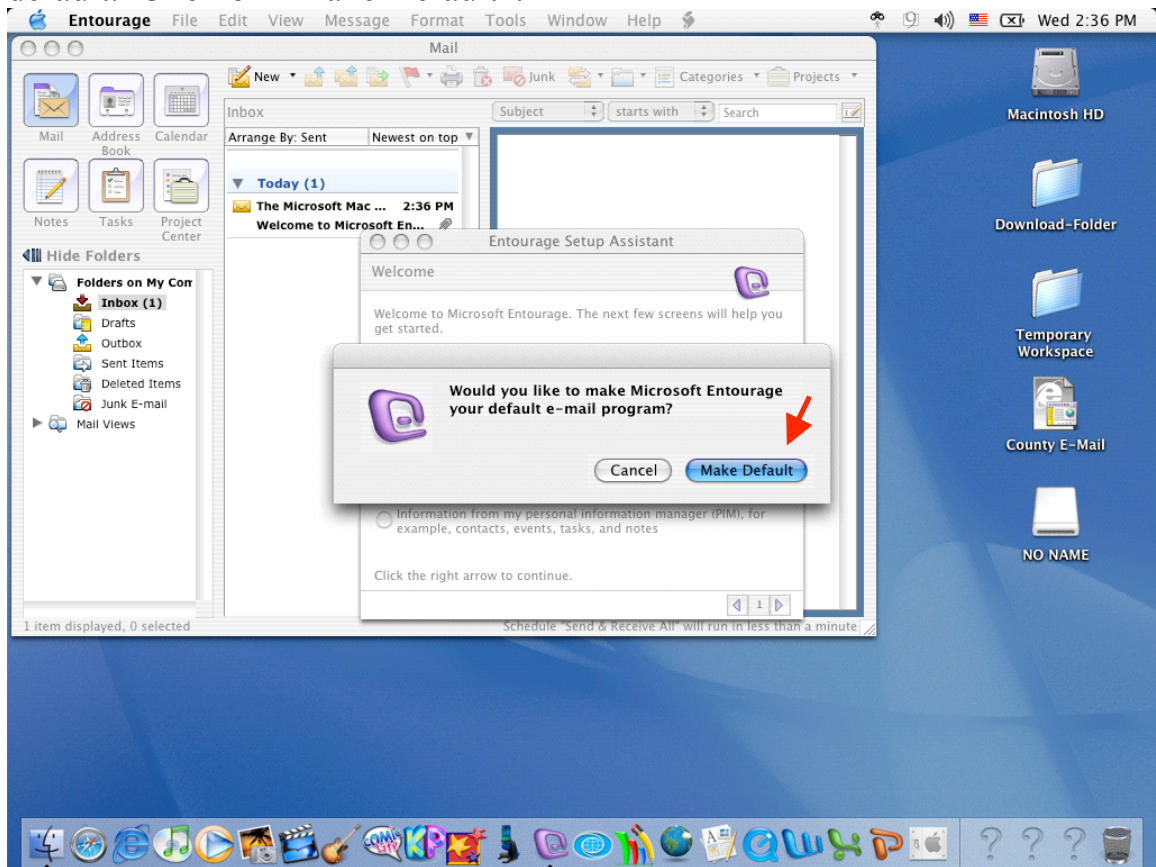
Setting up an Entourage Account for 2004

First check to see if the latest update is installed. Microsoft Office 2004 for Mac 11.2.3 Update

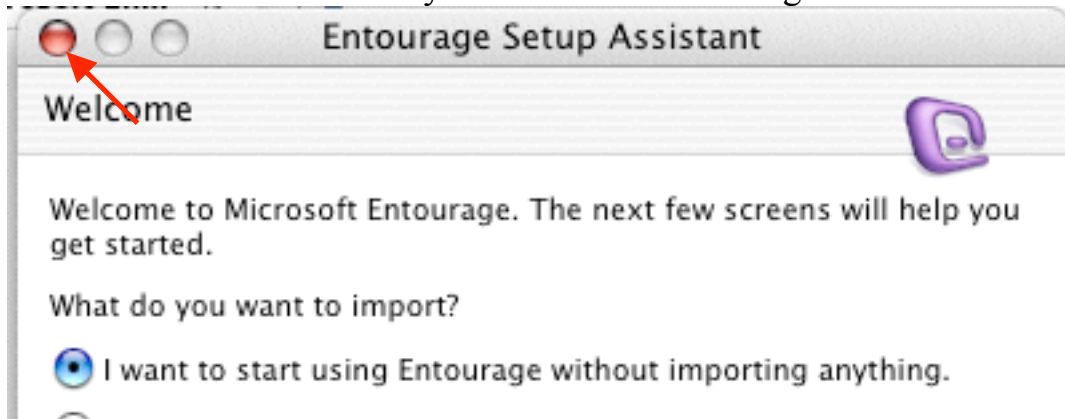
1. Click the purple 'E' to run Entourage. If there is no E on the dock run the application from the Applications folder located in the Hard Drive.



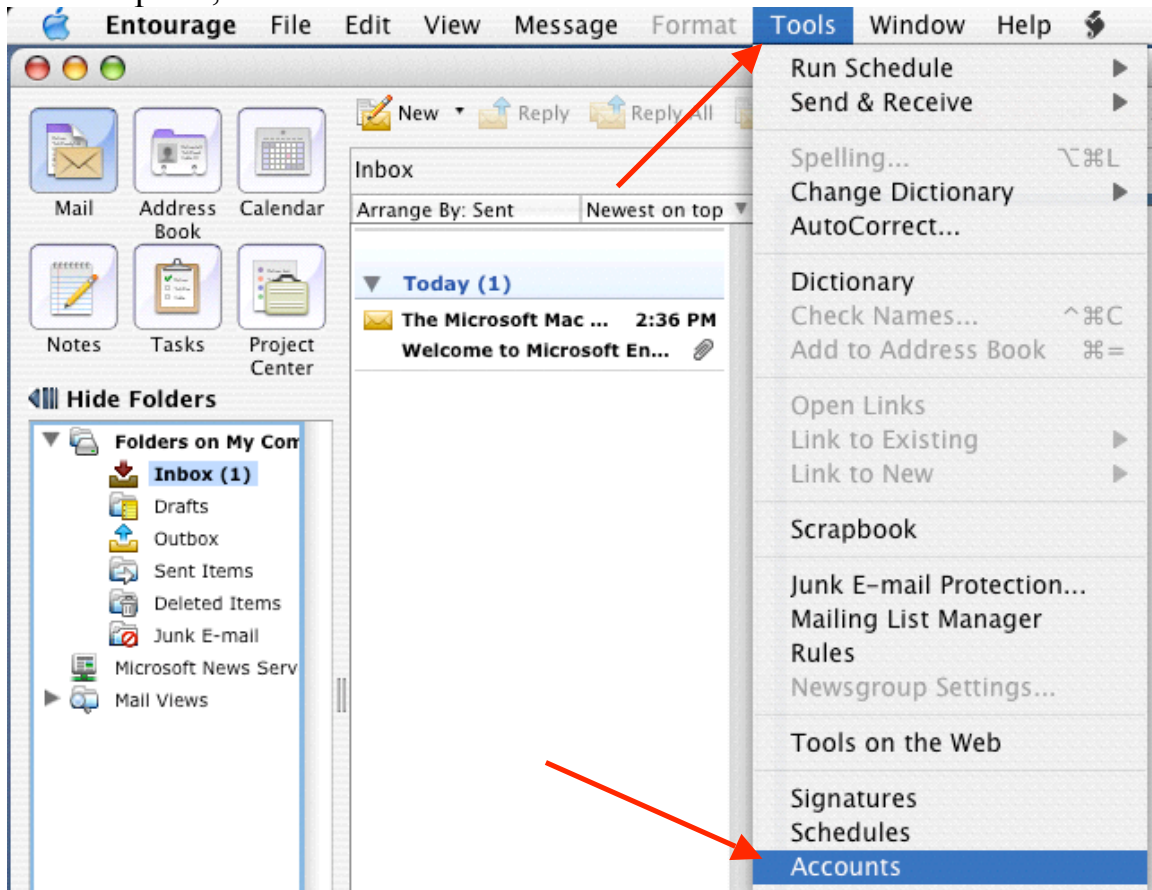
2. Entourage will open and ask if you would like to make Entourage your default. Click on "Make Default".



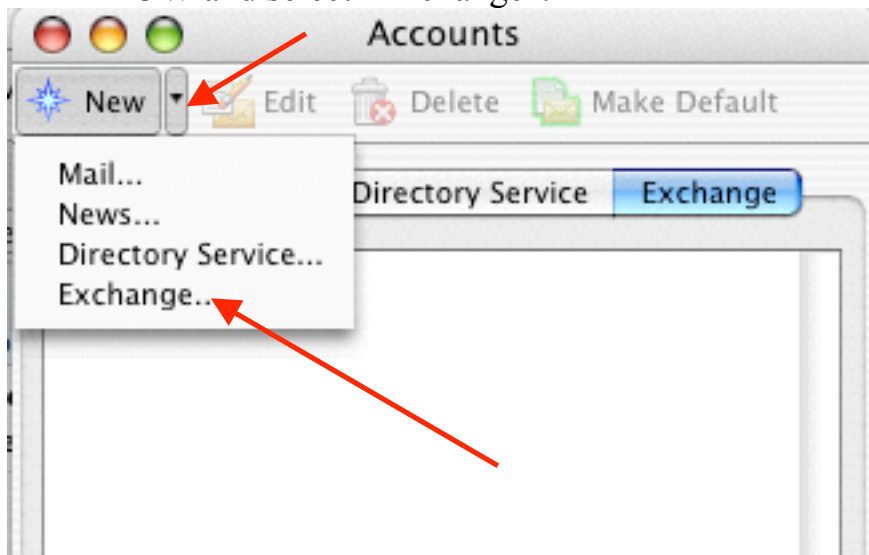
3. Entourage Set Up Assist will appear. Close this screen by clicking on the Red Dot. This will take you to the main Entourage screen.



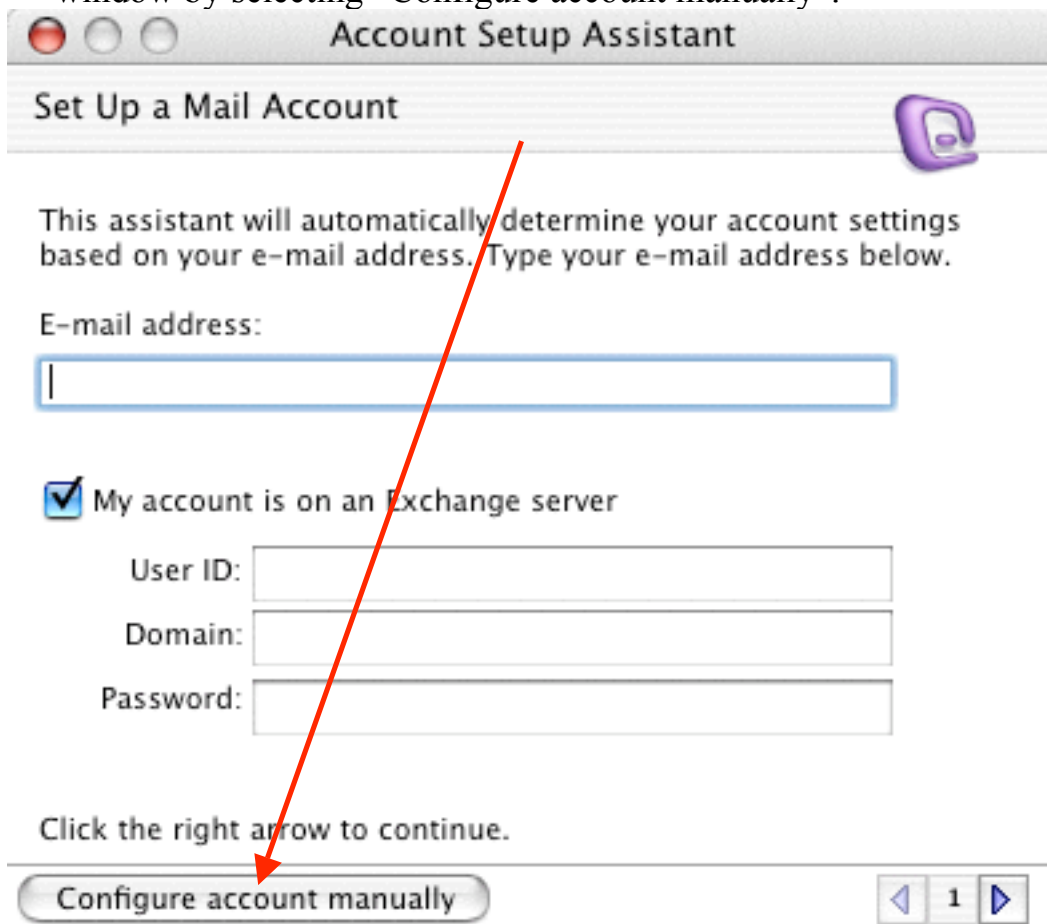
4. From the top tool bar click on "Tools". On the drop down menu select the last option, "Accounts".



5. The Accounts listing will appear. Next to “New” select the DROP DOWN ARROW and select “Exchange”.



6. Bypass the automatic account settings on the Set Up a Mail Account window by selecting “Configure account manually”.



Edit Account screen will appear. Fill in 'Account Settings' as follows:

The screenshot shows the 'Edit Account' dialog box with the 'Account Settings' tab selected. Red callout boxes with arrows point to the following fields:

- Account name**: Username
- Name**: First Name Last Name
- E-Mail address**: username@k12albemarle.org
- Account ID**: username
- Domain**: SCHLS
- Password**: (empty field)
- Exchange server**: https://webmail.k12albemarle.org/ACPS

Other visible fields and options include:

- Personal information section
- Server information section
- Account ID: username
- Domain: SCHLS
- Password: (empty field)
- Save password in my Mac OS keychain
- Exchange server: https://webmail.k12albemarle.org/ACPS
- Additional text: 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: 443
- Buttons: Cancel, OK

7. While still on the 'Edit Account' Screen select 'Advanced' and fill in as follows:

Public Folder Settings

Public folders server:

This server is also used for free/busy information.

This DAV service requires a secure connection (SSL)

Override default DAV port:

Directory Settings

LDAP server:

This server requires me to log on

This LDAP server requires a secure connection (SSL)

Override default LDAP port:

Maximum number of results to return:

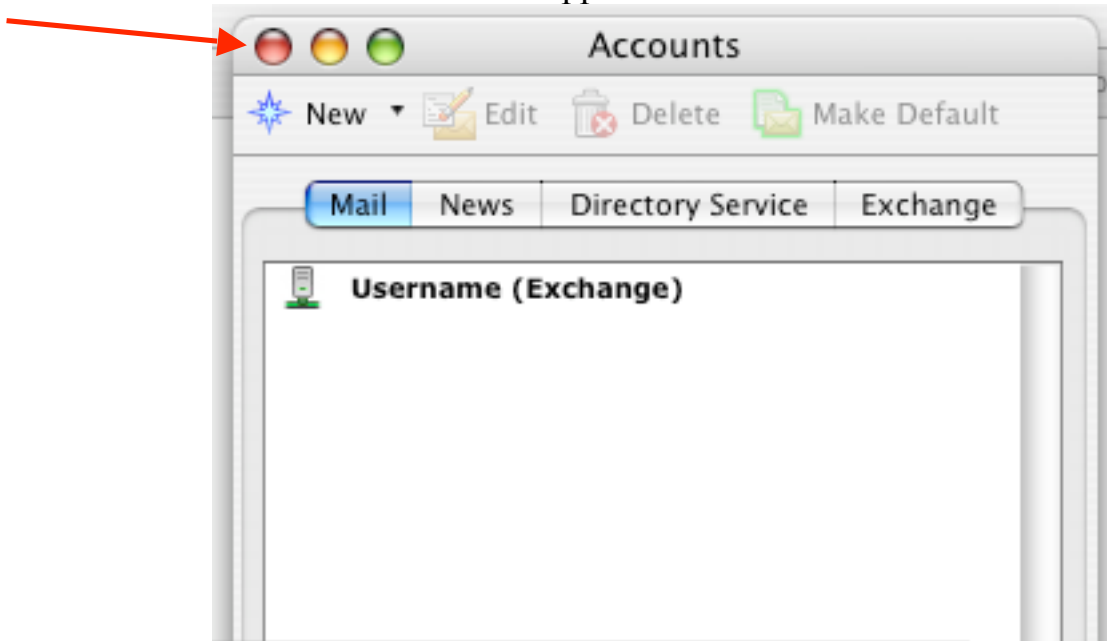
Search base:

Cancel OK

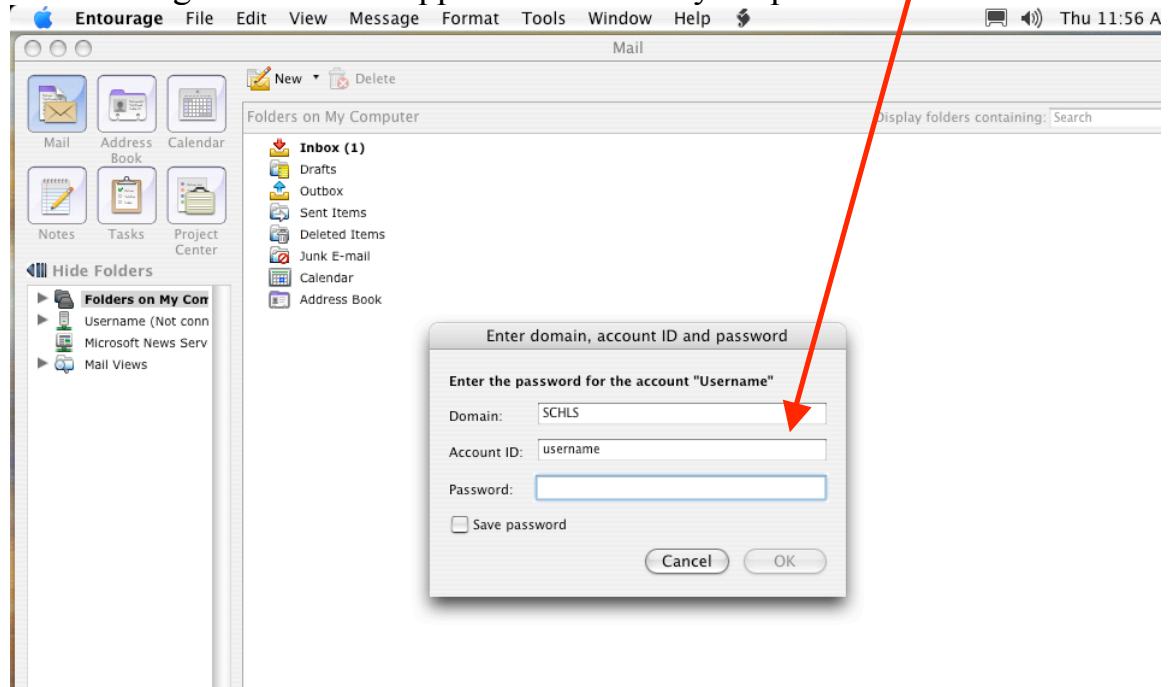
Click the OK

8. Account Set up screen will disappear.

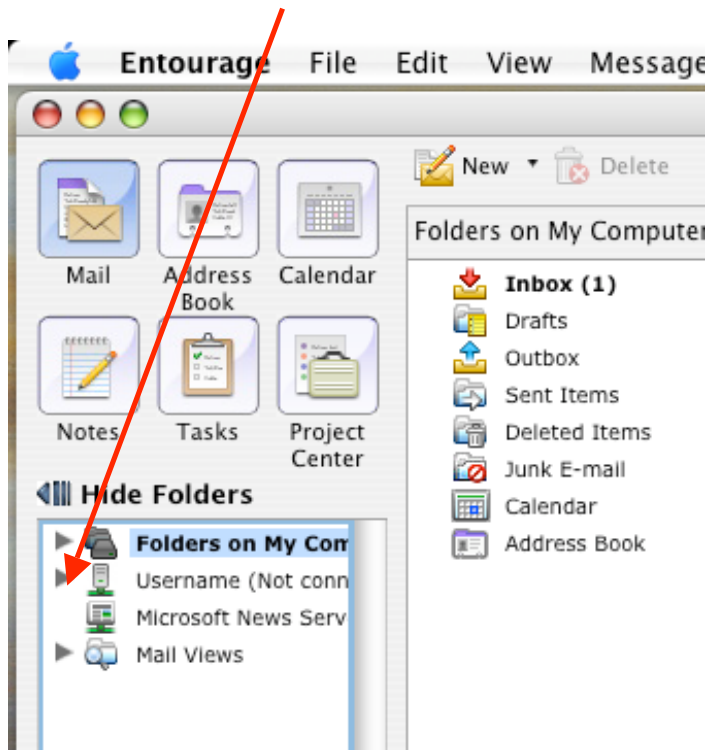
9. Users account will be in the Accounts list. Close this screen by clicking on the Red Dot in the upper left hand corner.



10. The login screen will appear next. Enter your password.



11. On the left hand panel, select the toggle arrow next to the new account to view your folders.



12. The arrow will turn down and you will be able to view your mailbox. Select 'Inbox' and your mail will be on the right hand side.

