

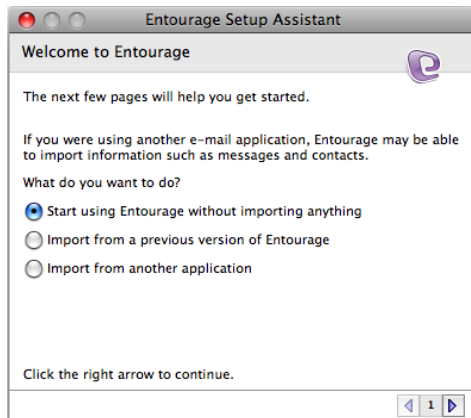
Configuring Entourage 2008 for Exchange

Entourage 2008 is the email client that comes with Office 2008 for Mac. Here's how to configure it to work with Microsoft Exchange, OHSU's email server software.

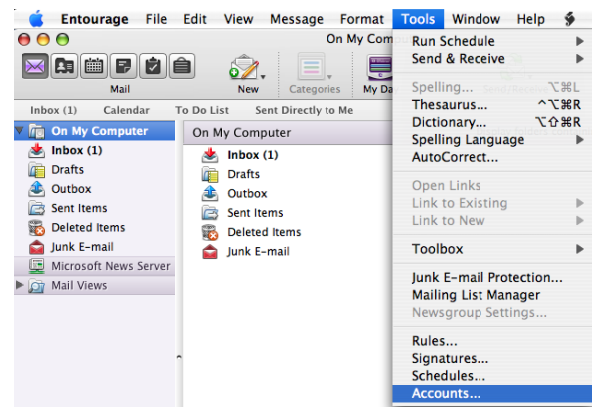
Note: These procedures work with version 12.1 of Entourage 2008. If you're having trouble, make sure you have the latest version by selecting Downloads and Updates from the Entourage Help menu. If you still need help, contact the Help Desk at 503-494-2222.

- 1.
1. Start Entourage.
- 2.

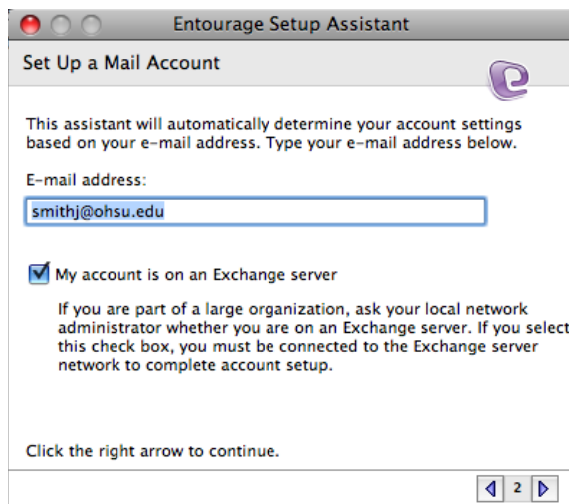
If the Account Setup Assistant program starts automatically, select **Start using Entourage without importing anything**, click the **right arrow** to continue.



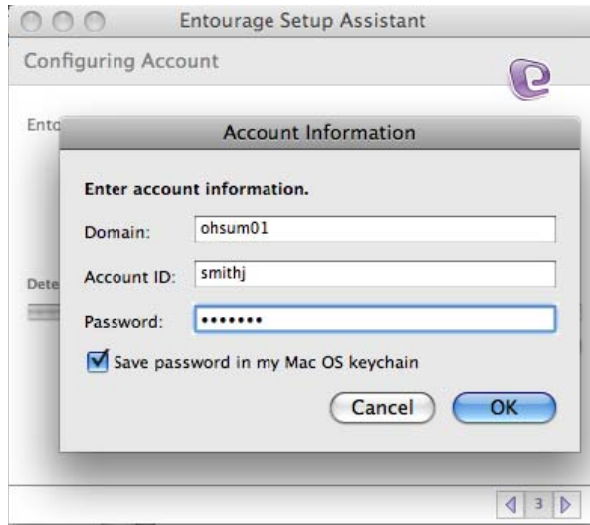
Otherwise select **Tools > Accounts**, then click **New**.



3. In the Account Setup Assistant, type your OHSU email address, check **My account is on an Exchange server**, and then click the **right arrow** to continue.



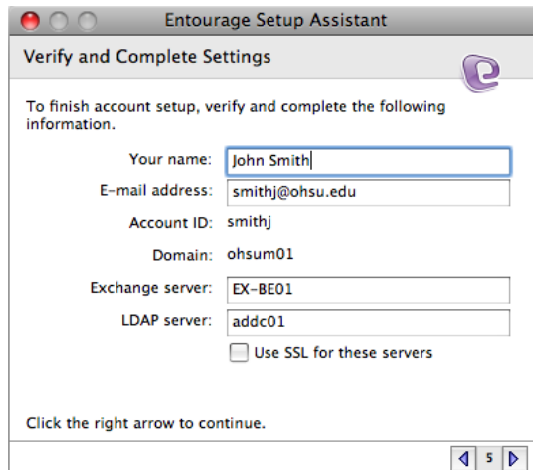
4. Enter your account information.



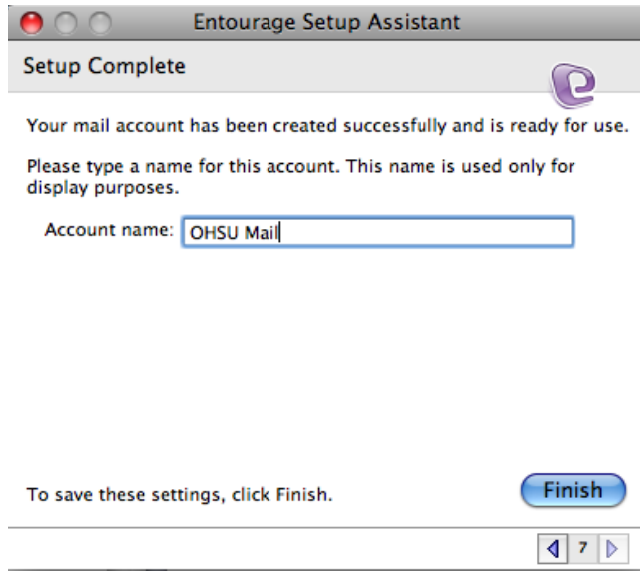
- **Domain:** ohsum01 (The next-to-last character is a zero.)
- **Account ID:** Your OHSU network ID (It's your email address without "@ohsu.edu".)
- **Password:** Your OHSU network password. (From now on, your email password is the same as your network login password.)

5. Click **OK**, then click the **right arrow**.

6. In the Verify and Complete Settings window, type your full name, then click the **right arrow**.



7. In the Optional: Verify Settings window, click **Verify My Settings**. If the verification fails, click the **left arrow** to double-check your settings. Click the **right arrow** to continue.
8. In the Setup Complete window, enter **OHSU Mail** for the Account name, and then click **Finish**.



9. The Setup Assistant closes. Entourage connects to the Exchange server, beginning email synchronization. Your OHSU Mail account is now configured to send and receive email.