

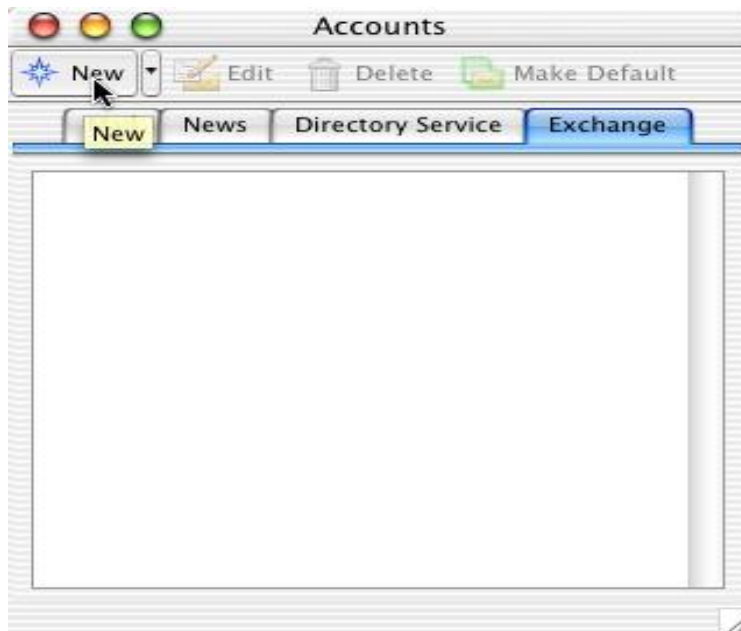
# Entourage 2004 Setup

Entourage 2004 comes with Office 2004 for Mac OS X operating systems. Entourage 2004 is more stable than Entourage X and should be used when the OS permits.

( check application folder for “Office 2004 test drive” and delete it )

Install Office 2004 and start Entourage

In Entourage go to > Tools > Accounts. On the Accounts screen select the Exchange tab and click New to create a new account.



On the Account Set up Screen choose Configure Account Manually



Fill in Account information.

The Exchange Server is “webmail.uams.edu/exchange/”users email address”

Ex.- [webmail.uams.edu/exchange/doesjohn@uams.edu](mailto:webmail.uams.edu/exchange/doesjohn@uams.edu)

Pass word is only entered her if you do not want to enter password every time entourage starts.

**Edit Account**

Account Settings Options Advanced Delegate Security

Account name:

**Personal information**

Name:

E-mail address:

**Server information**

Account ID:

Domain:

Password:

Save password in my Mac OS keychain

Exchange server:

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.

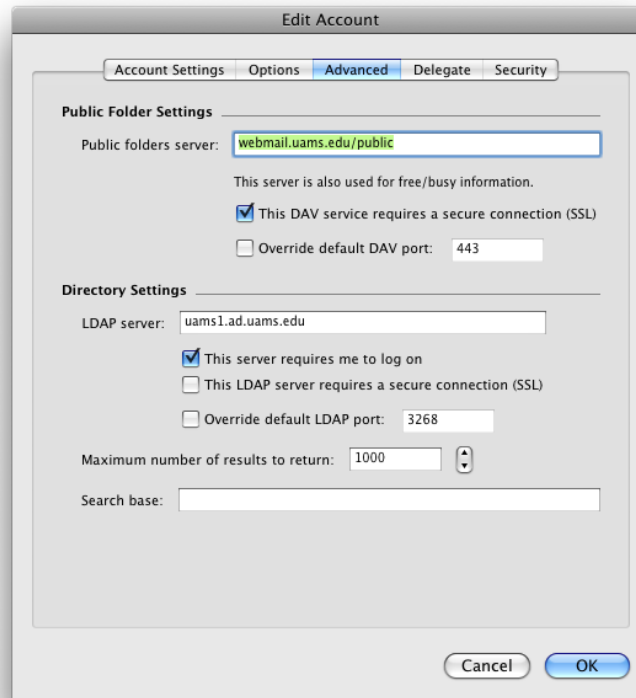
This DAV service requires a secure connection (SSL)

Override default DAV port:

Cancel OK

Go to the Advanced Tab. Enter **webmail.uams.edu/public** for Public Folders server.  
Check the Box for “This DAV service requires a secure connection. (SSL)”

Enter **uams1.ad.uams.edu** for the LDAP server  
Check the Box for “This server requires me to log on” if not already checked.



Click OK

Close Accounts setup windows and check users email by sending email.  
Global list should come up when user enters name and hit Check Name button.