

# Entourage Configuration MAC OS

# What do I need to do to configure Entourage for my Mac OS X?

MS Entourage is the e-mail application included in the MS Office 2004 Suite

- Start the Entourage Client
- Configure for DePaul e-mail
- Synchronizing with Exchange
- Begin Using

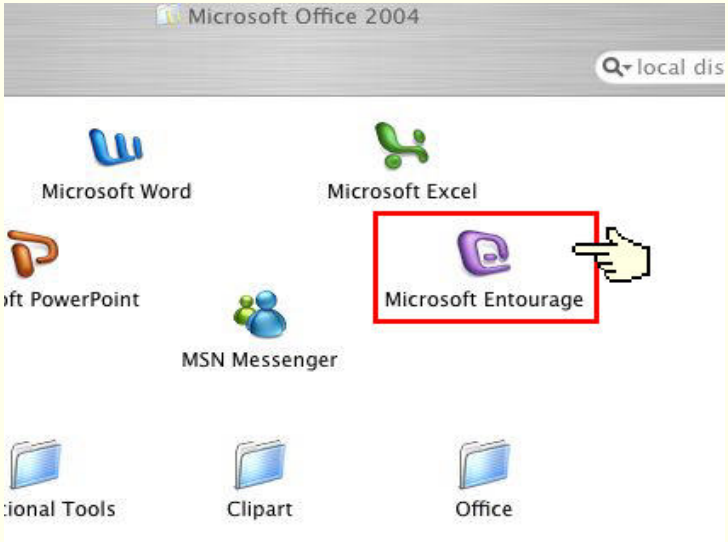
# Starting the Entourage Client

**Step 1:** Open the “Applications” folder

Double click on the “Microsoft Office 2004” folder



**Step 2:** Double click on the “Microsoft Entourage” icon

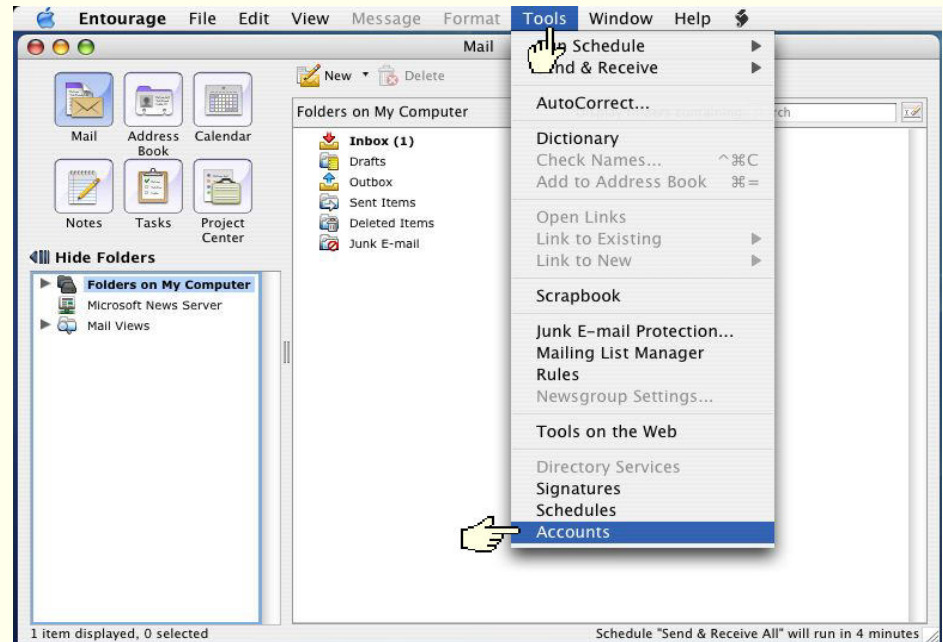


### Step 3: The Entourage client has opened

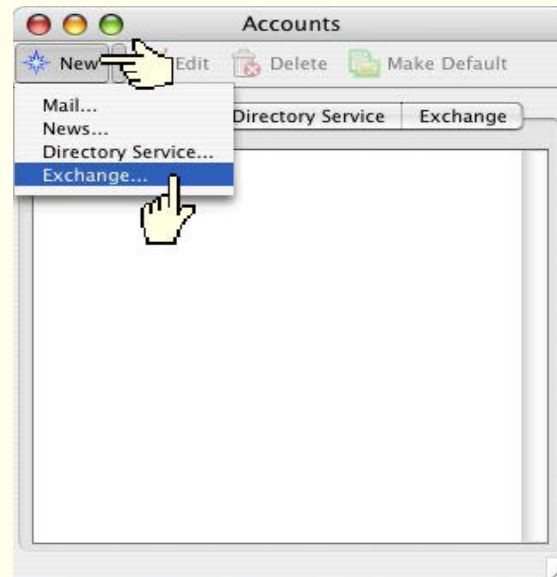


# Configure Entourage for DePaul E-mail

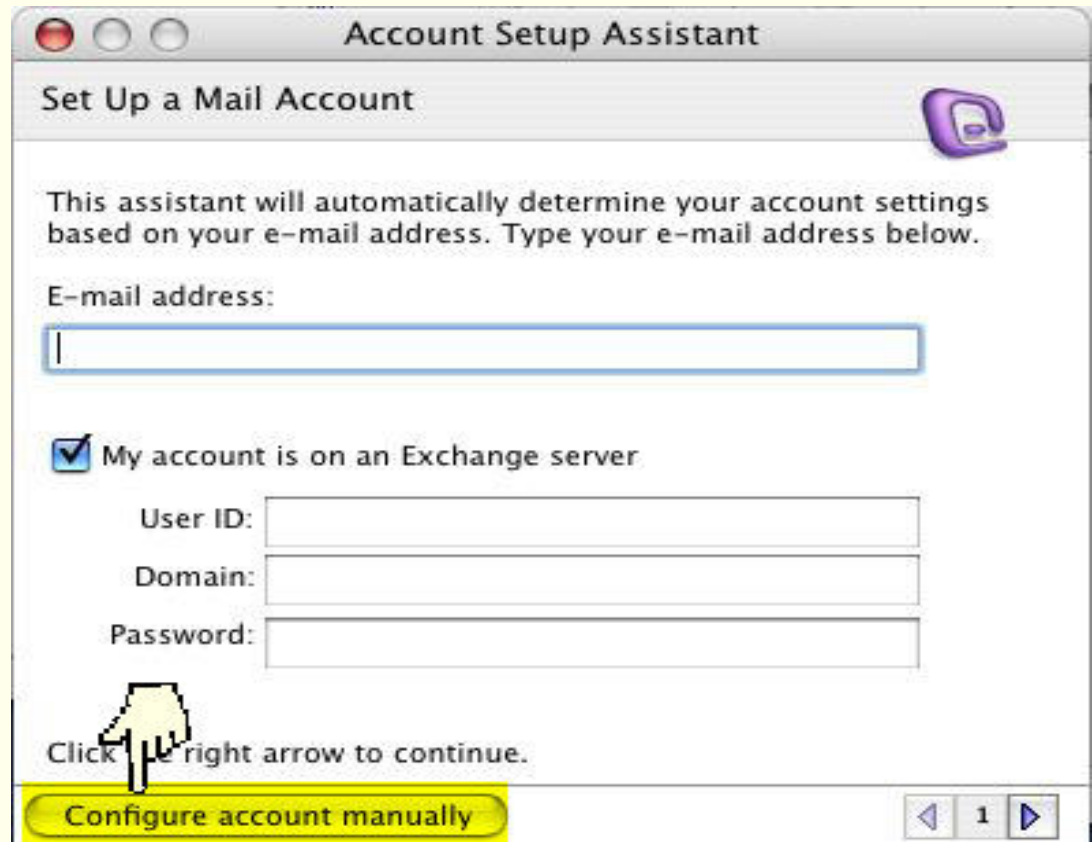
**Step 1:** Click on “Tools” then select “Accounts”



**Step 2:** From the Accounts Window, select “New” and then select “Exchange”



**Step 3:** Click on the “Configure Account Manually” button



**Step 4:** In “Account Settings,” fill in the requested information in each of the boxes listed

\*Please make sure to enter in the Exchange Server exactly as shown in the picture with the ending /

**<https://outlook.depaul.edu/>**

\*\*Examples have been provided- substitute with your information where requested

**Edit Account**

Account Settings | Mail | Directory | Advanced | Delegate | Security

Account name: DePaul Exchange Account

Account ID: username

Password: ••••••••

Domain: dpu.depaul.edu

Save password in my Mac OS keychain

Exchange server: https://outlook.depaul.edu/

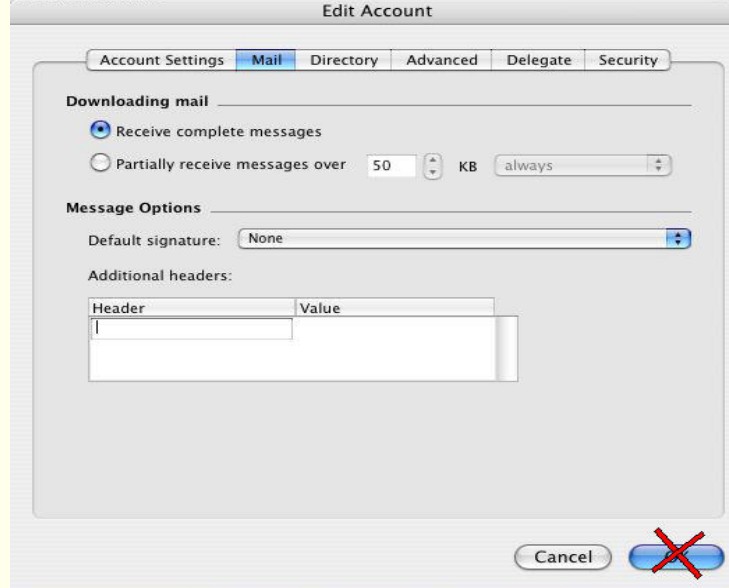
Name: User's\_First\_Name User's\_Last\_Name

E-mail address: user@depaul.edu

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.

Cancel

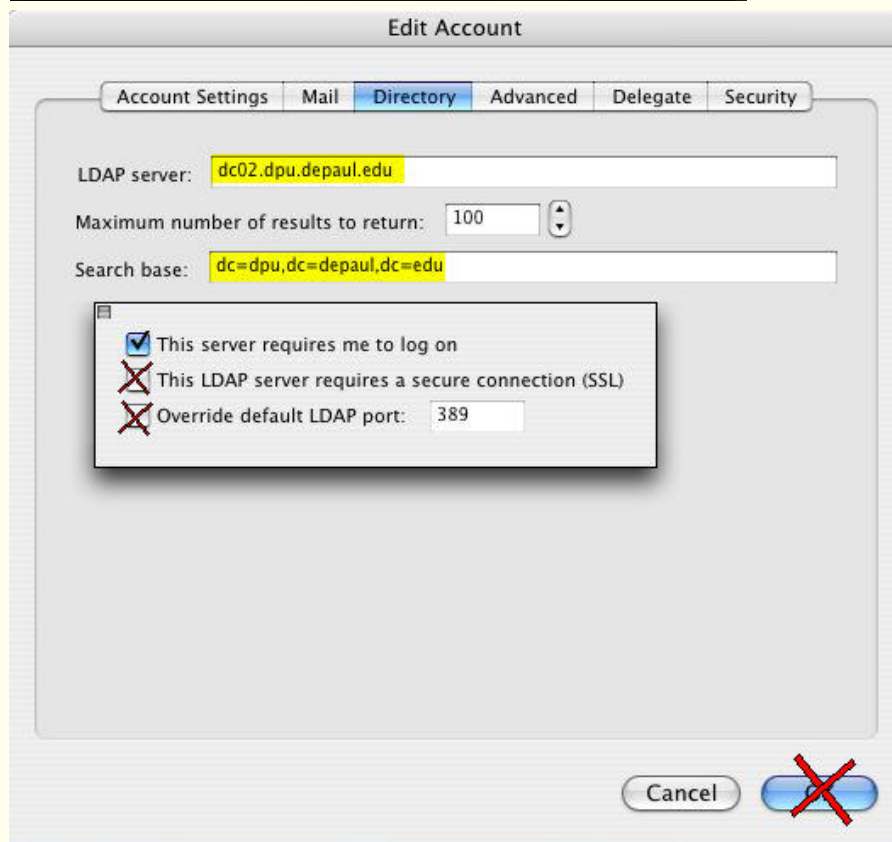
**Step 5:** Verify that the “Mail” tab matches this screen.



**Step 6:** Click on the “Directory” tab and fill in the information listed in the blanks for “LDAP Server” and “Search base”

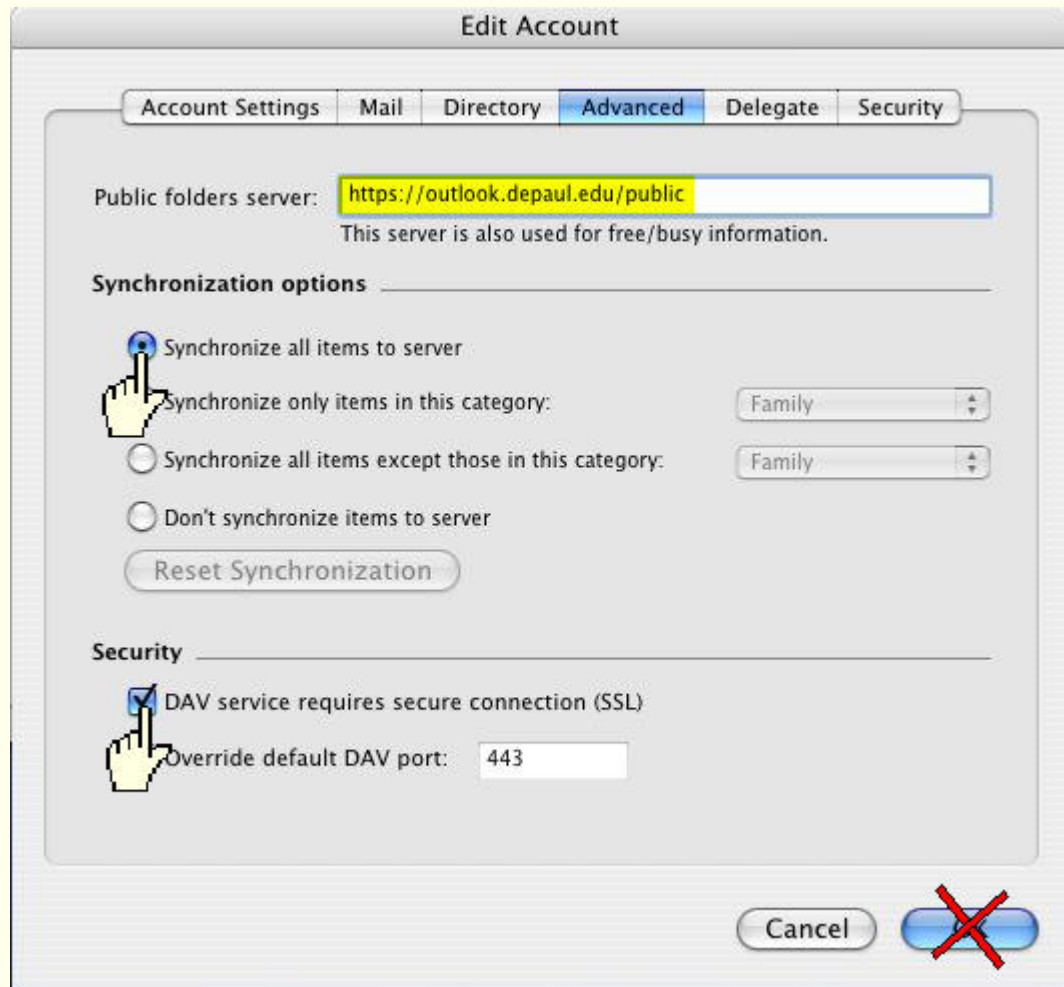
Click on “*Click here for advanced options*” button

Only check “This server requires me to log on”

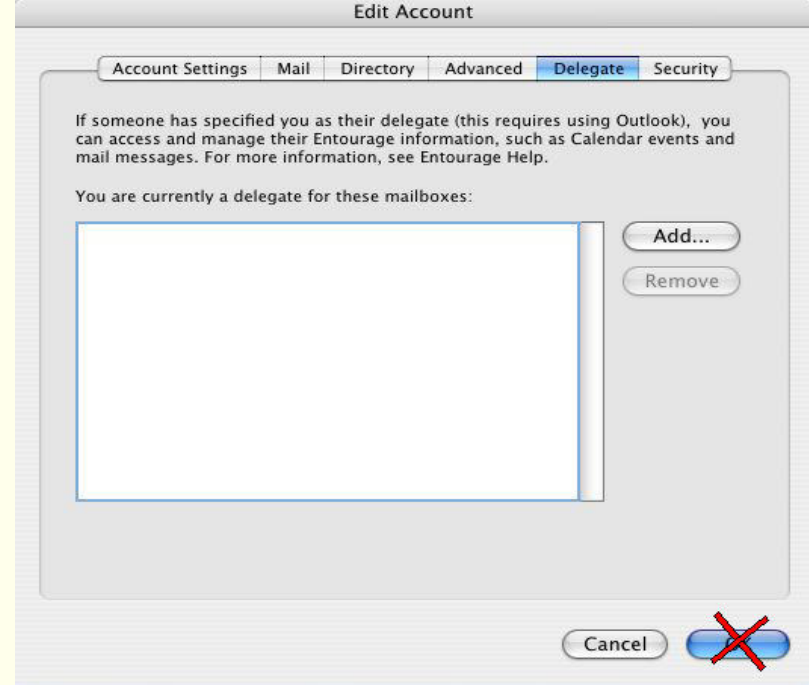


**Step 7:** Click the “Advanced” Tab and fill in the information as it appears in the “Public Folders Server”

\*\*Make sure that “Synchronize all items to server” and “DAV service requires secure connection (SSL)” are checked



**Step 8:** Choose the “Delegate” tab to add any Delegate (proxy) information by clicking on the “Add” button



**Step 9:** Click “Security” and make sure that the default check boxes are checked

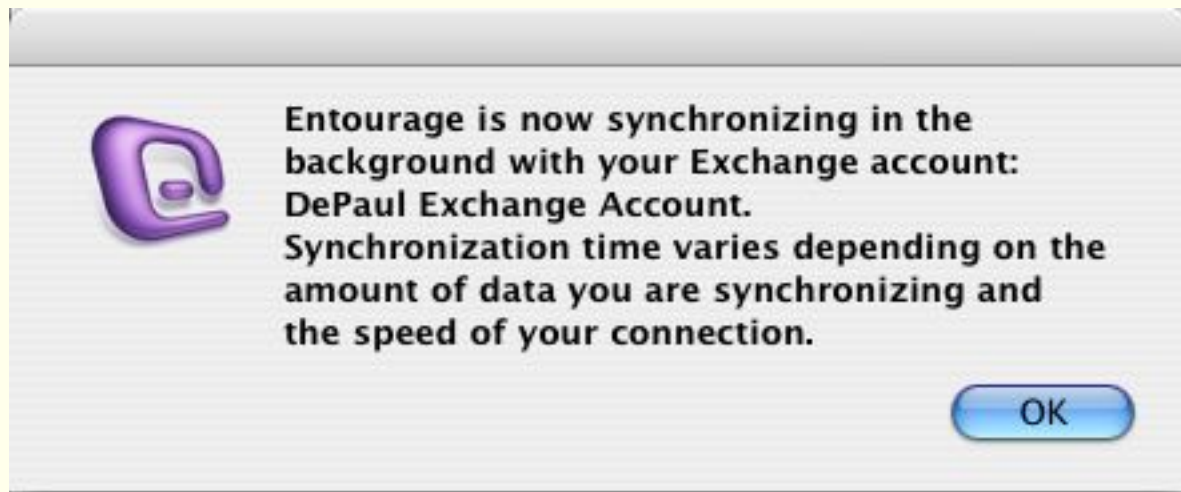
Click “OK”



**Step 10:** Restart the Entourage client

**Step 11:** You will receive a message stating that Entourage is synchronizing with the Exchange server

Click "OK"



You have completed the Entourage client setup for the DePaul Exchange server. You are now able to view and send mail from the Entourage client.

If you have any questions please contact the TCC at  
312-362-8765 or x2-8765