

Entourage® 2008 Setup

Configuring Entourage

Attention: Current versions of Entourage are not fully compatible with Microsoft Exchange 2007. Admins should notify support with a list of all Entourage users on a domain.

To set up Microsoft Entourage to connect to your Hosted Exchange mailbox, do the following.

1. Log into your User Control Panel at the following URL:
admin.emailsrvr.com/usercp
2. Under the [Client Setup](#) section, click the [Entourage 2008](#) link. This will open the [Setting Up Entourage 2008](#) window. You will need this information to set up the account.
3. Open Entourage.
4. Select [Tools / Accounts](#).
5. Select [New / Exchange](#).
6. Click the “[Configure account manually](#)” button.
7. Enter the following information in the spaces provided:
 - Account Name—Enter a descriptive name for the account (e.g., Work Account).
 - Name—Enter your first and last name. This name will be visible when you send and receive email.
 - E-mail address—Enter your full email address (e.g., myname@mydomain.com)
 - Account ID—Enter the [Account ID](#) from the [Setting Up Entourage 2008](#) window. The [Account ID](#) is not the same as the email address.
 - Domain—Enter the [Domain Name](#) from the [Setting Up Entourage 2008](#) window.
 - Password—Enter the password for your email address. This password is case-sensitive.
 - Leave [Use Kerberos authentication](#) blank.
 - Exchange Server—Enter the [Exchange Server](#) address from the [Setting Up Entourage 2008](#) window.
8. Check the “[This DAV service requires a secure connection \(SSL\)](#)” checkbox.
9. Click the [Advanced](#) tab.
10. In the [Public Folders Server](#) box, enter the [Public Folder Server](#) address from the [Setting Up Entourage 2008](#) window.
11. Click the [OK](#) button until you are back to the main Entourage window.
12. Select [Send / Receive](#) to connect to the Hosted Exchange server.

Viewing a User's Shared Calendar

Exchange calendars can only be shared through Microsoft Outlook. Once a calendar is shared, it can be accessed through Entourage.

1. Select [File / Open Other User's Folder](#).
2. Click the [Find User](#) icon, located to the right of the User box.
3. In the [Search](#) box, enter the user's name (or part of the name), and then click [Find](#).
4. Select the user's name from the list, and then click the [Advanced](#) button.
5. In the [Server Address](#) box, enter the [Exchange Server](#) address from the [Setting Up Entourage 2008](#) window mentioned above, but instead of using your own email address on the end, substitute the shared calendar user's email address.
6. Be sure the “[Requires a secure connection \(uses SSL\)](#)” box is checked. Then click [OK](#). The user's calendar will now show up under your calendar.