

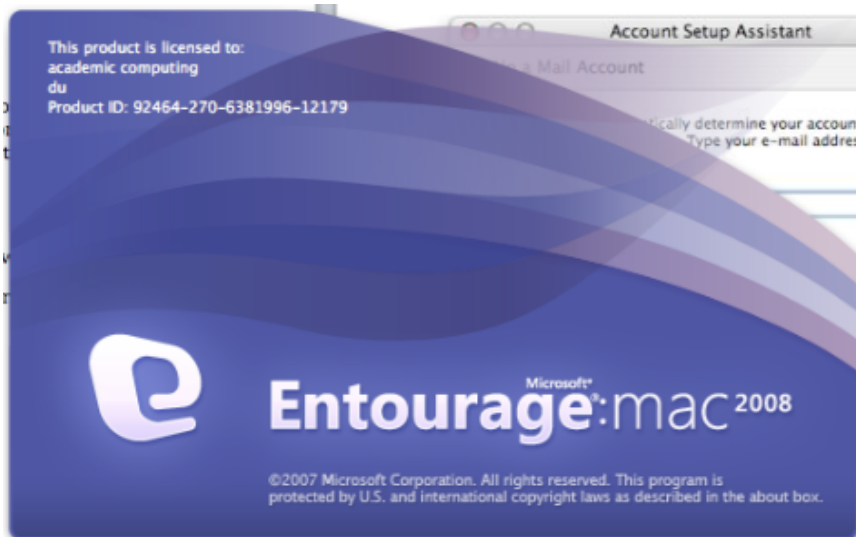
Configuring E-mail on a Macintosh Computer for Off-campus Users

Mac users can configure Microsoft Entourage (2004 or 2008) to read and send email from anywhere (at home, wireless hotspot, hotel network, university campus) as long they have an Internet connection.

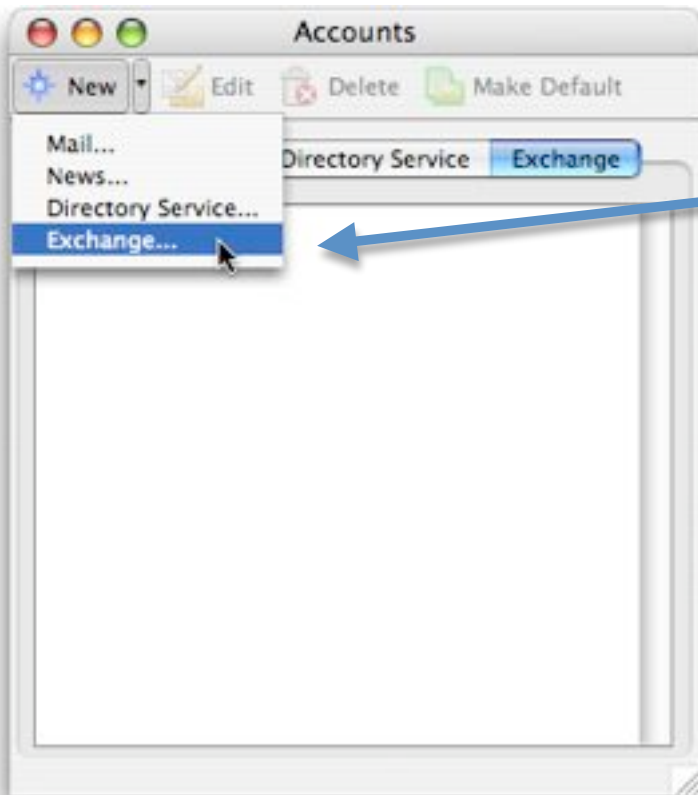
This is the recommended method for Drury faculty and staff who use a Macintosh computer off campus. (while required for off-campus usage, this configuration also works on-campus).

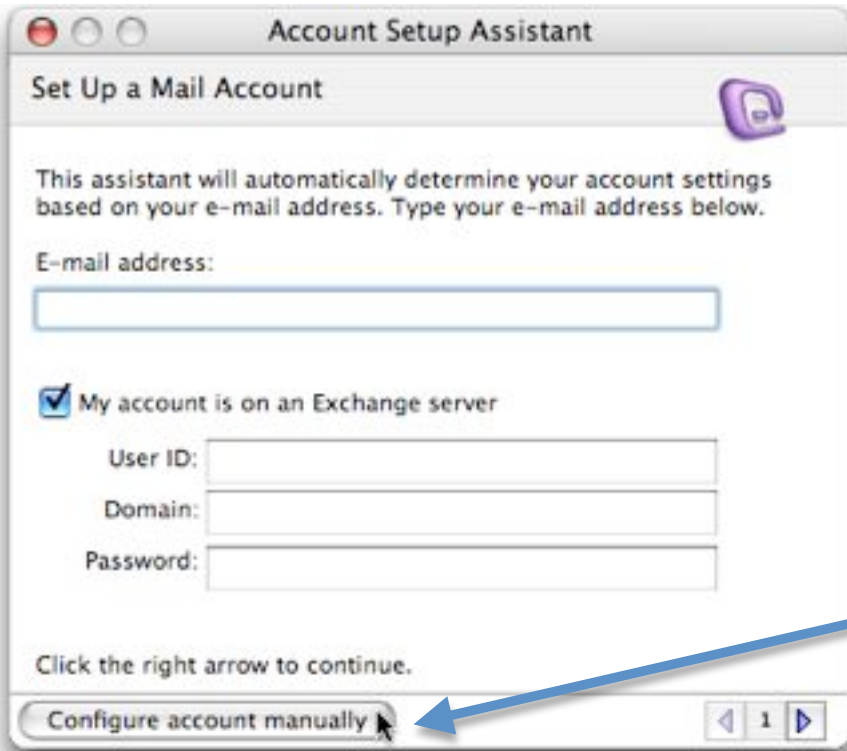
NOTE: The following instructions describe the process of setting up a new account. To modify an existing Exchange account, go to the menu “Entourage ➤ Account Settings...” and choose the “Exchange” account. Change the settings to match those described below starting with step 4.

1. Launch Entourage and close the Entourage Setup Assistant window if it appears.

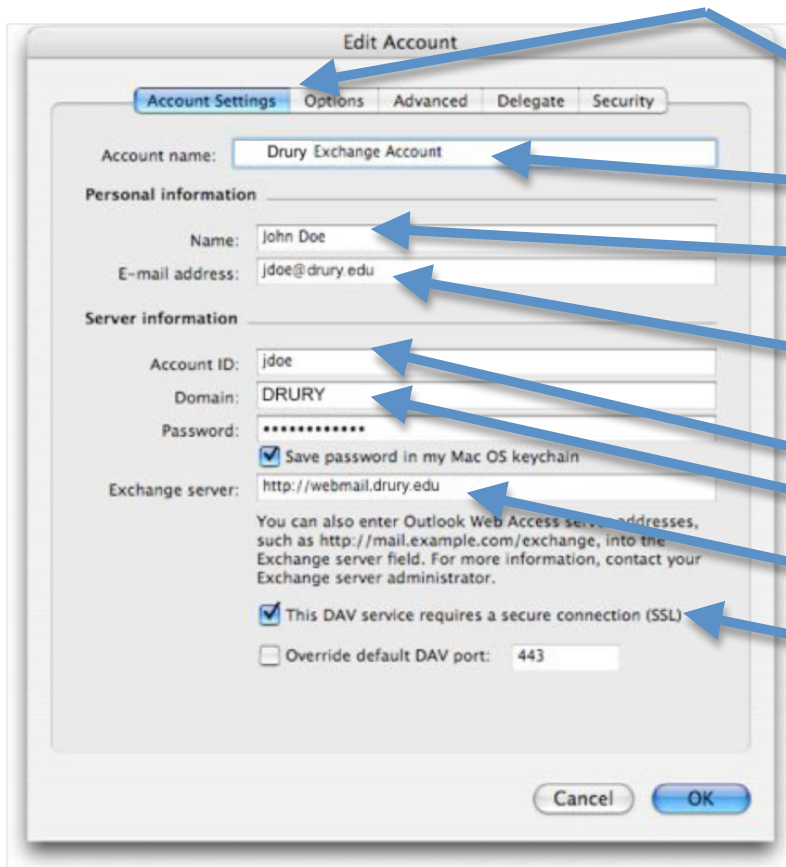


2. From the main menu, select “Tools ➤ Accounts”. Then click on the down arrow next to the “New” icon and select “Exchange.. ..”



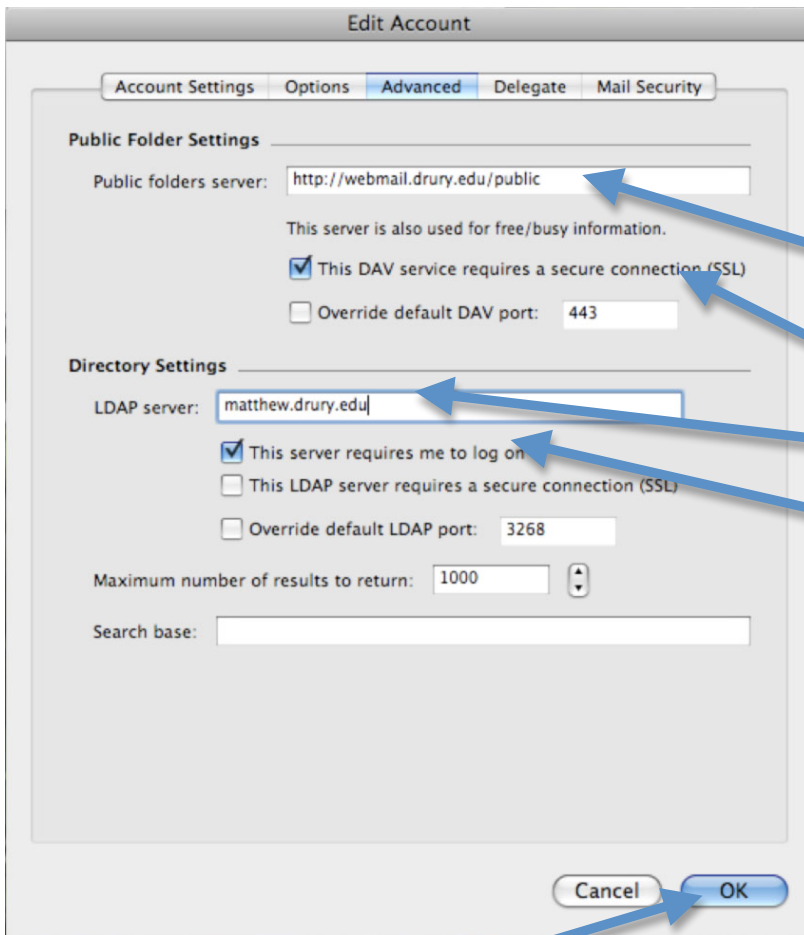


3. In the “Account Setup Assistant” window, click the “Configure Account Manually” button.



4. In the “Edit Account” window under “Account Settings”, enter the following information:

- * Account name: **Drury Exchange Account**
- * Name: Your first and last name as you prefer others to see it
- * E-mail address: **jdoe@drury.edu** (as assigned by Drury)
- * Account ID: **jdoe** (as assigned by Drury)
- * Domain: **DRURY**
- * Exchange server: **http://webmail.drury.edu**
- * “This DAV service requires a secure connection (SSL)” should be checked



5. In the Edit Account window under Advanced, enter the following information.

* Public folders server:
"http://webmail.drury.edu/public"

* Select: **"This DAV service requires a secure connection (SSL)"**

* LDAP Server: **matthew.drury.edu**

* Select: **"This server requires me to log on"**

Ensure all settings are configured per window below:

6. Click the **"OK"** button. The Exchange Server email account will appear in the folders list in the Entourage Mail window and will begin to synchronize.

Initial synchronization from the Exchange Server to Entourage may take several minutes before complete.