

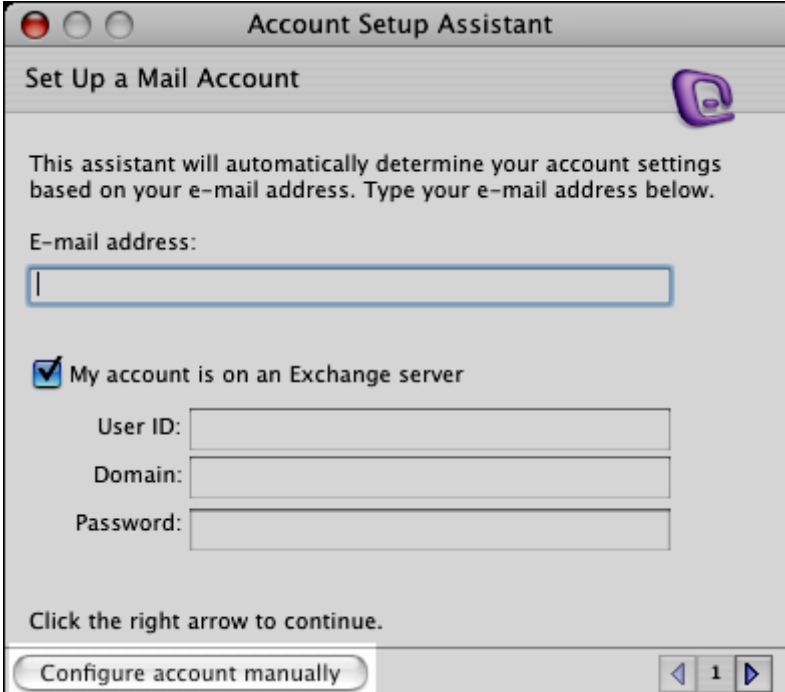
Using Entourage 2004 SP2 with ManagedExchange

Microsoft's release of Office 2004 continues the ability of OS X users to access accounts on ManagedExchange's Exchange servers. With the release of Service Pack 2 (SP2), Entourage contains more features and functionality than before. You should ensure you have this latest release, by using the update tool installed with MacOffice2004, to update this version.

Alternatively, you can download the latest service pack from the following link:

http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/download/office2004/Office2004_11_2.xml&secid=4&ssid=27&flgnosysreq=True

Step 1: Select ACCOUNTS from the Entourage Tools Menu. If there are existing Exchange accounts in Entourage you may want to remove them so you don't get them confused. (All information will be saved on the Exchange server). Click New at the top of the window. This will start the Exchange account creation process for Entourage. At the bottom of the window that appears, click Configure account manually. See Figs. 1 and 2.



Account Setup Assistant

Set Up a Mail Account

This assistant will automatically determine your account settings based on your e-mail address. Type your e-mail address below.

E-mail address:

My account is on an Exchange server

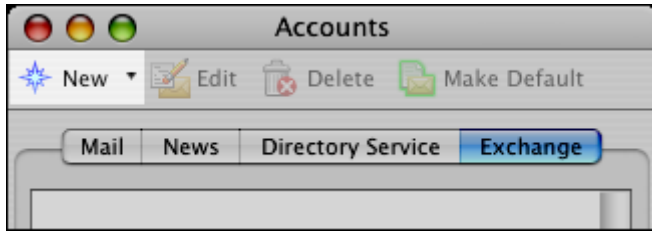
User ID:

Domain:

Password:

Click the right arrow to continue.

Configure account manually



Step 2: Edit Account Information:

Using the information provided to you regarding your username, password and email address, fill out the Edit Account information taking care to ensure the following details are supplied:

Account Name: Put in any descriptive name you'd like (eg. My ManagedExchange Account)

Name: Your full name as supplied with the information we've given you:
eg. Joe.Bloggs

Email Address: Your Exchange email address: For example:
Joe.bloggs@managedexchange.co.uk

DOMAIN: MANAGEDEXCHANGE

Password: Your password as supplied to you. Make sure the tick the box which says:
"Save password in Mac OS Keychain"

Exchange Server: <http://webmail.managedexchange.co.uk/exchange>

This Dav Service requires a secure connection (SSL): Checked

Edit Account

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:

Next, click on the **ADVANCED** tab and add the following information:

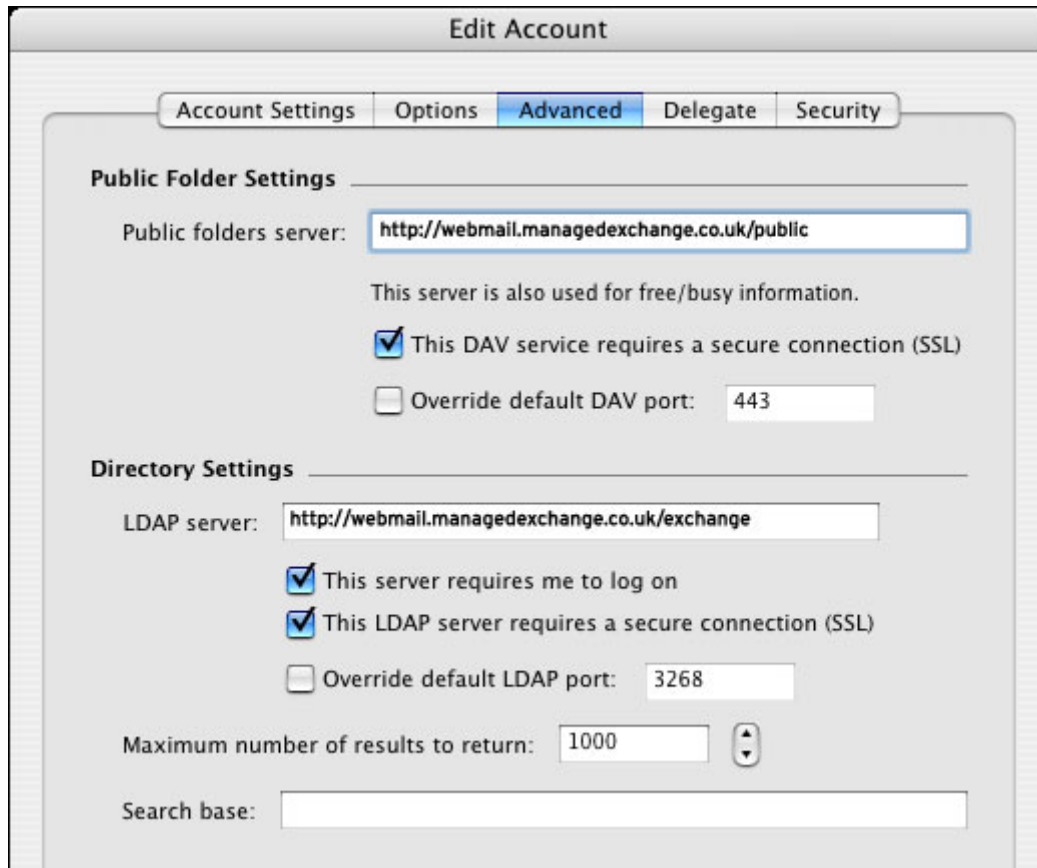
Public Folder Server: <http://webmail.managedexchange.co.uk/public>

This Dav Service requires a secure connection (SSL): Checked

LDAP Server: <http://webmail.managedexchange.co.uk/exchange>

This server requires me to login: Checked

This LDAP Server requires a secure connection (SSL): Checked



Click OK. Entourage will now take some time to synchronize all the information between the Exchange server and your computer. If Entourage hangs or freezes, be patient; most times, it's simply communicating with the server and not responding to updates from OS X; this is what causes the spinning "beach ball" icon you see sometimes. If Entourage is unresponsive for an extended period of time (over 30 minutes), force quit Entourage and restart it; it should pick up from where it was before.

END