Help Document Series: Configuring Entourage 2008 For Exchange Email

This documentation will provide instructions for configuring Microsoft Entourage 2008 for use with the campus Exchange email system.

Please make sure that your computer is connected to the network, either through a wired or wireless connection.

Step 1: (From the Applications folder) open the Microsoft Office 2008 folder and double-click on the Entourage icon.

Step 2: Once Entourage has started click on the Entourage pull-down menu and select Account Settings…

Step 3: The Account window will appear, click on the New icon.

Step 4: When the New Account dialog window appears select Exchange and click OK.
Step 5: The Edit Account window will appear; the following information needs to be entered.

Account name: Clark eMail  
Name: (Enter your name)  
E-Mail address: (university email account)  
Account ID: (university network account)  
Domain: clarku  
Password: (university network account password)  
(If you want Entourage to remember your password check-off the “Save Password in my Mac OS keychain” check-box)  
Exchange server: exchange.clarku.edu  
(Confirm the check-box for “This DAV service requires a secure connection (SSL)” is checked-off.)

When finished, click on the Advanced tab to continue.

Step 6: Continue entering the following information.

Public folders server: exchange.clarku.edu/public  
(Confirm the check-box for “This DAV service requires a secure connection (SSL)” is checked-off.)

LDAP server: gc.ad.clarku.edu  
(Confirm the check-box for “This server requires me to log on” is checked-off.)

When finished, click on the OK to continue.

Entourage will now connect to the university’s Exchange mail server and begin synchronizing the contents of your Inbox.

If you have any questions, or require further assistance, please contact the ITS Help Desk at 508-793-7745 or helpdesk@clarku.edu.