Help Document Series: Setting up Entourage off campus

This document will guide you through setting up Entourage on your Apple Computer. You will need an Apple computer with OSX 10.4.11 or later, Entourage 11.3.6 or later, and an active internet connection.

Step 1
With Entourage open, click on the Entourage menu in the upper left to open a drop-down menu and select Account Settings…. This will open a new window, Accounts.

Step 2
In the Accounts window, click on the small arrow next to New to open a drop-down menu. Select Exchange…. This will open a new window, Account Setup Assistant.

If you have any questions, or require further assistance, please contact the ITS Help Desk at 508.793.7745 or helpdesk@clarku.edu.

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Step 3
Click the **Configure account manually** button in the lower left corner of this window which will open a new window, **Edit Account**.

Step 4
Start off by changing the **Account name**: to something you will easily recognize (e.g. Clark email).

Next, type in your Clark Account e-mail address in the **E-mail address**: text field and then your Clark Account username in the **Account ID**: text field. In the **Domain**: text field, type in “clarku”.

If you are the only user of this computer, type in your Clark Account password into the **Password**: text field.

Now type in “https://exchange.clarku.edu/exchange/username@clarku.edu” into the **Exchange server**: text field, substituting in your Clark Account username.

This will automatically check the **This DAV service requires a secure connection (SSL)** box for you.

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Step 5
Now, click on the **Advanced** tab. Type “https://exchange.clarku.edu/public” into the “Public folders server:” text field and “gc.ad.clarku.edu” into the **LDAP server:** text field.

Once that is complete, click the **OK** button to close this window.

Step 6
After a moment, you will be prompted again for your Clark Account information. Make sure it is all correct, and click the **OK** button. It may take Entourage up to 10-15 minutes to synchronize with the server and retrieve your mail.

Step 7
While your account is synchronizing with the Exchange server, close the **Accounts** window by clicking on the red circle in the upper left corner of the window.

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