

# Microsoft Entourage

## Setting Up Entourage



### Definition

Microsoft Entourage for Mac is an e-mail client and personal information manager developed by Microsoft for Mac OS. Entourage provides e-mail, a calendar, address book task list, note list and project manager.

### Summary

**Definition**  
**Setting Up Entourage**



**Note:** You can follow these instructions to set up Entourage on your home computer. However, you must download and install the Towson VPN client first. The VPN client allows you to connect to the Towson network from your home computer. Click the following link for instructions on installing the VPN client: <http://www.towson.edu/adminfinance/ots/gettingconnected/infosecandvirus/faqs/vpn.asp>. Connect to the VPN client first, whenever you want to use Entourage on your home computer.

### Setting Up Entourage

1. Open Entourage. If you are presented with the Entourage Setup Assistant go to Step 4 below.
2. Click the **Tools** menu and then click **Accounts**. If you have any Towson accounts listed, highlight each account and click the delete button to remove the account.
3. Click the drop-down arrow beside **New** and select **Exchange** (Fig 1, 1). The **Account Setup Assistant** dialog box will appear (Fig 2).
4. Click in the text box under **E-mail address:** and type your Towson e-mail address (Fig 2,1).
5. Click beside **My account is on an Exchange server** (Fig 2, 2) to place a check in the box.
6. Click **Configure Account Manually** (Fig 2, 3).

Figure 1

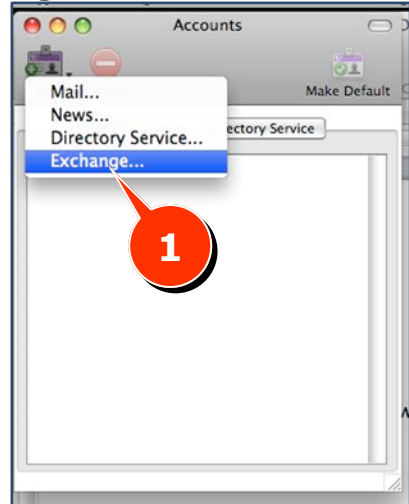
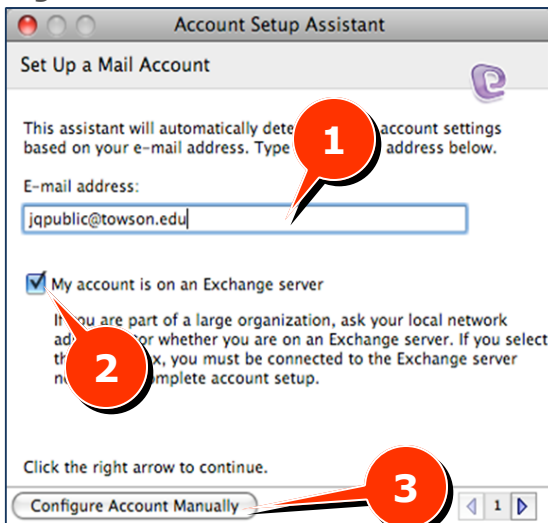


Figure 2



7. The **Edit Account** dialog box will appear (Fig 3). Fill in the information as defined below.

- Account name: **Towson**
- Name: **Enter your NetID (username)**
- E-mail address: **Enter your Towson e-mail address**
- Account ID: **Enter NetID (username)**
- Domain: **towsonu**
- Exchange server: **outlook.towson.edu**

**Figure 3**

The screenshot shows the 'Edit Account' dialog box with the 'Account Settings' tab active. A red circle with the number '1' highlights the 'Account name' field, which contains the text 'Towson'. Below this, the 'Personal information' section includes 'Name' (jqpublic) and 'E-mail address' (jqpublic@towson.edu). The 'Authentication' section has 'Use my account information' selected, with 'Account ID' (jqpublic), 'Domain' (towsonu), and a 'Password' field. There are also checkboxes for 'Save password in my Mac OS keychain' and 'Use Kerberos authentication'. The 'Server information' section shows 'Exchange server' (outlook.towson.edu) and checkboxes for 'This DAV service requires a secure connection (SSL)' and 'Override default DAV port: 80'.

8. Click the **Advanced** tab (Fig 3, 1).

9. Click in the box beside **LDAP Server**. Type *cesium* (Fig 4, 1).

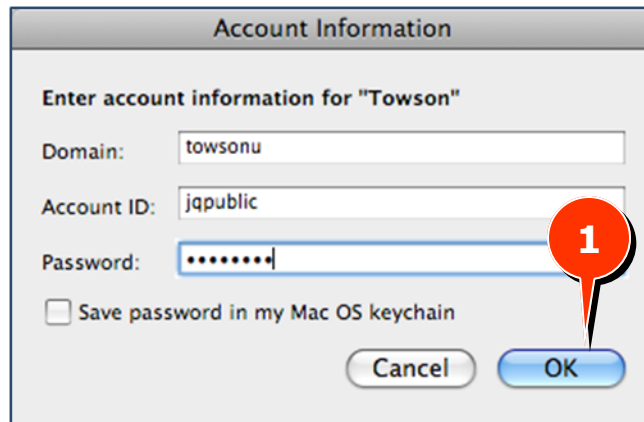
10. Click **OK** (Fig 4, 2).

**Figure 4**

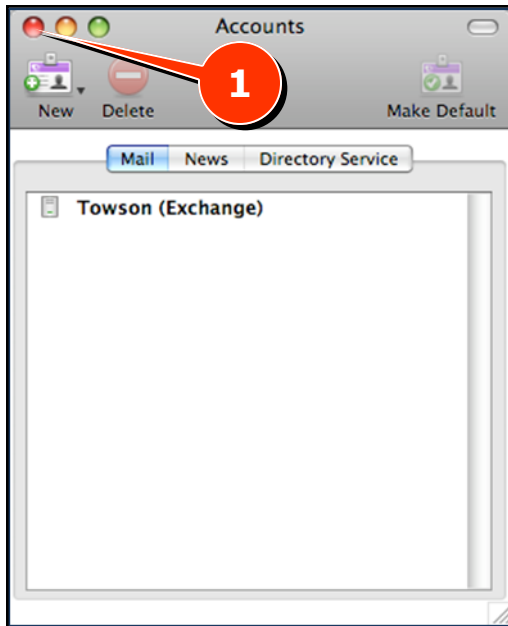
The screenshot shows the 'Directory Settings' dialog box. A red circle with the number '1' highlights the 'LDAP server' field, which contains the text 'cesium'. Below this, there are checkboxes for 'This server requires me to log in', 'This LDAP server requires a secure connection (SSL)', and 'Override default LDAP port: 3268'. The 'Maximum number of results to return' is set to 1000, and the 'Search base' field is empty.

11. The **Account Information** dialog box will appear (Fig 5). Enter your password and click **OK** (Fig 5, 1).

**Figure 5**



**Figure 6**



12. The **Accounts** dialog box will appear. Close the **Accounts** dialog box by clicking on the **red circle** in the upper left-hand corner (Fig 6, 1).

13. Your Towson mail will begin synchronizing with the server and appearing in Entourage. Click the triangle to the left of the word **Towson** to display all of your folders (Fig 7, 1).

**Figure 7**

