

Entourage 2008: Setup and Configuration Learning Guide

Entourage 2008: An overview

Entourage 2008 is a powerful tool that is capable of helping you organize large group projects and coordinate meetings among many people. You can also use Entourage for simple, day-to-day tasks such as managing your e-mail or keeping track of your appointments.

Using Entourage's...	You can...
Mail	Send and receive e-mail
Contacts	Create lists of addresses, phone numbers, and email addresses
Calendar	Keep track of your schedule
Tasks	Organize a to-do list

Determining the Type of Your Email Account

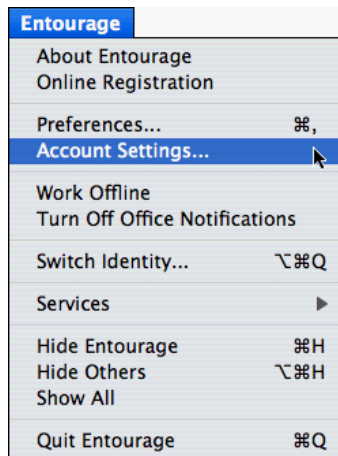
Entourage's mail is a convenient way to manage one or more email accounts. Entourage does not give you a new e-mail account; it provides organization and storage beyond what is typically offered in a web-based e-mail account.

E-mail systems come in a variety of types and Entourage can accommodate many of them. At Tufts, you may have one or both of the following accounts:

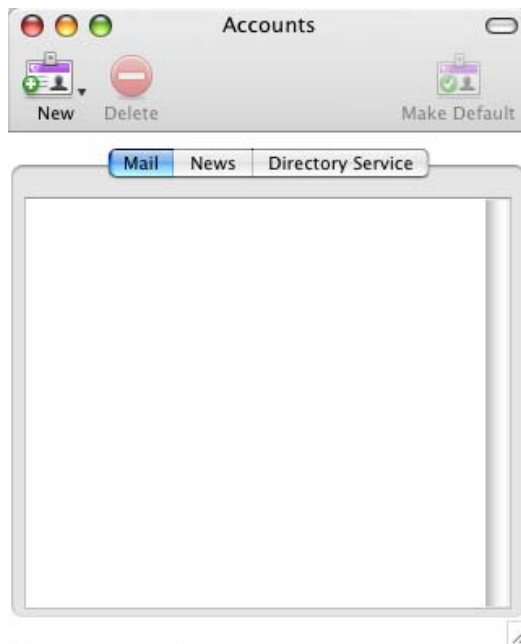
A(n) ...	Has an address that looks like ...
Trumpeter email account	john.smith@tufts.edu or jsmith01@trumpeter-store.tufts.edu
Exchange account	john.smith@ase.tufts.edu , jsmith01@ase.tufts.edu or john.smith@tufts.edu

Configuring your Trumpeter Email Account

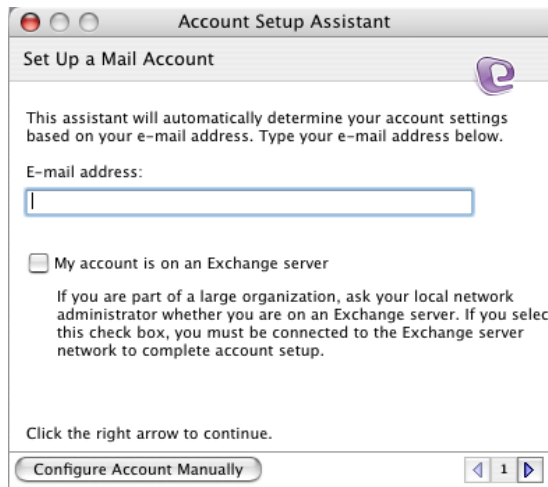
- From the **Entourage** menu, select **Account Settings**.



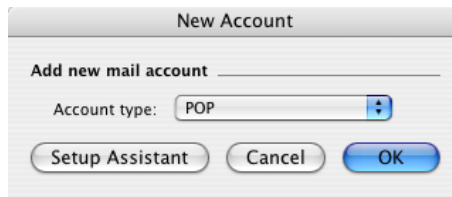
- From the **Accounts** window, click on the down-facing arrow next to the button labeled **New**.
- From the list that appears, select **Mail**.



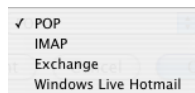
- The **Account Setup Assistant** window appears. However, the Trumpeter account must be configured manually, so click **Configure Account Manually**.



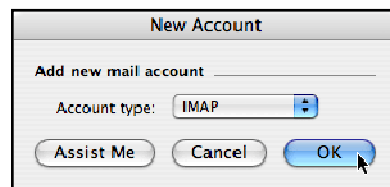
- The **New Account** window will appear



- Click on the up and down-facing arrow next to the box labeled **Account type**.
- From the list that appears select **IMAP**.



- Click on the button labeled **OK** to continue.



- The **Edit Account** window will appear.
- Click on the tab labeled **Account Settings**.
- Type the following information in the appropriate boxes.

In the box labeled ...	Type ...
Account name	Tufts Trumpeter Account
Name	Your full name
E-mail address	Your Tufts e-mail address (for example, john.smith@tufts.edu)
Account ID	Your Tufts UTLN (for example, jsmith01)
IMAP server	imap.tufts.edu
SMTP server	smtp.tufts.edu

- Click to remove a checkmark from the box labeled **Save password in my Mac OS keychain**.

Edit Account

Account Settings Options Advanced Mail Security

Account name: Tufts Trumpeter Account

Include this account in my "Send & Receive All" schedule

Personal information

Name: John Smith

E-mail address: john.smith@tufts.edu

Receiving mail

Account ID: jsmith01

IMAP server: imap.tufts.edu

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server: smtp.tufts.edu

[Click here for advanced sending options](#)

Cancel OK

- In the Edit Account window, locate the section labeled **Receiving mail**.
- Click on the button labeled **Click here for advanced receiving options**.

Receiving mail

Account ID:

IMAP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

- In the window that appears, click to place a checkmark in the box labeled **This IMAP service requires a secure connection (SSL)**.

This IMAP service requires a secure connection (SSL)

Override default IMAP port:

Always use secure password

- In the Edit Account window, locate the section labeled **Sending mail**.
- Click on the button labeled **Click here for advanced sending options**.

Sending mail

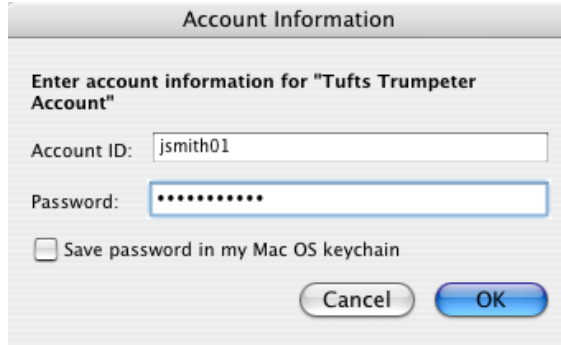
SMTP server:

[Click here for advanced sending options](#)

- In the window that appears, click to place a checkmark in the boxes labeled **SMTP service requires secure connection (SSL)** and **SMTP server requires authentication**.

- From the Accounts Window, click on the button labeled **OK**.

- The **Enter account ID and password** window will appear.
- In the box labeled **Password**, type your Tufts Trumpeter email password.
- Click on the button labeled **OK**.



- Entourage will begin importing your e-mails and a status bar will appear at the bottom right of the Entourage window.

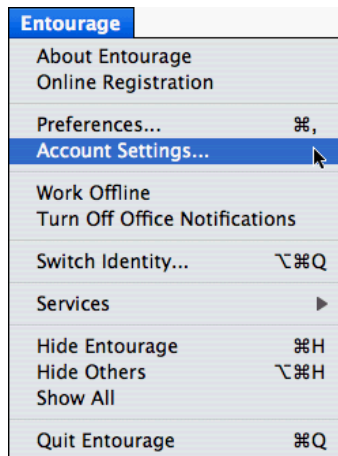


- When Entourage has completed importing all emails, Tufts Trumpeter Account folder will appear in Entourage's mail.

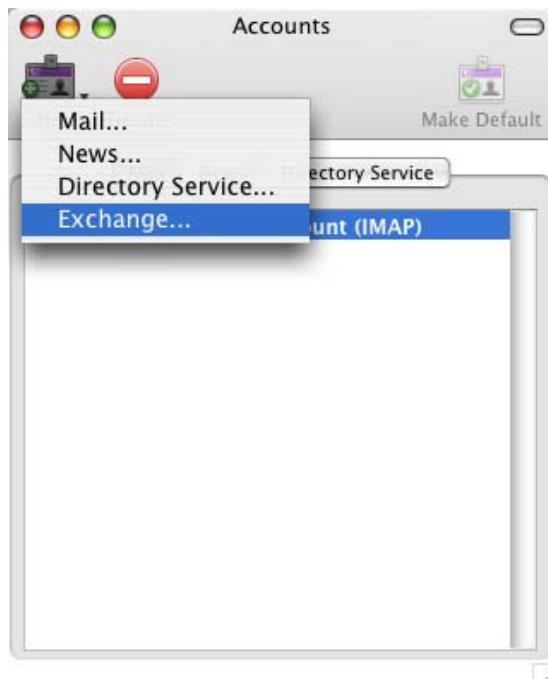


Configuring your Exchange account

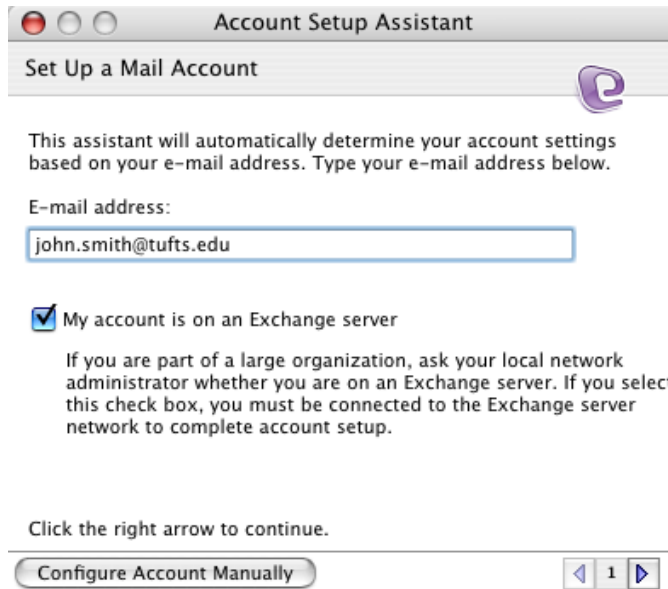
- From the **Entourage** menu, select **Account Settings**.



- From the **Accounts** window, click on the down-facing arrow next to the button labeled **New**.
- From the menu that appears, select **Exchange**.



- The **Account Setup Assistant** will appear.
- Click on the button labeled **Configure account manually**.



- The **Edit Account** window will appear. Click on the tab labeled **Account Settings**.
- Type the following information into the appropriate boxes.

In the box labeled ...	Type ...
Account name	Tufts Exchange Account
Name	Your full name
E-mail address	Your Tufts e-mail address (for example, john.smith@tufts.edu)
Account ID	Your Tufts UTLN (for example jsmith01)
Domain	tufts.ad.tufts.edu
Exchange server	https://outlook.web.tufts.edu/exchange

- Click to remove the check mark from the box labeled **Save password in my Mac OS keychain**.

- Click on the tab labeled **Advanced**.
- Type the following information into the appropriate boxes.

In the box labeled ...	Type ...
Public Folder Settings	https://outlook.web.tufts.edu/public
LDAP server	tufts.ad.tufts.edu
E-mail address	Your Tufts e-mail address (for example, .daley@tufts.edu)
Search base	dc=tufts,dc=edu
Domain	tufts.ad.tufts.edu

- Click on the button labeled **OK**.

Edit Account

Account Settings Options **Advanced** Delegate Mail Security

Public Folder Settings

Public folders server: https://outlooks.web.tufts.edu/public

This server is also used for free/busy information.

This DAV service requires a secure connection (SSL)

Override default DAV port: 443

Directory Settings

LDAP server: tufts.ad.tufts.edu

This server requires me to log on

This LDAP server requires a secure connection (SSL)

Override default LDAP port: 3268

Maximum number of results to return: 1000

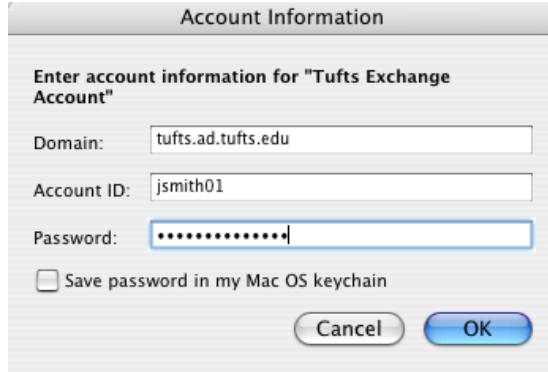
Search base: dc=tufts, dc=edu

Client Certificate-based Authentication

Client certificate: <No certificate selected> Select...

Cancel OK

- The **Enter domain, account ID and password** window will appear.
- In the box labeled **Password**, type your Tufts e-mail password.
- Click on the button labeled **OK**.



- Entourage will begin importing your e-mails and a status bar will appear at the bottom right of the Entourage window.



- When Entourage has completed importing all emails, a Tufts Exchange Account folder will appear in Entourage's mail.

