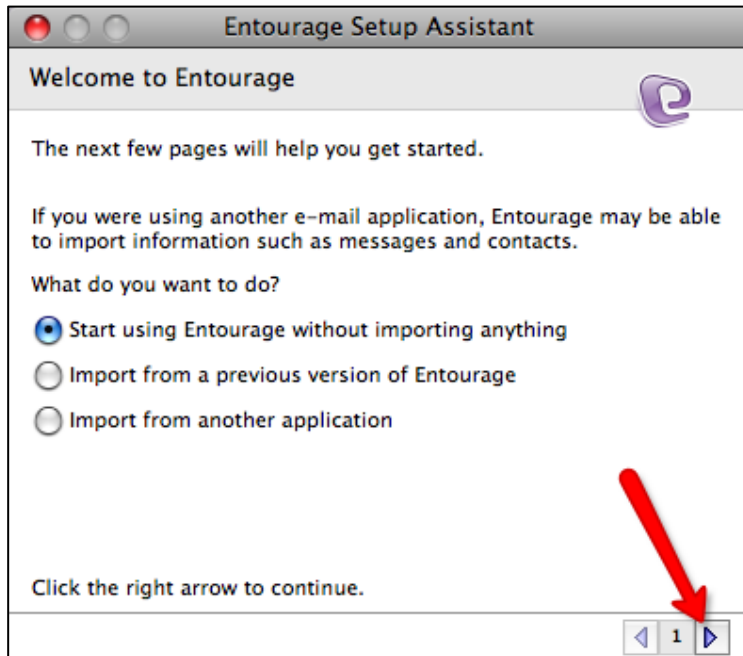


Directions on setting up Entourage 2008

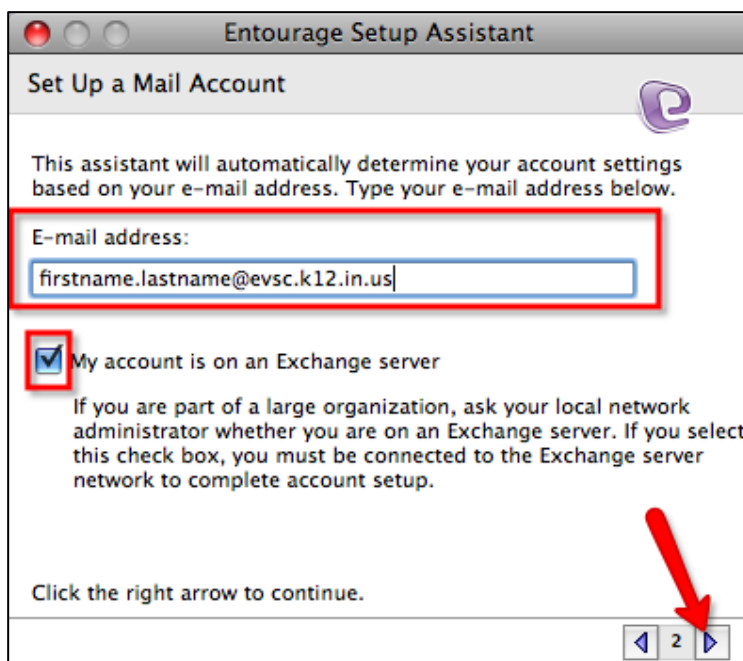
If this is a new mail configuration in Outlook, do the following:

- 1). Open Entourage
- 2). Click the forward arrow on the first page of the Setup Assistant.



- 3). Type your email address in the box.

Check the box for Exchange Server.



Click the forward arrow.

4). Fill in the box with the following information. (*Substitute your username in the blank*).

Account Information

Enter account information.

Domain: evsc.local

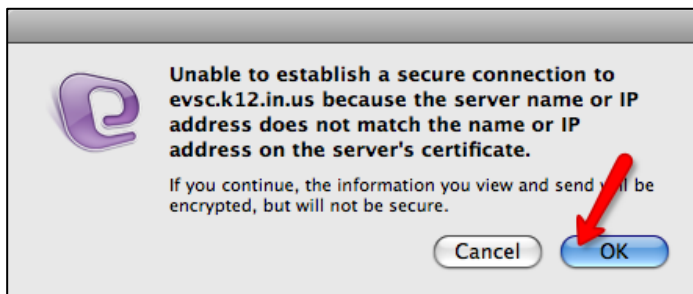
Account ID: firstname.lastname

Password: *****

Save password in my Mac OS keychain

Cancel OK

5). Click "OK."



6). Change the settings outlined in the red box.

Exchange server: <https://mail.evsc.k12.in.us/exchange/jerrad.gleim@evsc.k12.in.us>

LDAP server: **EVSC-DC2.evsc.local**

Entourage Setup Assistant

Verify and Complete Settings

To finish account setup, verify and complete the following information.

Your name: LastName, FirstName

E-mail address: firstname.lastname@evsc.k12.in.us

Account ID: jerrad.gleim

Domain: evsc.local

Exchange server: https://mail.evsc.k12|in.us/exchange

LDAP server: EVSC-DC2.evsc.local

Use SSL for these servers

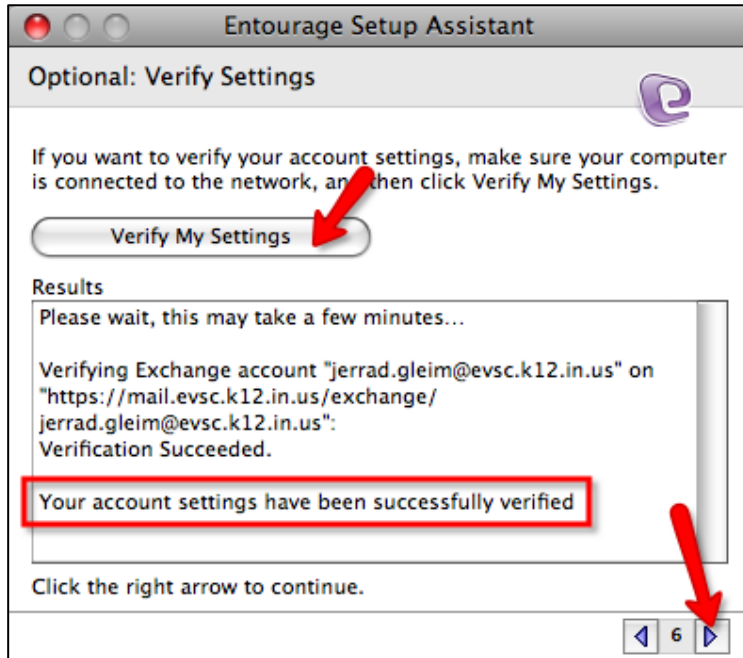
Click the right arrow to continue.

5

Click the forward arrow.

7). Click **“Verify My Settings.”**

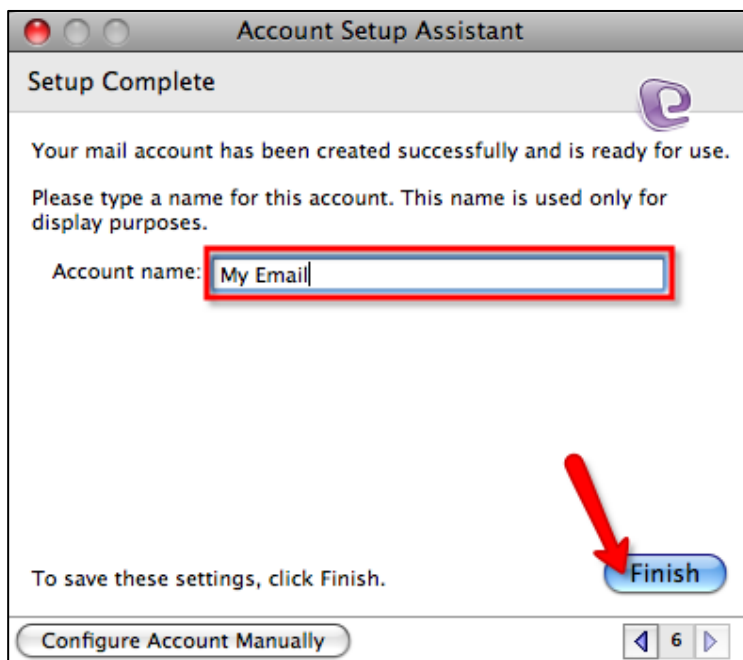
You should see **“Your account settings have been successfully verified.”**



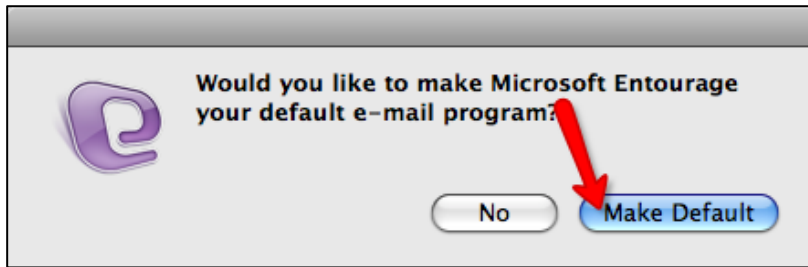
Click the forward arrow.

8). Give the account a name of your choosing.

Click **“Finish.”**



9). Click **“Make Default”** in the window.

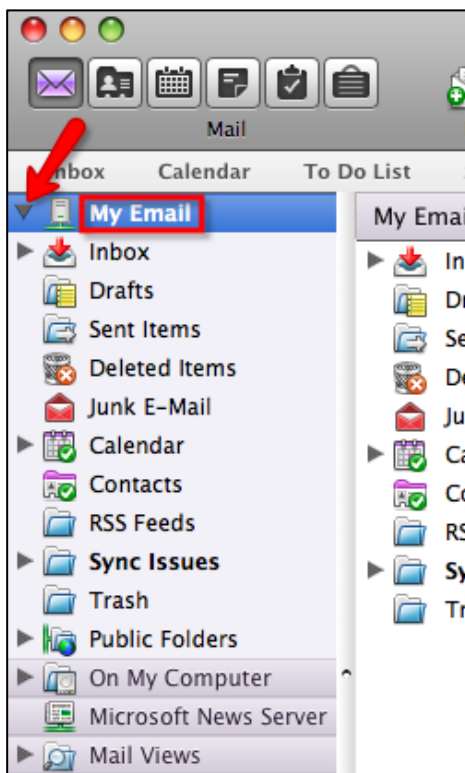


10). Click the **“Send/Receive”** button on the Entourage toolbar to start downloading data from the server.



11). To view your email, click the triangle next to the server icon labeled **“My Email.”** All the folders in your email (inbox, drafts, sent items,...) will display beneath the account.

NOTE: Instead of **“My Email,”** look for the name you gave your account.



If you have any questions about setting up your EVSC email account on your computer, contact Russell Dugan at Russell.Dugan@evsc.k12.in.us or call 812.435.8461.