

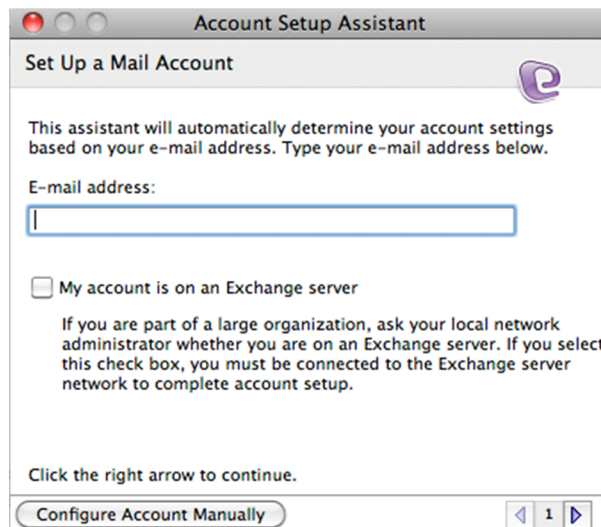
## Configuring the Entourage 2008 for Mac Client for Exchange 2003 Mailboxes

Last updated 11.16.2011 - jschaefe

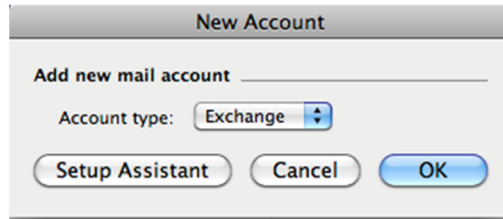
The following are instructions for configuring the Entourage 2008 for Mac client to be used with Exchange (Outlook) 2003 accounts. The University will soon be migrating mailboxes on a per-department basis to Exchange 2010. If your mailbox has been moved you will need to download and install Outlook 2011 for Mac, part of the Office 2011 for Mac suite. Details on departmental move dates will be available on the IS web site (is.depaul.edu) or via the TSC by calling x28765.

Once the Entourage client is installed on your Mac as part of the Office 2008 for Mac suite, you are ready to begin. For details on obtaining Office 2008 for Mac, contact the TSC at x28765.

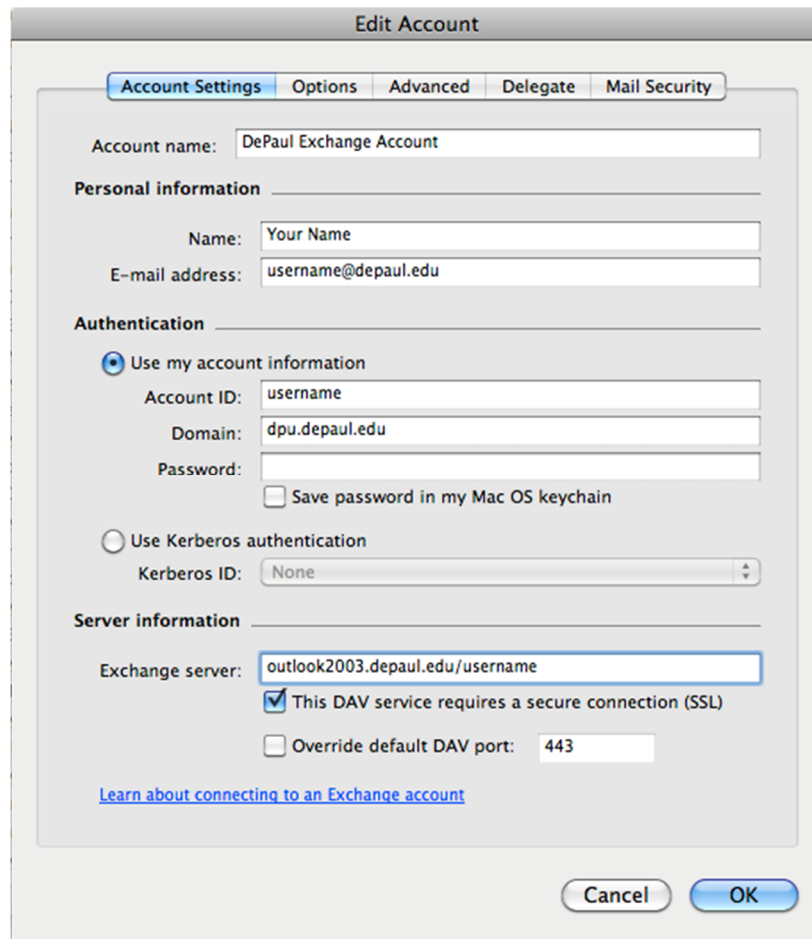
Launch the Entourage client, and if you are not immediately prompted to configure a new account, select the "Tools" menu, then "Accounts". The "Accounts" window will appear and you can then select "New" in the upper left-hand corner of that window. This will start the "Account Setup Assistant" wizard.



On the first panel of the "Account Setup Assistant" panel, click the "Configure Account Manually" button on the bottom of that panel. This will open the configuration panel for the new account.



On the "New Account" window that replaces the "Account Setup Assistant" panel, select "Exchange" from the "Account Type" drop down list, then click "OK". This will bring up the "Edit Account" panel.



On the "Account Settings" tab, enter a descriptive name for the "Account Name" field, enter your full name in the "Name" field, and your email address in the "E-mail address" field.

Under the "Authentication" section, click the radio button for "Use my account information", and enter your username for CampusConnect in the "Account ID" field. In the "Domain" field, enter "dpu.depaul.edu" (without the ""). Last, under "Exchange Server", enter: outlook2003.depaul.edu/username (substitute your username for CampusConnect for the word username), and

select the check box for "This DAV service requires a secure connection (SSL)".

The screenshot shows the 'Edit Account' dialog box with the 'Advanced' tab selected. The 'Public Folder Settings' section includes a text field for 'Public folders server' containing 'https://outlook2003.depaul.edu/public'. Below this, there is a note 'This server is also used for free/busy information.' and a checked checkbox for 'This DAV service requires a secure connection (SSL)'. There is also an unchecked checkbox for 'Override default DAV port:' with a text field containing '443'. The 'Directory Settings' section includes an 'LDAP server:' field with 'dpu.depaul.edu', a checked checkbox for 'This server requires me to log on', an unchecked checkbox for 'This LDAP server requires a secure connection (SSL)', and a checked checkbox for 'Override default LDAP port:' with a text field containing '389'. Below this is a 'Maximum number of results to return:' field with '1000' and a search base field with 'dc=dpu,dc=depaul,dc=edu'. The 'Client Certificate-based Authentication' section shows '<No certificate selected>' and a 'Select...' button. At the bottom are 'Cancel' and 'OK' buttons.

Next, under the "Advanced" tab, enter "https://outlook2003.depaul.edu/public" (without the "") in the "Public folders server" field, and check the check box for "This DAV service requires a secure connection (SSL)". Next, ensure that the LDAP server field contains "dpu.depaul.edu" (again, without the ""), that the "This server requires me to log on" and the "Override default LDAP port" check boxes are checked, and the number "389" is interred into the LDAP override field. Last, in the "Search base" field on this panel, enter "dc=dpu,dc=depaul,dc=edu" (once again, without ""). Click OK.

Close and restart your Entourage client.

The client will begin synchronizing itself with the Exchange server, and depending on your mailbox size (the number of messages, appointments, etc. in your mailbox), this process may take anywhere from fifteen minutes to an hour to completely synchronize. You can interrupt the process if necessary; Entourage will continue where it left off when it is once again able to contact the Exchange server. You can view its status from the small synchronization notification area at the bottom of the Entourage window while it is updating.