

## Setting Up Entourage 2008 for Vanier Exchange.

### 1. Update Entourage

Before you can successfully complete this task, your Entourage must be updated to a minimum of version 12.2.23

(This step requires an Internet connection.)

#### Start Entourage

On the menu, click *Entourage, About Entourage..*

If your Entourage is at Version 12.2.23 proceed to step 2 below:

If your Entourage is not at Version 12.23 ...

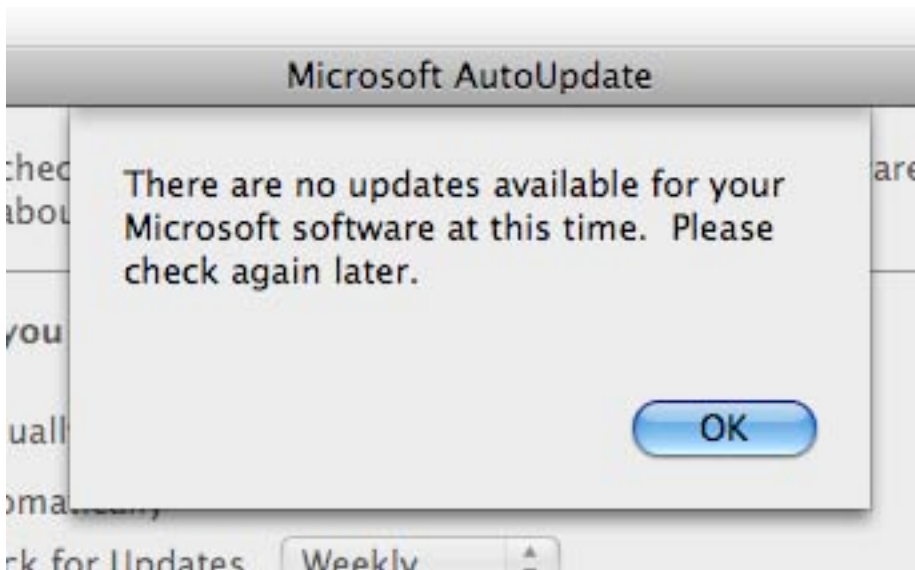
On the Help menu, click *Check for Updates.*

The window shown below will open:



If you want to configure how Office updates, you can do it later. For now, just click the blue *Check for Updates* button.

Install any updates found. Repeat the process until you receive the following message.



## 2. Upgrade Entourage

(This step requires an Internet connection.)

Follow the link below to download Microsoft Entourage 2008 for Mac, Web Services Edition.

<http://www.microsoft.com/mac/downloads.mspx>

Select your installation language and download the disk image file: EWS-1303-EN.dmg (if English is your choice) to your desktop.



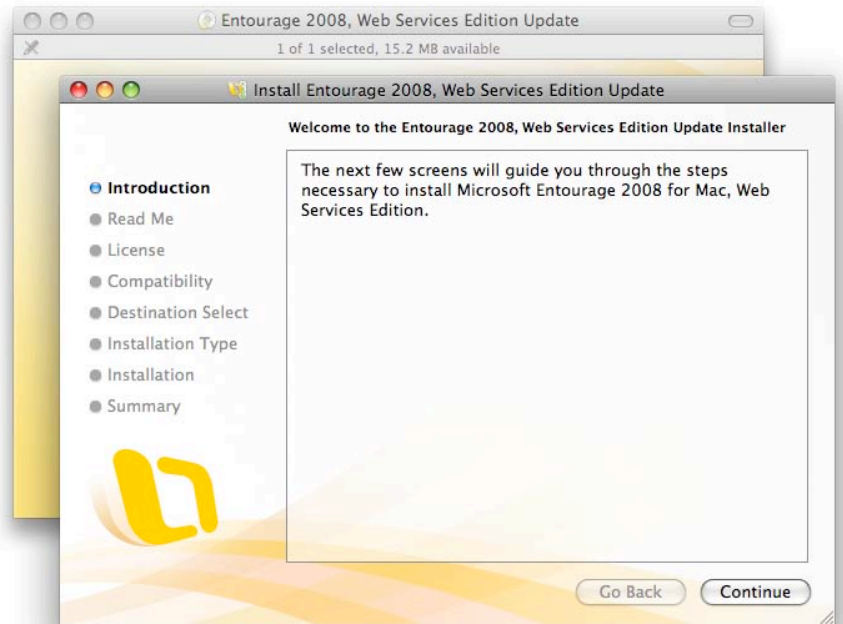
The file will appear as shown. Double-click the disk icon Entourage 2008 Web Services Edition



In the window that opens, double-click Entourage 2008 Web Services Edition Update.

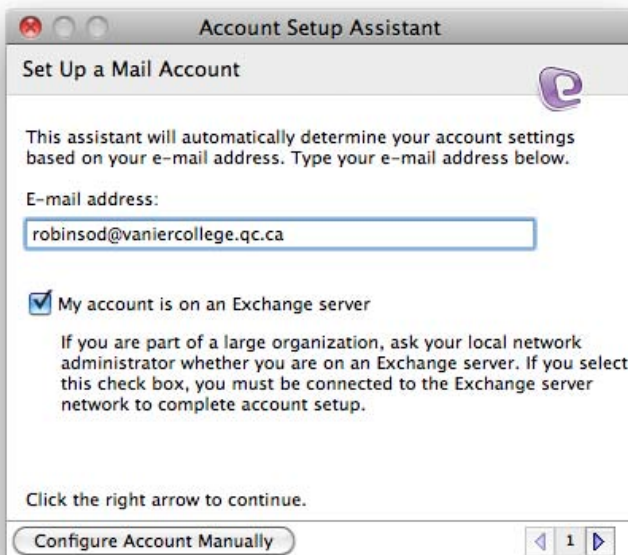
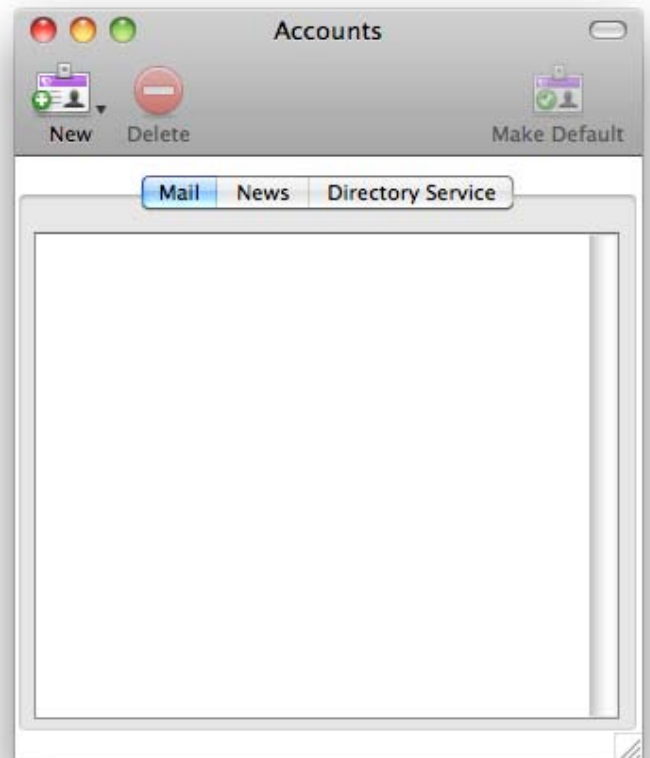
Continue to install the software.

The program will check your Entourage to see if it is compatible with the update. Complete the installation



### 3. Create your Exchange account.

Open Entourage and from the menu, select Tools, Accounts. Click New.



The Account Setup Assistant will Start. Fill in your personal account information as I have done. **Check the box next to “My account is on an Exchange server”.**

Entourage is configuring account settings. Please wait.

Enter your account name and password.

Click OK.

Detecting Exchange

### Account Information

**Enter account information.**

Domain:

Account ID:

Password:

Save password in my Mac OS keychain

Cancel OK

Configure Account Manually

2

### Accounts

#### Account Setup Assistant

##### Automatic Configuration Succeeded

The settings for mail account "robinsod@vaniercollege.qc.ca" were successfully determined.

To view, confirm, and complete the setup of your e-mail account please click on the right arrow.

Click the right arrow to continue.

Configure Account Manually

3

Click the right arrow to continue to the last screen. Your server settings should be similar to mine.

### Account Setup Assistant

#### Verify and Complete Settings

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

Your name:

E-mail address:

Account ID:

Domain:

Exchange server:

LDAP server:

Click the right arrow to continue.

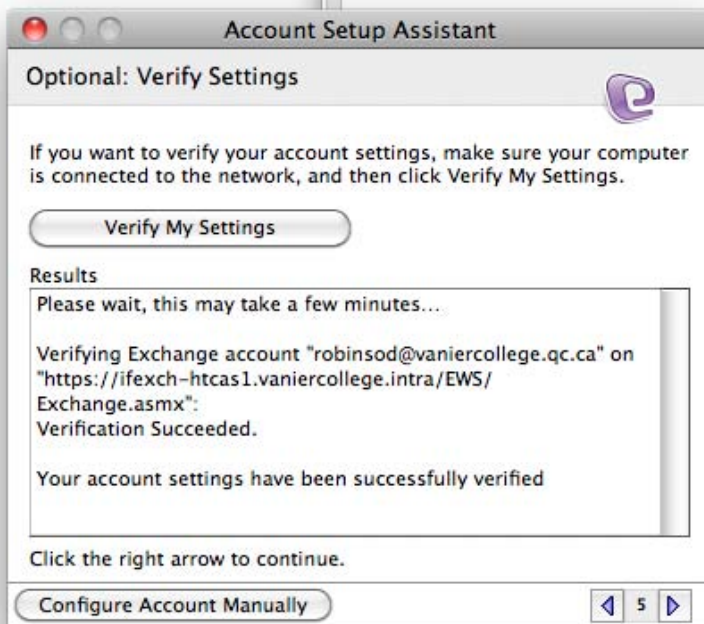
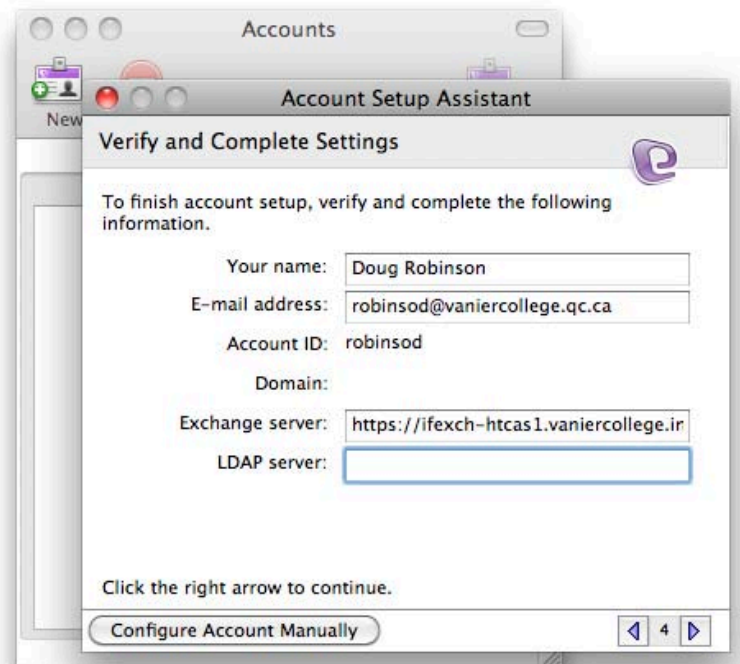
Configure Account Manually

4

If you are setting up a computer at home or a laptop computer, there is one extra step.

For laptops and home computers: **Delete the entry for the LDAP server.** (ifdc2.VanierCollege.intra)

This server address is not available outside the College. The directory will function nonetheless. Click the right arrow to continue.



Once your settings are verified, click the right arrow to continue.

Give the new account a name and click Finish.

Your account is ready to use.

