For all MAC users the Entourage Account Settings requires attention in updating MAC users email address. As you are aware, we are retiring our domain of tamu-commerce.edu to our new domain tamuc.edu therefore please take a moment to inform our MAC users to update their email address in Entourage.

Cause:
MAC users will not be able to access or receive any responding emails due to their old email address – *name@tamu-commerce.edu* through Entourage.

How To Update:
A guide on how to update your email address is available on IT Support Services Knowledge Base website.

Quick Snapshot:

In the Edit Account window update the following information:

Personal information section
1. In the **Account name** field, enter a name you can recognize (e.g., TamuC email).

2. In the **Name** field, enter your name

3. In the **E-mail address** field, enter your TAMUC email address. Your email format should be in the format: **firstname.lastname@tamuc.edu**

Authenication section
4. In the **Account ID** field, enter your login name. For most people it should be your lastname followed by your first name.

5. In the **Domain**, start with blank, then use CTIS, if it does not work then change to tamu-commerce.edu

6. Password is normal AD account password.

7. Please note there are variations for the login procedure depending on the minor version of Entourage, thus the need to experiment with the domain name. You may save your **Password** by entering it in the Password field and selecting the check box marked **Save password**. **Note:** It is recommended that you do not save your password if multiple people have access to your computer.

Server Information
1. In **Exchange server** field enter https://outloook.tamu-commerce.edu/exchange
2. Check the checkbox for **This DAV service requires a secure connection (SSL).**