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 – <u>name@tamu-commerce.edu</u> 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
- In the E-mail address field, enter your TAMUC email address. Your email format should be in the format: <u>firstname.lastname@tamuc.edu</u>

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.

Edit Account	
Account Setting	s Options Advanced Delegate Mail Security
Account name:	АМИС
Personal information	
Name:	Tommy Knutson
E-mail address:	tommy.knutson@tamuc.edu
Authentication	
💽 Use my accour	it information
Account ID:	knutsontommy
Domain:	
Password:	•••••
	Save password in my Mac OS keychain
OUse Kerberos authentication	
Kerberos ID:	None +
Server information	
Exchange server:	https://outlook.tamu-commerce.edu/exchange
	This DAV service requires a secure connection (SSL)
	Override default DAV port: 443
Learn about connecting to an Exchange account	
	Cancel OK

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 <u>https://outloook.tamu-commerce.edu/exchange</u>
- 2. Check the checkbox for This DAV service requires a secure connection (SSL).