Entourage Settings for Exchange Accounts

Open Entourage and go to Tools>Accounts, double click the exchange account to edit.

Essential information on the account settings tab:

Account Name: Tamuc or whatever comes to mind

- 1. Name: Name as you would like it to appear in emails
- 2. Email address: email address in standard format (firstname.lastname@tamuc.edu)

Check the "Use my account information" radio button:

- 1. Account id: standard ad login name (LastNameFirstName)
- 2. Domain: start with blank, then use CTIS, if it does not work change to tamuc.edu
- Password: normal ad account password Note: there are variations for the login procedure depending on the minor version of Entourage, thus the need to experiment with the domain name.

Server information:

1. Exchange server: https://outlook.tamuc.edu/exchange

Edit Account

2. Check the button for "This DAV service requires a secure connection".

Account name:	amuc				
Personal information	n				
Name:	Seth Compton				
E-mail address:	Seth.Compton@tamuc.edu				
Authentication					
• Use my accour	nt information				
Account ID:	comptonseth				
Domain:	CTIS				
Password:	•••••				
Use Kerberos a Kerberos ID:	Inthentication				
Server information					
Exchange server:	https://outlook.tamuc.edu/exchange				
	This DAV service requires a secure connection (SSL)				
	Override default DAV port: 443				
Learn about connect	ing to an Exchange account				

Click the options tab, leave at defaults.

	Ec	dit Account		and the second second	
Account Settings	Options	Advanced	Delegate	Mail Security	
Downloading mail					
Receive complete	messages				
O Partially receive n	nessages ov	er 50	KB al	ways	\$
Message Options					
Default signature:	None				\$
Additional headers:					
Header	Valu	e			
			_		
				Cancel	Ok

Click the advanced tab:

Public Folder Settings:

- 1. Public Folders server: outlook.tamu-commerce.edu/public
- 2. Check the box for This DAV service requires a secure connection

Directory Settings:

- 1. LDAP server: ctisad1 or ctisad2.
- 2. Check the box for This server requires me to logon.

Account Settings	Options	Advanced	Delegate	Mail Security	
Public Folder Settings					
Public folders server:	outlook.t	outlook.tamu-commerce.edu/public/			
	This serve	r is also used f	or free/busy i	nformation.	
	🗹 This I	DAV service re	quires a sec	ure connection (SSL	
	Overr	ide default D/	AV port: 4	43	
Directory Settings					
LDAP server: ctisad	3				
🗹 тн	is server re	quires me to l	og on		
тн	is LDAP ser	ver requires a	secure conr	nection (SSL)	
	verride defa	ult LDAP port	3268		
Maximum number of	results to r	eturn: 1000			
Search base:					
Client Certificate-base	a Authenti	cation			
Client certificate:	<no certifi<="" td=""><td>cate selected></td><td>•</td><td>Select</td></no>	cate selected>	•	Select	
			G	Cancel O	
			_		

Click the Delegates tab and leave at default.

	Account Settings Options Advanced Delegate Mail Security
Му	Delegates
1	The following delegates can send items on your behalf. To grant permission to others to access your folders without also giving them on-behalf privileges, go to the Properties dialog for each folder and change the options in the Permissions tab.
	Advanced Set Permissions Add Remove
Use	ers I am a delegate for As a delegate, you may access and manage Address Book contacts, Calendar events, and Mail messages for the following users. To do so, add the account owner to the following list:
	Advanced Add Remove
	(Cancel) OK

Click the Mail Security tab and leave at defaults.

		at Account					
Account Setting	s Options	Advanced	Delegate	Mail Security			
ital Signing							
Signing a message the authenticity of	e by using a ce the message.	rtificate (digi	tal ID) helps	the recipient verify			
Signing certificate	<no cer<="" td=""><td colspan="5"><no certificate="" selected=""> Select</no></td></no>	<no certificate="" selected=""> Select</no>					
Signing algorithm:	SHA-1	SHA-1 (more compatible)					
Digitally sign o	outgoing mess	ages by defa	ult				
Send digitally	signed messag	es as clear te	ext				
Encryption certific	ate: <no cer<="" th=""><th>tificate selec</th><th>ted></th><th>Select</th></no>	tificate selec	ted>	Select			
Encryption algorit	hm: <u>3DES (</u>	more compat	tible) 🛟				
Encrypt outgoi	ng messages a	and attachme	nts by defau	lt			
rn about digital sigr	ing and encrypt	<u>ion</u>					
	ital Signing Signing a message the authenticity of Signing certificate Signing algorithm: Digitally sign of Send digitally : Send digitally : Send digitally : Include my sign ryption Other people use of messages to you. Encryption certific Encryption algorith Encrypt outgoin mabout digital sign	ital Signing	ital Signing	ital Signing			