

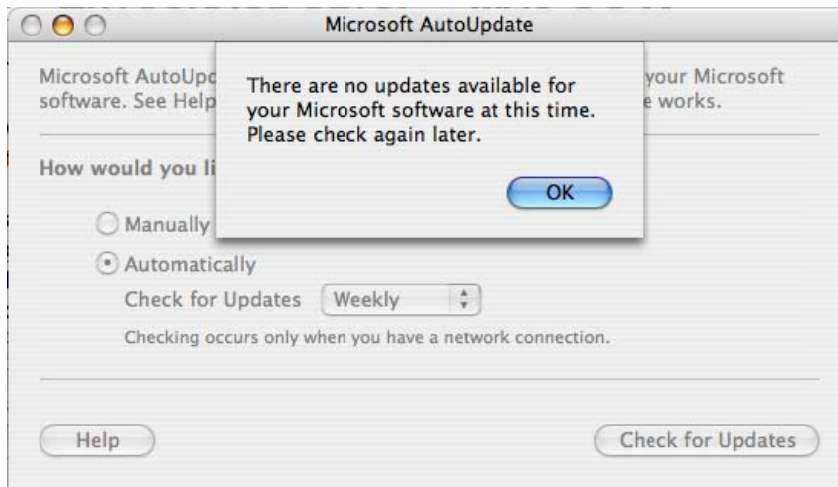


**INFORMATION & TECHNOLOGY
SERVICES HELP DESK**

**ENTOURAGE 2004
PROFILE SETUP**

Before you start

Microsoft Office 2004 MUST be installed on your Macintosh. Also, you must have Service Pack 1 for Office 2004 installed. If you do not have service pack 1 or if you do not know if you have it: Open Microsoft Word, go to the 'Help' menu and click 'Check for Updates.' If you see the message below, you have the update, if not click 'Install.'

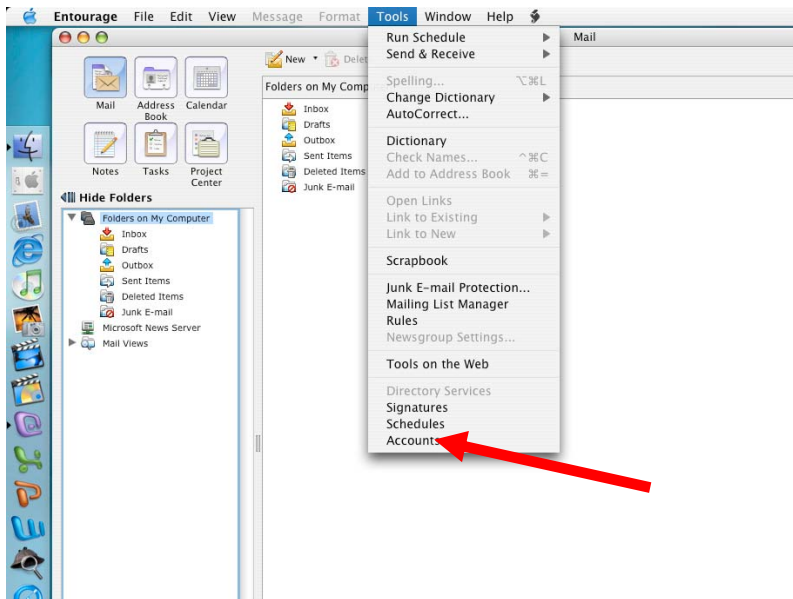


Entourage Limitations:

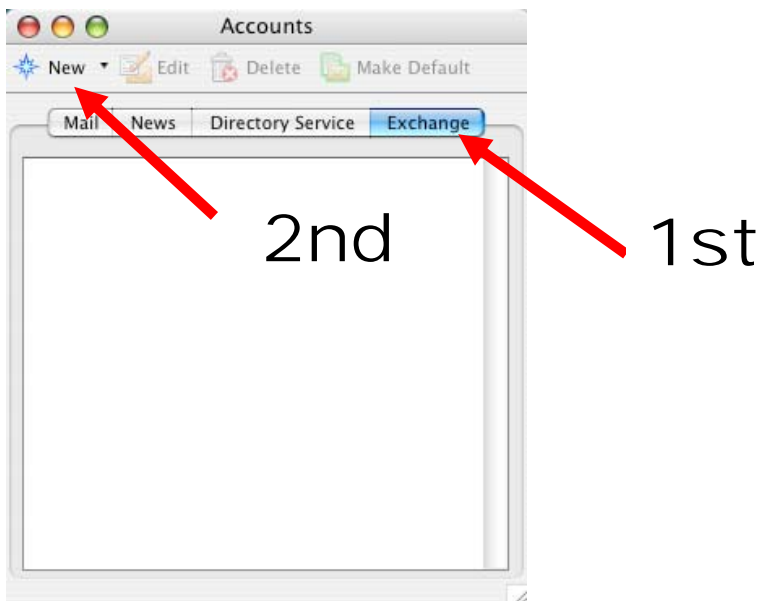
1. Distribution lists will not be imported into Entourage from Outlook or MavMail.

To setup Entourage:

1. Open Entourage.
2. Go to the 'Tools' menu.
 - *Note: If this is the first time you have opened Entourage on this machine, click the right arrow then skip to step 5.**
3. Click on 'Accounts.'



4. In the Account window, click on the 'Exchange' Tab, and then Click 'New'.



5. Fill out information as indicated below, then click the right arrow.

Note: use your MavMail UserID



6. You may see the either of the following message displayed. Click the right arrow.

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7. On the next page, make sure the information is filled out as follows. Then click the right arrow to continue.

The screenshot shows the 'Account Setup Assistant' window with the title 'Verify and Complete Settings'. The main instruction is 'Verify and complete the following account information:'. The fields are filled as follows:

- Your name:
- E-mail address:
- Account ID:
- Password:
 - Save password in Mac OS X Keychain
- Domain:
- Exchange server:
- LDAP server: (highlighted with a blue border)
- Use SSL for these servers

At the bottom, there is a button 'Configure account manually' and a navigation bar with a left arrow, the number '4', and a right arrow. Below the navigation bar, the text 'Click the right arrow to continue.' is visible.

There are 4 options for the exchange server. If you are on the new exchange server, see option 4.

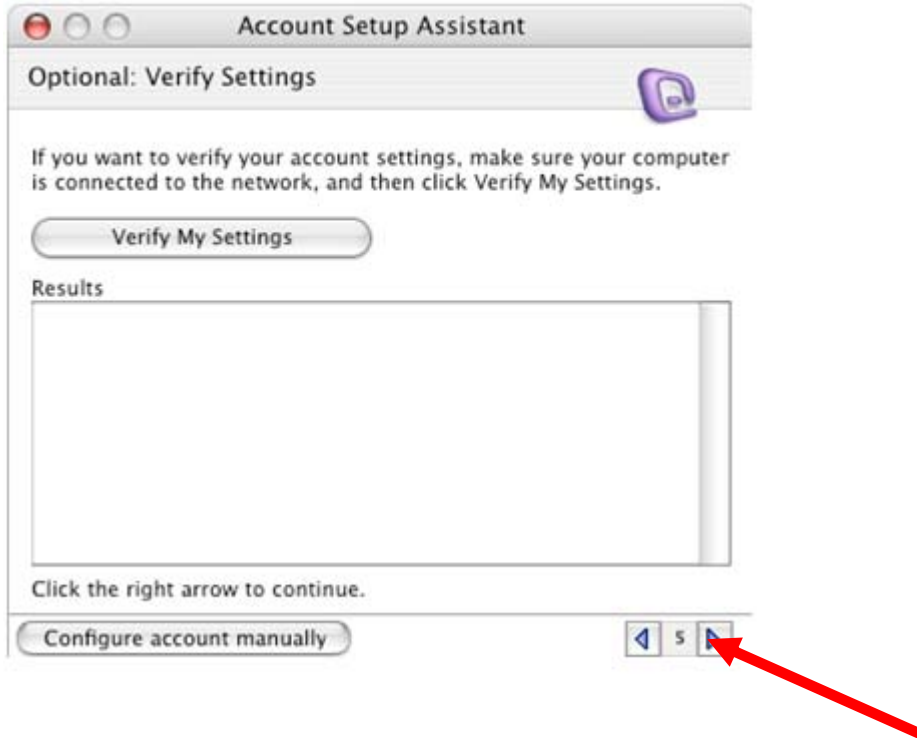
Please follow them in this order:

1. mail1.campus.mnsu.edu
2. mail2.campus.mnsu.edu
3. msuex0.campus.mnsu.edu

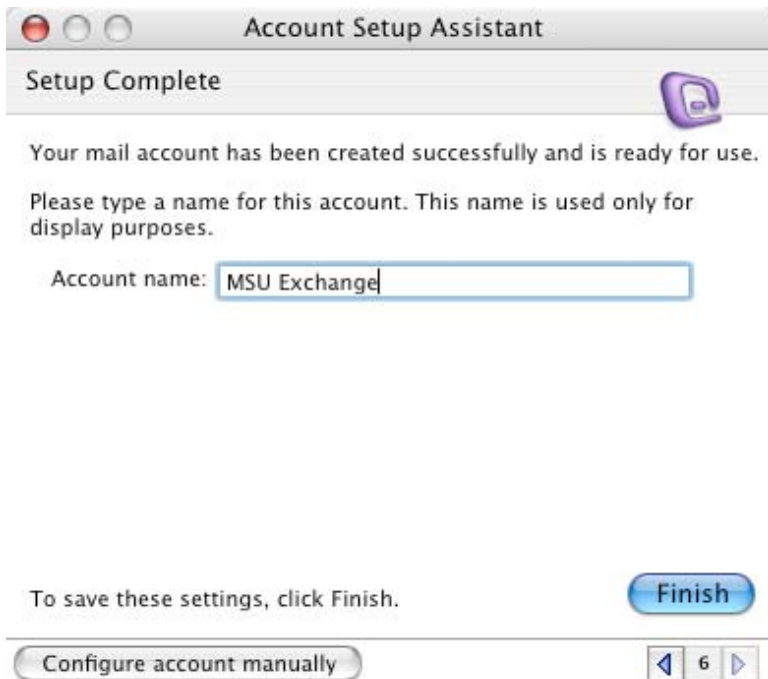
NOTE: All off campus users must use VPN with these options

4. mavmail.mnsu.edu/exchange/firstname.lastname@mnsu.edu

8. Click the right arrow to continue. We are going to skip the verify process



9. Name your account and click 'Finish.'



10. If you see the message below, you are finished!

