Setting up Entourage 2004 for Webmail

OS 10.2.8 (Jaguar) to 10.4.X (Tiger)

1. Launch Entourage on your Mac. It is located in one of two places:
    a. On your Dock
        i. The dock is the bar with lots of icons located typically at the bottom of the screen.
        ii. Click the Entourage icon; it looks like a purple "e"
    b. In your Applications Folder
        i. Double click your Hard Drive on your desktop.
        ii. Double click the Applications folder.
        iii. Double click the Microsoft Office 2004 folder.
        iv. Double click Microsoft Entourage.

2. Once Entourage launches it will either startup the setup wizard or take you immediately to your existing Inbox. In the event that the setup wizard does not start automatically follow these steps:
    a. Click on Tools to access the Tools Menu.
   b. Click on Accounts.
    c. Click New to add a new mail account.

Setup Using the Setup Wizard

1. Select that you want to start using Entourage without importing anything and click the little blue arrow pointing right on the bottom of the window.

2. Now enter your @csustan.edu email address into the email address field and click the little blue arrow to the right again.

3. Entourage attempts to automatically detect the server settings, it will display an error message, simply click the little blue arrow to the right again.

4. Enter all of the following information and then click the little blue arrow again to the right.

    a. Your Name: Enter your name how you would like it to appear on your outgoing messages.

    b. E-mail address: Enter your @csustan.edu email address

    c. Account ID: your user name is the first part of your email address before the @csustan.edu.

        E.g. James has the email address jamesk@csustan.edu so his user name is just jamesk

    d. Password: Enter your email password if you would like Entourage to remember your password and not prompt you for it when you access your mail.

    e. Incoming mail server: asherah.csustan.edu

    f. Incoming mail server type: IMAP

    g. Outgoing mail server: asherah.csustan.edu

> **NOTE:** If you are setting this up on a computer off campus you will need to use the Outgoing Mail Server (SMTP) and settings of your internet service provider (ISP).
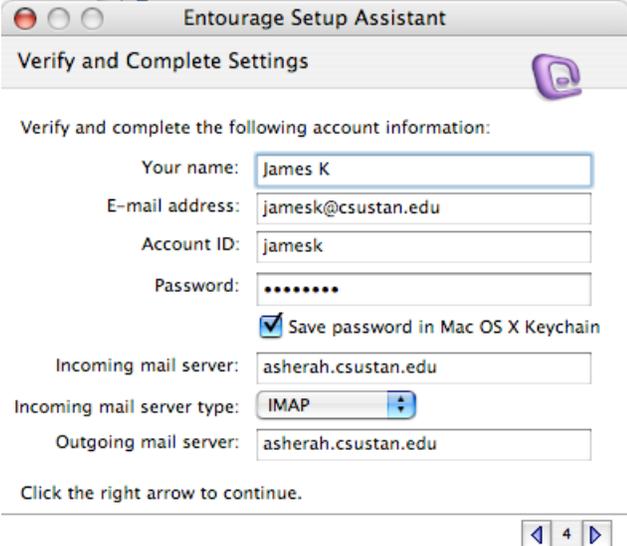
Entourage Setup Assistant

Verify and Complete Settings

Verify and complete the following account information:

Your name:	James K
E-mail address:	jamesk@csustan.edu
Account ID:	jamesk
Password:	••••••••
	☑ Save password in Mac OS X Keychain
Incoming mail server:	asherah.csustan.edu
Incoming mail server type:	IMAP
Outgoing mail server:	asherah.csustan.edu

Click the right arrow to continue.

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5. The next screen will ask if you wish to verify the account, just click the blue arrow to skip this step. A dialog box will appear asking if you are sure if you do not want to verify the account, click Skip.

6. On this next screen enter webmail into the account name field and then click the right blue arrow to complete the account setup.

7. Your Inbox will appear on the folder list on the left of the entourage window under the mailbox webmail. You can expand the folder listing by clicking he grey arrow to the left of the folder titles. Your sent and deleted items are listed under your Inbox.

NOTE: With this configuration your messages are kept on the server. You can login to the web access and also be able to access your inbox and sent items.