



**INFORMATION & TECHNOLOGY
SERVICES HELP DESK**

**ENTOURAGE 2008
WEB SERVICES EDITION
ACCOUNT SETUP**

Entourage Account Setup:

System Requirements

* Operating System Versions: Mac OS X version 10.4.9 (Tiger) or a later version of Mac OS

To verify that your computer meets these minimum requirements, on the Apple menu, click About This Mac.

Verify you have the Entourage 2008 Web Service Edition Install.

In Entourage select "Entourage" from the menu and then "About Entourage". On the second line of the pop up window the version should read "Microsoft Entourage 2008 for Mac, Web Services Edition". If the version does not say "Web Services Edition" then you will need to install Entourage 2008 for Mac, Web Services Edition.

How do I install Entourage 2008 for Mac, Web Services Edition?

Download Entourage 2008 for Mac, Web Services Edition, is located at:

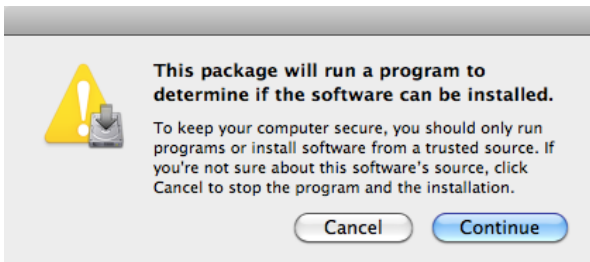
<https://helpdesk.mnsu.edu/EWS-1303-EN.dmg>

How to install most Mac OS X applications:

1. Download the EWS-1303-EN.dmg file. It can be found in your Desktop or in your Downloads folder.
2. Double-click the .DMG file to open it up. Another new icon with a name "Entourage 2008, Web Services Edition" will appear on your desktop.



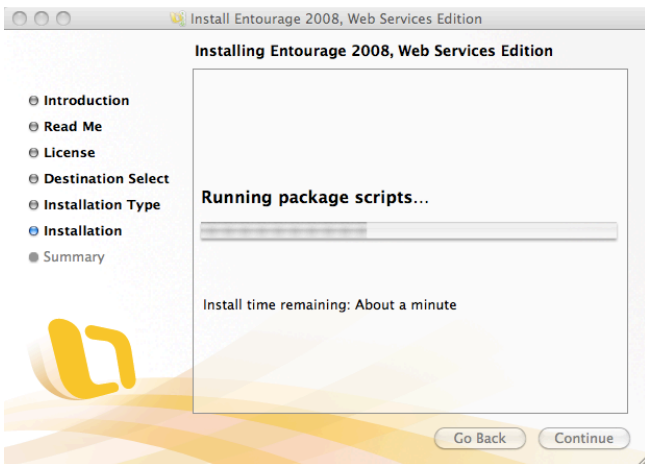
3. Next select "Continue"



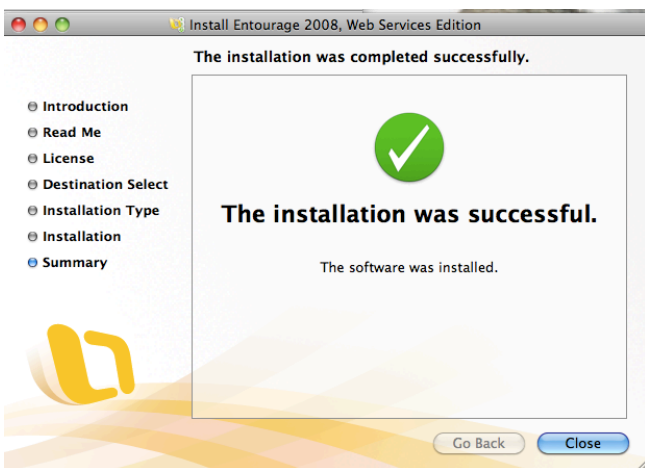
4. Select a Destination, your local hard drive and click “Continue”
 Example: “Mac Pro”



You will see the install Wizard run

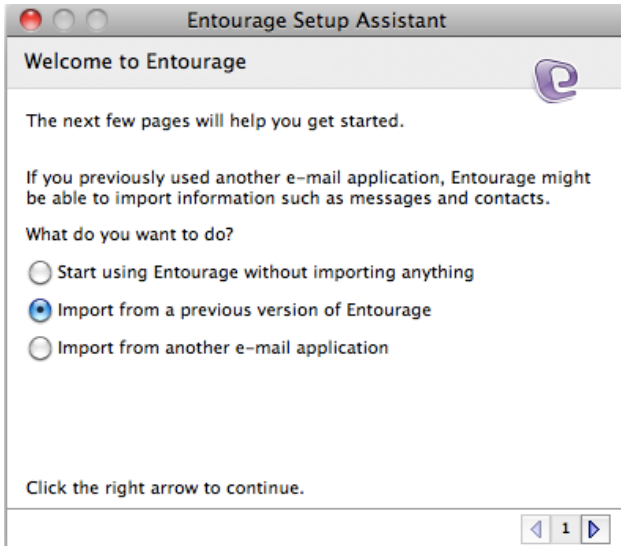


5. Once the install has completed, click “Close”

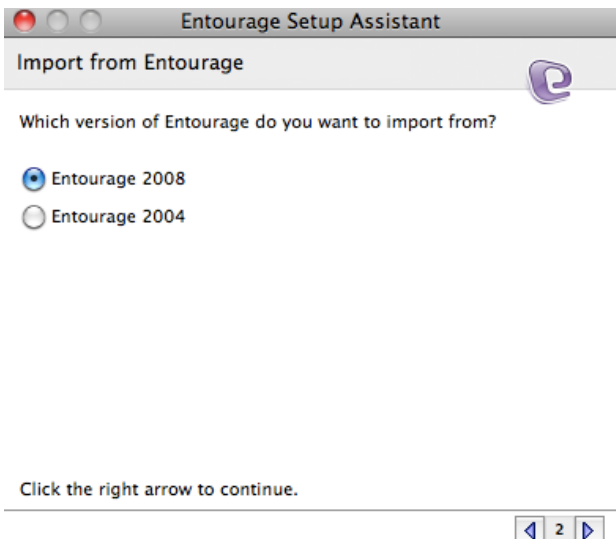


Setting up Entourage:

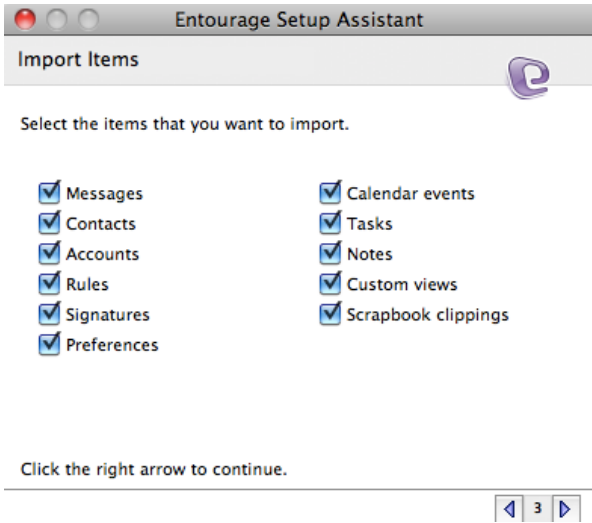
1. Open “Entourage 2008”, a dialog box will popup. Select “Import from a previous version of Entourage”



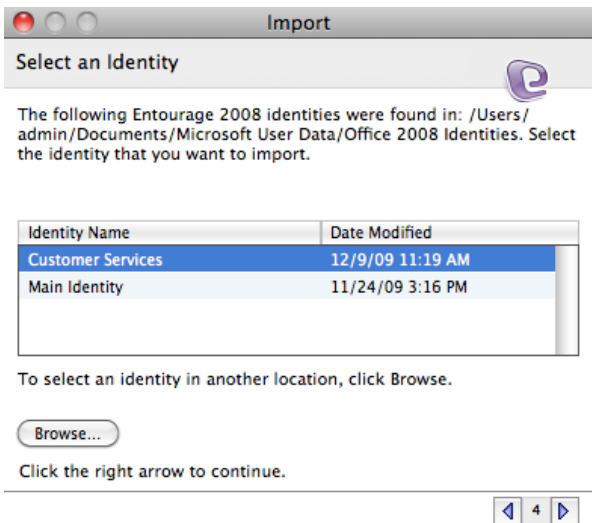
2. Select the appropriate version of Entourage, Example, I’m currently using Entourage 2008



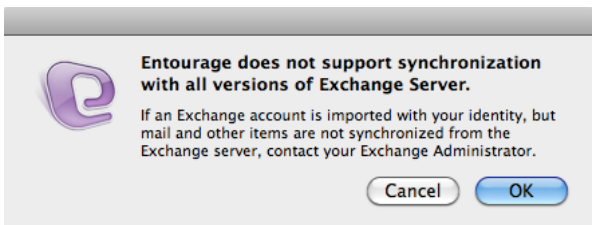
3. Select all items and click next.



4. Select the appropriate Identity,
 Note: most customers will only have one “Main Identity”
 Example: I have two Identities “Customer Services” and “Main Identity”, If you am unsure of which one to select, select the most current based on “Date Modified”



5. Click “OK”



6. If you store your keychain (your password) in Entourage you will be prompted to select “Always Allow”. This is not recommended.



7. It will take a few minutes for your account to sync with the Exchange server. Your mailbox should appear shortly after the process is complete.

Notes:

Improvements for Entourage 2008 with Exchange Web Services

- Enhanced Autodiscover service to easily configure account and automatically keep settings up to date.
- Synchronization between Exchange Server and Entourage 2008 Notes, Tasks, and Categories.
- Addition of an Enable Logging (troubleshooting) preference, to log all events that can be used as diagnostic information.
- Built-in logging with extensive reporting of diagnostic information.
- Use of attachments in Entourage for Exchange calendar events.
- Resolve names when composing mail and invites while outside of work without requiring VPN and LDAP.