

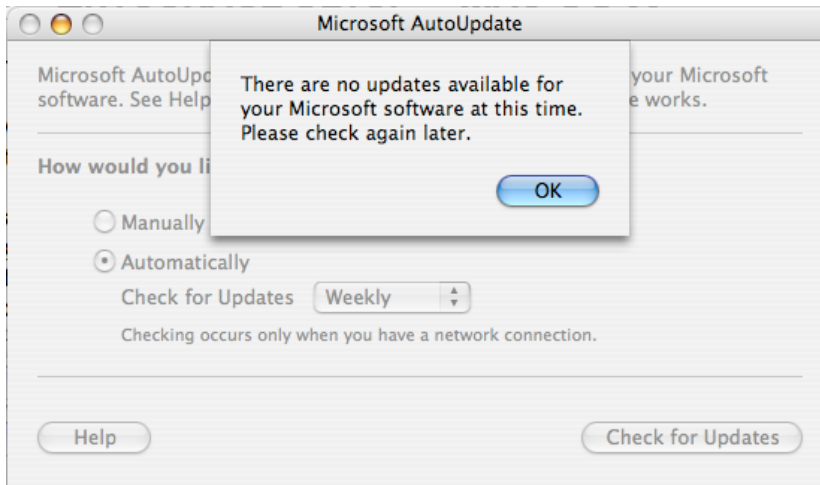


**INFORMATION & TECHNOLOGY
SERVICES HELP DESK**

**ENTOURAGE 2008
ACCOUNT SETUP**

Before you begin

Ensure that Microsoft Office 2008 is installed on your Macintosh. Also, you must have Service Pack 12.2.3 or newer for Office 2008 installed. If you do not have service pack 12.2.3 or if you do not know if you have it: open Microsoft Word, click on the 'Help' menu and click 'Check for Updates.' If you see the message below, you have the update, if not click 'Install.'



Also required

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:

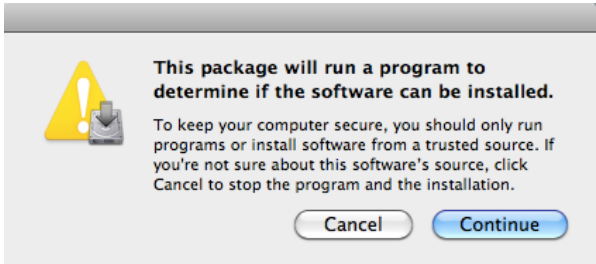
<https://helpdesk.mnsu.edu/EWS-1303-EN.dmg>

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.



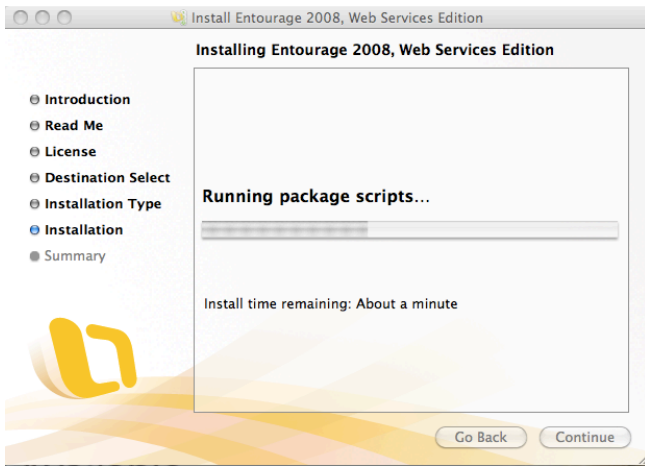
3. Next select "Continue"



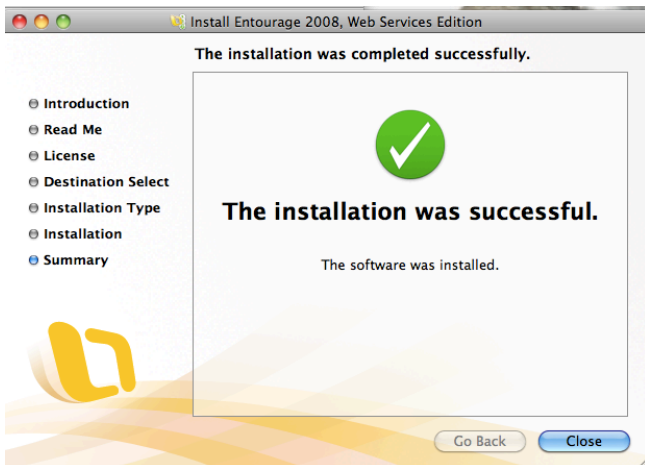
4. Select a Destination, your local hard drive and click "Continue"
Example: "Mac Pro"



You will see the install Wizard run



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



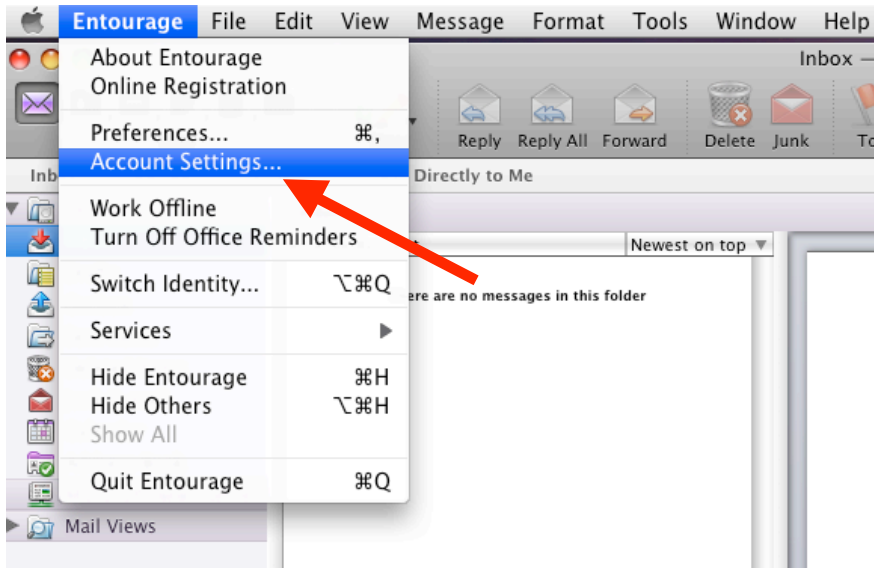
Entourage Limitations:

1. Distribution lists will not be imported into Entourage from Outlook or MavMail. Any distribution list which is made in Entourage will not be saved to the server, nor will any distribution lists made in Outlook or MavMail be saved to Entourage.
2. You will not be able to configure your voicemail (reset PIN and other settings) through Entourage.
3. If you are trying to set up Entourage off-campus, you will need to connect using the VPN client. You can download the latest version of the VPN client at:
<http://www.mnsu.edu/its/started/network/vpn/#full>

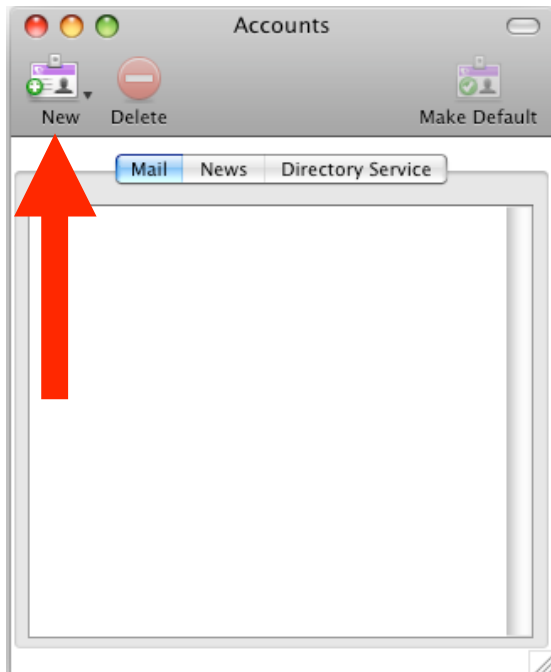
Please download the appropriate version for Macintosh, and then install the program. Once installed, run the program to connect to the MSU VPN. If you have any questions about running the VPN you can also contact the HelpDesk at (507)-389-6654 for additional assistance.

Entourage Account Setup:

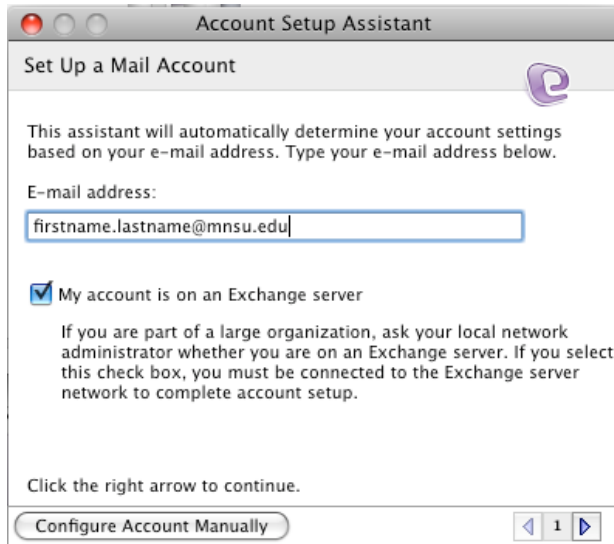
1. Open Entourage.
***Note: If this is the first time you have opened Entourage on this machine, click the right arrow then skip to step 5.**
2. Click on the 'Entourage' menu.
3. Click 'Account Settings.'



4. In the Accounts window, click the 'New' button.



5. Enter your information as indicated below, and then click the right arrow.



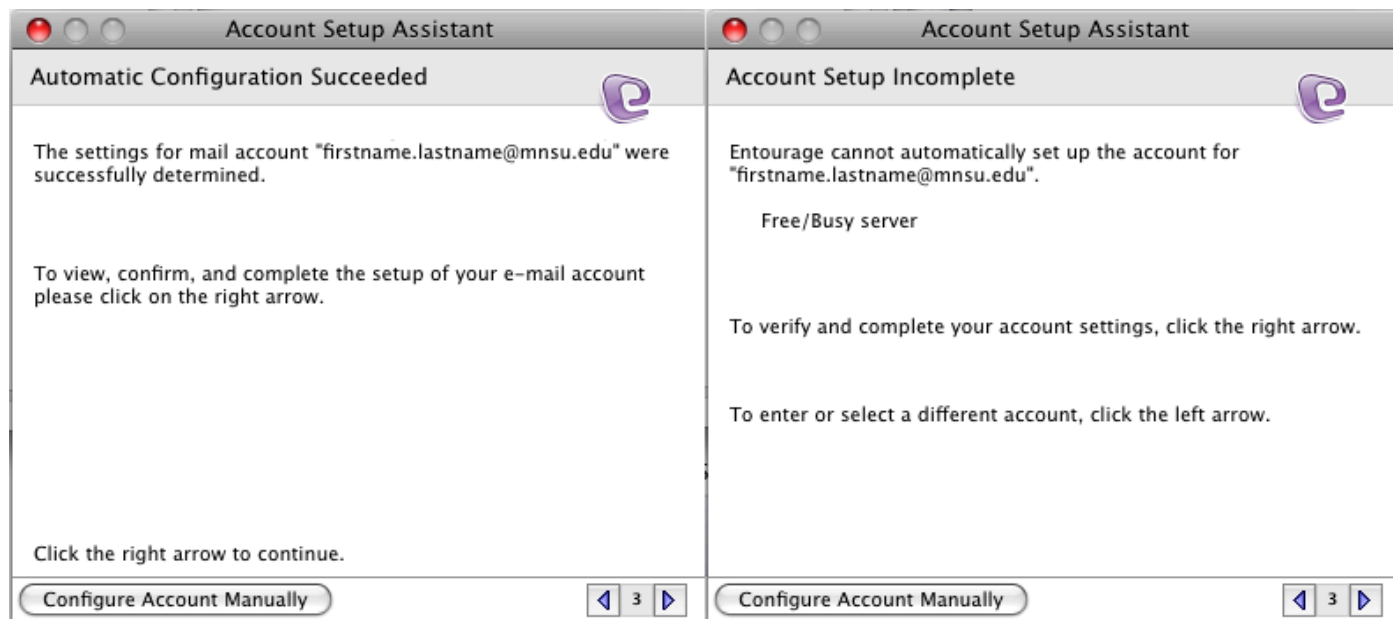
Note: Wherever **firstname.lastname@mnsu.edu** is used in this documentation, please use your official MNSU email address. Additionally, wherever **username** is used, please use your MavMail username.

You will be asked to enter log in information; log in using your MavMail Username and Password, and enter the domain as shown below.

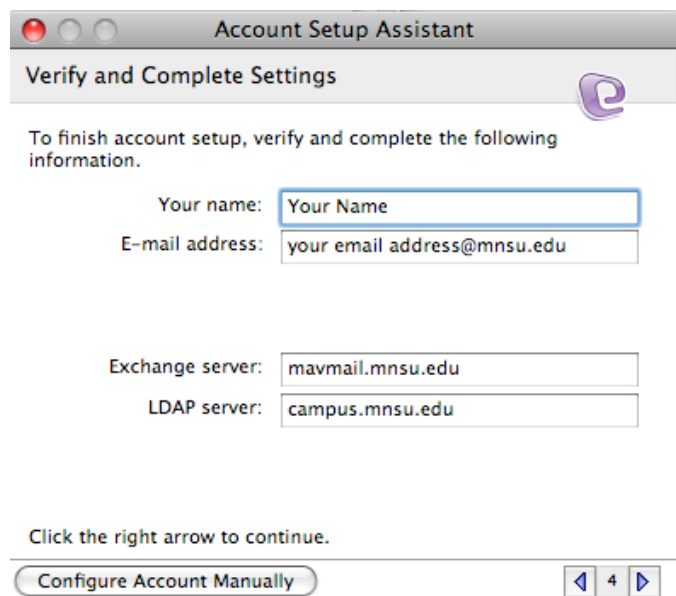


Click the 'OK' button to when finished.

6. You may see either of the following messages displayed. Regardless of which window appears, click the right arrow to continue.

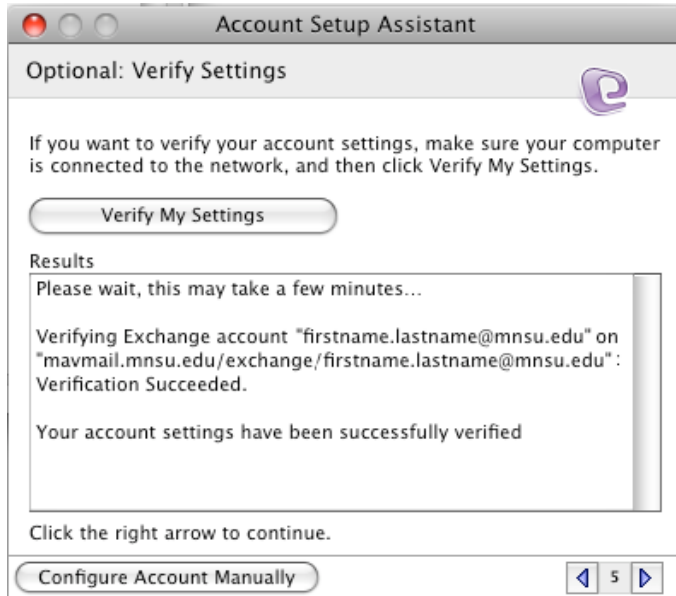


7. In the next box, fill out the information as shown below, and then click the right arrow to continue.

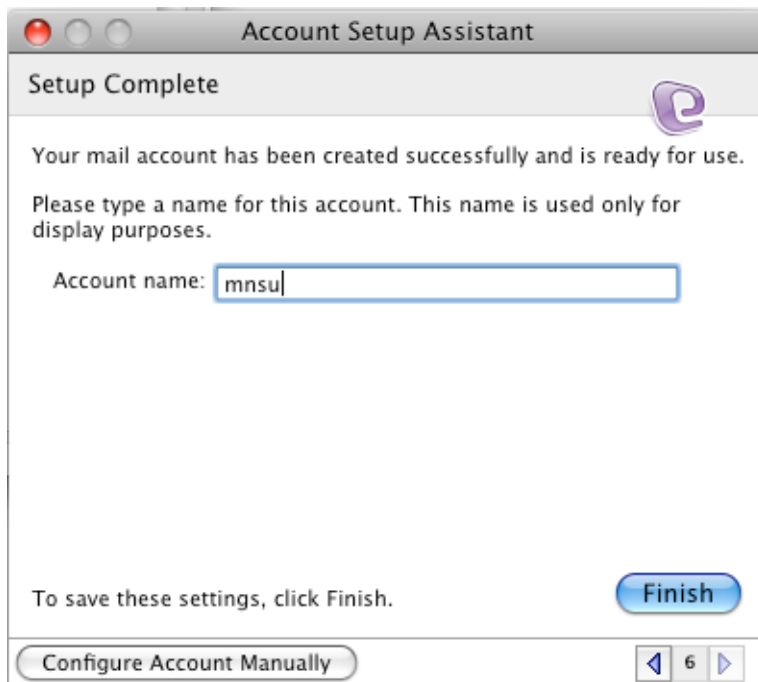


The Exchange Server name is:
mavmail.mnsu.edu

8. Click the 'Verify My Settings' button. Allow the test to run. If it does not verify, please double check to ensure that all prior fields are filled out correctly.



9. Name your account and click the 'Finish' button.

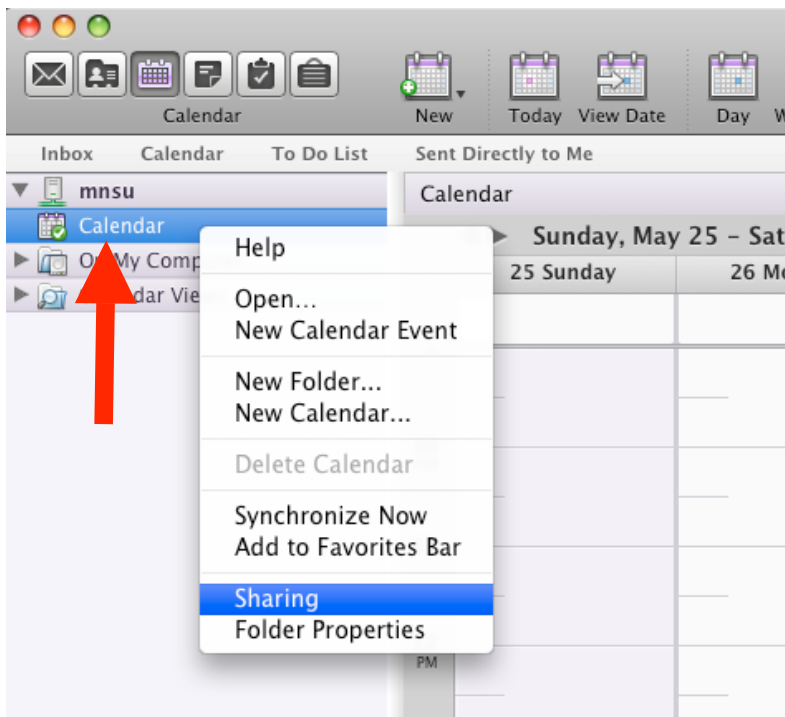


10. It will take a few minutes for your account to sync with the Exchange server. Your mailbox should appear shortly after the process is complete.

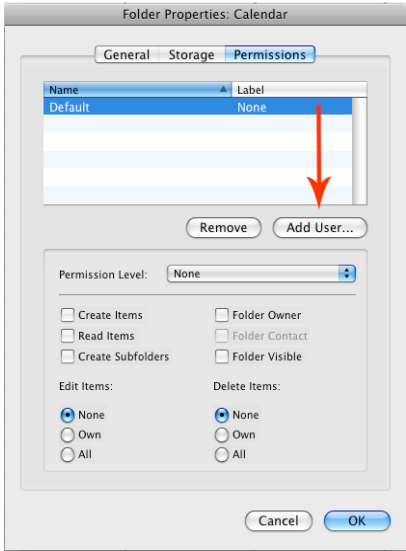
GRANTING PERMISSIONS AND OPENING AN EXCHANGE CALENDAR

To give another Exchange user access to your Calendar:

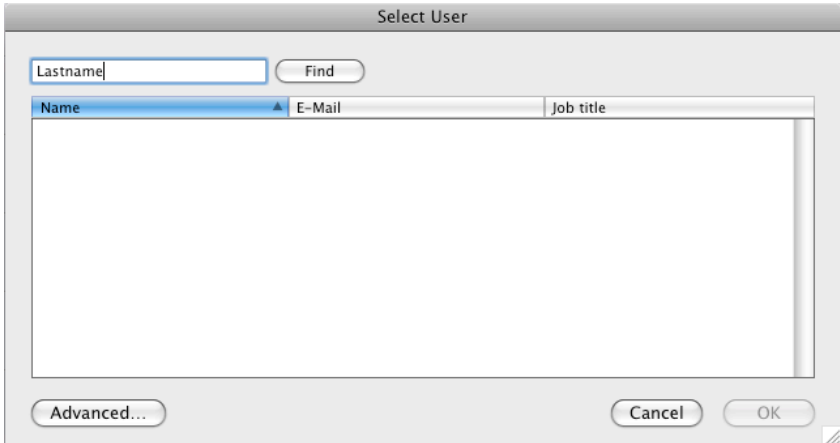
1. Open Entourage.
2. Click the Calendar icon located in the row of icons on the upper left corner of the Entourage window.
3. Right click on the word 'Calendar' under your Exchange account name and select 'Sharing.' If your computer is using a single button mouse, hold down the 'Control' (ctrl) key, click on the word 'Calendar', and select 'Sharing.'



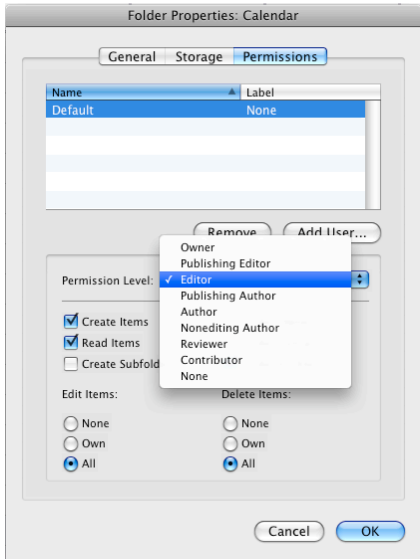
4. Click on the 'Add User' button.



5. Type in the person's last name and click 'Find.' Once you have located the person's name, click the 'OK' button.

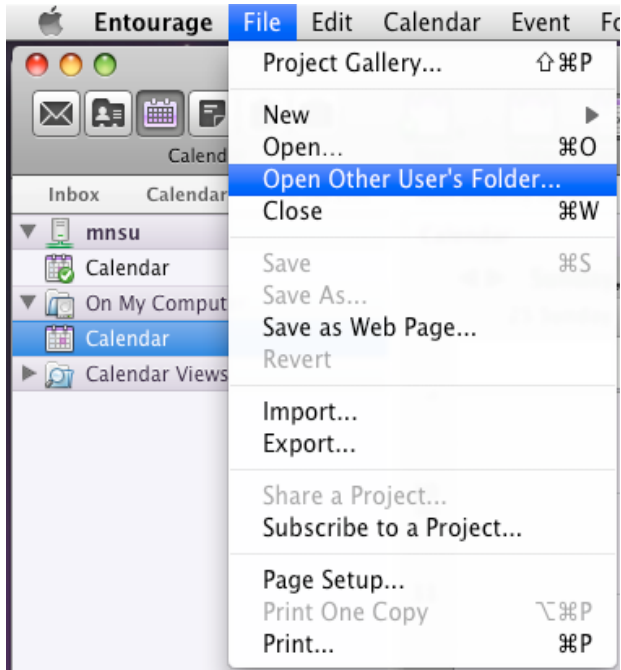


6. Choose the permissions for the user and click the 'OK' button.

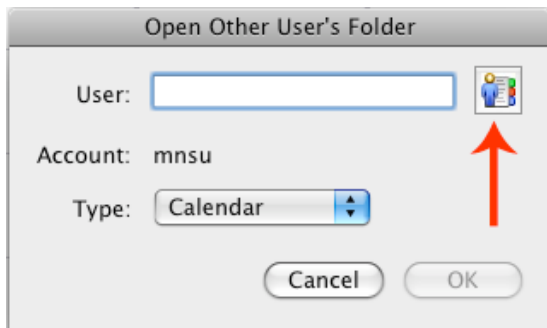


To Open Another Exchange User's Calendar:

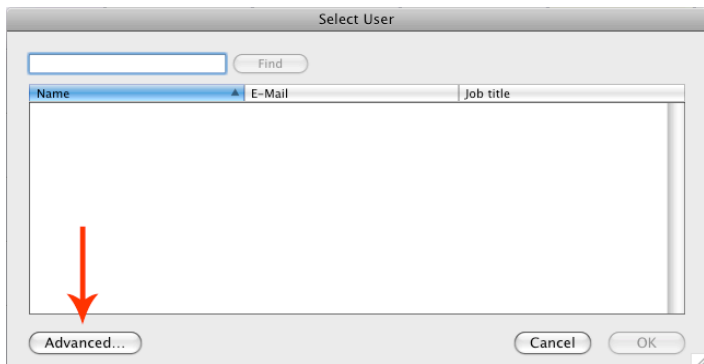
1. Click on the 'File' menu, and select 'Open Other User's Folder...'



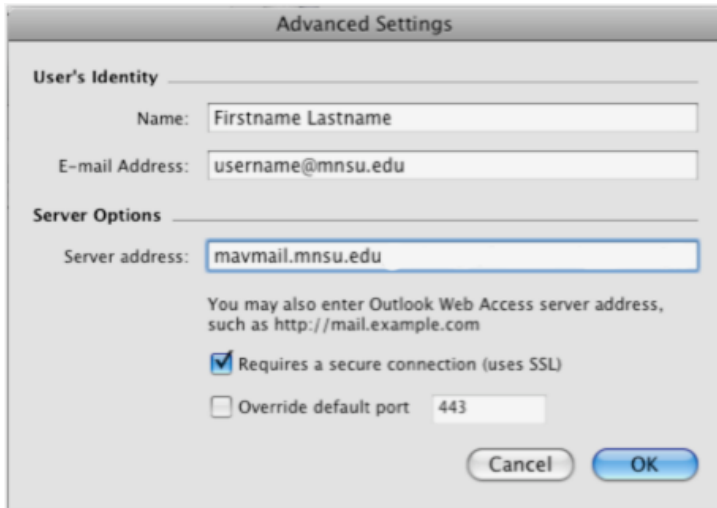
2. Click the 'Find User' icon.



3. Click the 'Advanced' button.

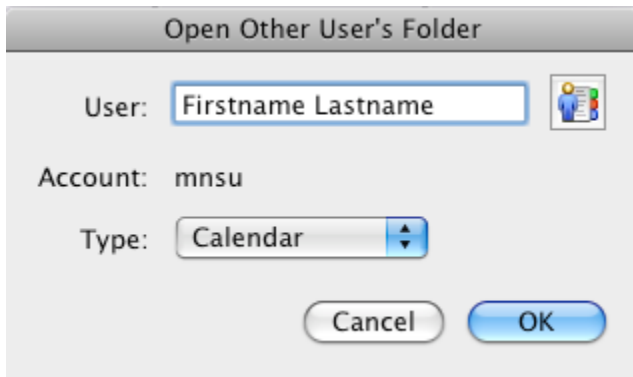


4. In the 'Name:' field, enter the first and last name of the user. Next, enter the MSU username of the user followed by @mnsu.edu in the 'Email Address:' field. Finally, enter your Exchange server information in the 'Server address:' field and click the 'OK' button. (See below)



Exchange server:
mavmail.mnsu.edu

5. Click the 'OK' button.



6. The user's calendar will now appear in your calendar list. It may take a few moments for Entourage to synchronize, so if the calendar does not appear immediately, please be patient.