

Entourage® 2004 Setup

Configuring Entourage

To set up Microsoft Entourage to connect to your Hosted Exchange mailbox, do the following.

1. Log into your User Control Panel at the following URL:
admin.emailsrvr.com/usercp
2. Under the Client Setup section, click the [Entourage 2004](#) link. This will open the [Setting Up Entourage 2004](#) window. You will need this information to set up the account.
3. Open Entourage.
4. Select [Tools / Accounts](#).
5. Select [New / Exchange](#).
6. Click the “[Configure account manually](#)” button.
7. Enter the following information in the spaces provided:
 - Account Name—Enter a descriptive name for the account (e.g., Work Account).
 - Name—Enter your first and last name. This name will be visible when you send and receive email.
 - E-mail address—Enter your full email address (e.g., myname@mydomain.com)
 - Account ID—Enter the [Account ID](#) from the [Setting Up Entourage 2004](#) window. The [Account ID](#) is not the same as the email address.
 - Domain—Enter the [Domain Name](#) from the [Setting Up Entourage 2004](#) window.
 - Password—Enter the password for your email address. This password is case-sensitive.
 - Exchange Server—Enter the [Exchange Server](#) address from the [Setting Up Entourage 2004](#) window.
8. Check the “[This DAV service requires a secure connection \(SSL\)](#)” checkbox.
9. Click the [Advanced](#) tab.
10. In the [Public Folders Server](#) box, enter the [Public Folder Server](#) address from the [Setting Up Entourage 2004](#) window.
11. Click the [OK](#) button until you are back to the main Entourage window.
12. Select [Send / Receive](#) to connect to the Hosted Exchange server.

Sharing Calendars

1. Click the [Calendar](#) link.
2. Select [Edit / Folder Properties](#).
3. Click the [Permissions](#) tab.
4. Click the [Add User](#) button.
5. Enter the name of the Hosted Exchange user you want to share your calendar with.
6. Select the name of the user you just added.
7. In the [Permission Level](#) drop-down menu, select a permission level. Reviewer rights are usually adequate.
8. Click the [OK](#) button.

Viewing a User’s Shared Calendar

1. Select [File / Open Other User’s Folder](#).
2. Click the [Find User](#) icon, located to the right of the User box.
3. In the [Search](#) box, enter the user’s name (or part of the name), and then click [Find](#).
4. Select the user’s name from the list, and then click the [Advanced](#) button.
5. In the [Server Address](#) box, enter the [Exchange Server](#) address from the [Setting Up Entourage 2004](#) window mentioned above, but instead of using your own email address on the end, substitute the shared calendar user’s email address.
6. Be sure the “[Requires a secure connection \(uses SSL\)](#)” box is checked. Then click [OK](#). The user’s calendar will now show up under your calendar.