How to configure Entourage 2008 to connect to Exchange.

1. Open Entourage 2008, and then click on “Tools” and the choose “Accounts”

2. Click on the New Icon in upper left
3. Input your email address and click on “Configure your Account Manually”
Put a check in the “My account is on an Exchange Server” checkbox

4. Fill out the Name, Email-address, Account ID, Domain, Password, and Exchange Server fields
   a. Name: your name
   b. Email address: your email address
   c. Account ID: your MIDAS account ID
   d. Domain: odunet
   e. Password: your MIDAS password
   f. Exchange server: https://webmail.odu.edu/exchange/your_email_address@odu.edu
      • For example: https://webmail.odu.edu/exchange/jdoe@odu.edu
   g. Make sure that the SSL box is checked.
5. Under Directory Settings, in the LDAP server box, enter in: gal.odu.edu
   • Also check the box for “This server requires me to log on”.

This should connect you to the Exchange server and allow you read access to the Global Address List in Exchange. The first time you do this it will take a long time to synchronize all of your email & folders.