<u>Entourage</u> will require some minor modifications. You must have version 11.3.4 or higher before you make these changes or your account will become corrupted and email will be unrecoverable. To check your version, while in Entourage, click "Entourage" in the upper left corner of your screen and select About Entourage. If you have a version below 11.3.4 and need assistance upgrading it, contact the Help Desk at 742-4615.

To change your settings, while in Entourage, click **Tools** and select **Accounts**.



Double-click your Exchange account to open it. The window will look similar to the picture below.

Edit Account	
Account Settings Options Advanced Delegate Security	
Account name: A	SD Exchange account
Personal information	
Name:	Firstname Lastname
E-mail address:	lastname_firstname@asdk12.org
Server information	
Account ID:	lastname_firstname
Domain:	asd
Password:	
Exchange server:	webmail.asdk12.org
	You can also enter Outlook Web Access server addresses, such as http://mail.example.com/exchange, into the Exchange server field. For more information, contact your Exchange server administrator.
	This DAV service requires a secure connection (SSL)
	Override default DAV port: 443
	Cancel OK

The Exchange server: field must be webmail.asdk12.org

The box next to **This DAV service requires a secure connection (SSL)** <u>must be</u> <u>checked</u>.

Click the **Advanced** tab when finished with this screen.

The **Advanced** tab needs to be configured exactly like the picture below.

Edit Account	
Account Settings Options Advanced Delegate Security	
Public Folder Settings	
Public folders server: webmail.asdk12.org/public	
This server is also used for free/busy information.	
This DAV service requires a secure connection (SSL)	
Override default DAV port: 443	
Directory Settings	
LDAP server: asdk12.org	
This server requires me to log on This LDAP server requires a secure connection (SSL)	
Override default LDAP port: 3268	
Maximum number of results to return: 1000	
Search base:	
Cancel OK	

The Public folders server: field must be webmail.asdk12.org/public

Check the box next to This DAV service requires a secure connection (SSL)

The LDAP server: field must be asdk12.org

Check the box next to **This server requires me to log on**

Click **OK** and close all windows to continue to your mailbox.