**Entourage** 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**.
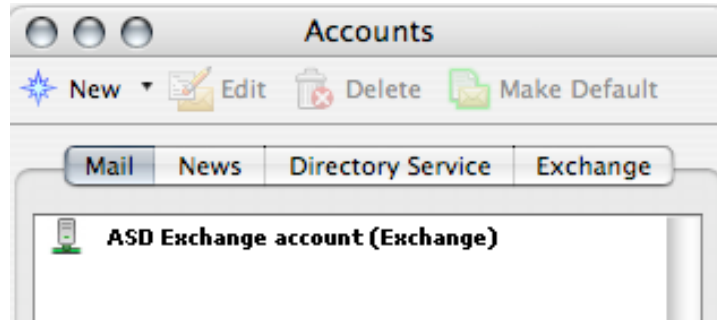
Double-click your Exchange account to open it. The window will look similar to the picture below.
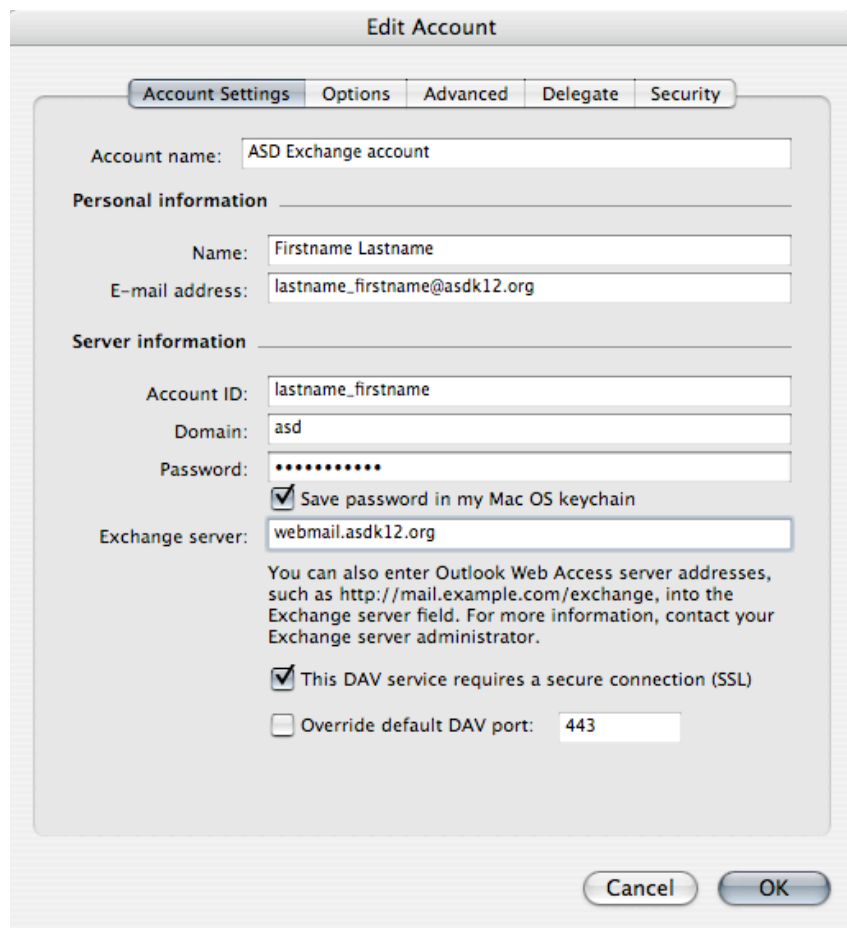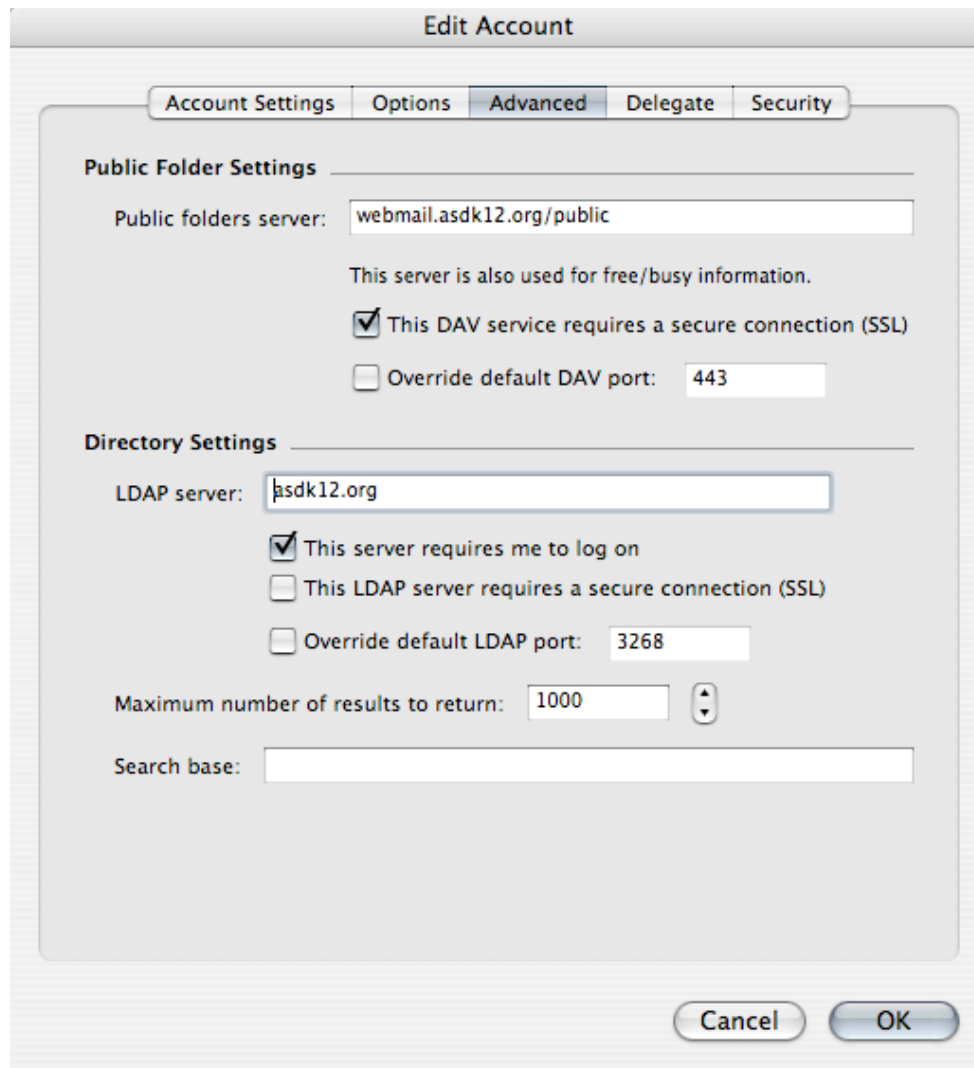
The **Exchange server:** field must be **webmail.asdk12.org**

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

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

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

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.