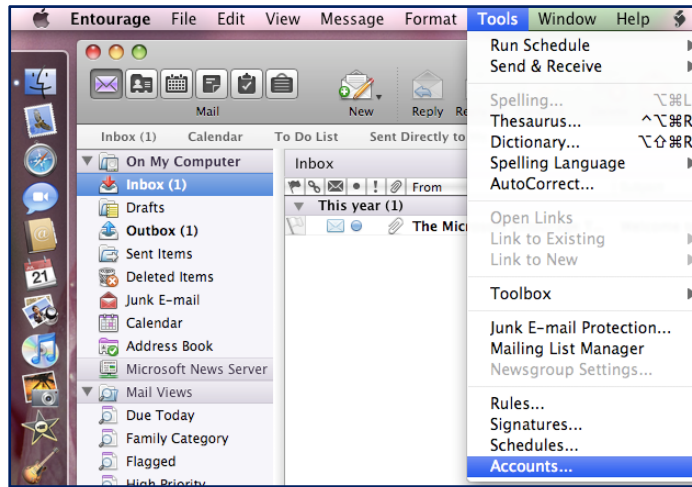
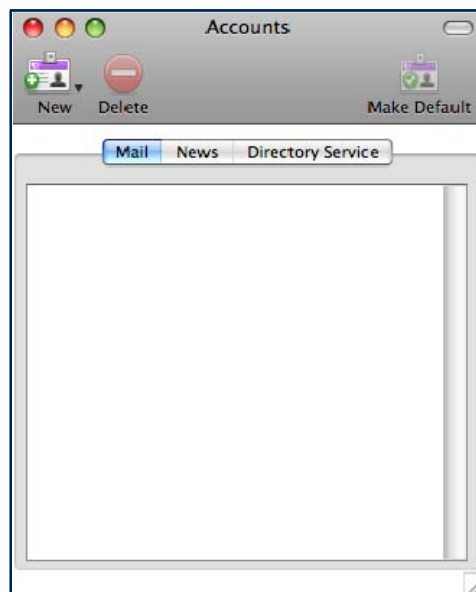


Mac – Entourage Setup

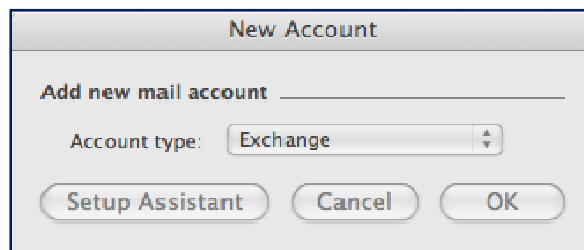
1. Open Entourage and Go to Tools, Accounts



2. Choose New



3. Change the Account Type to Exchange



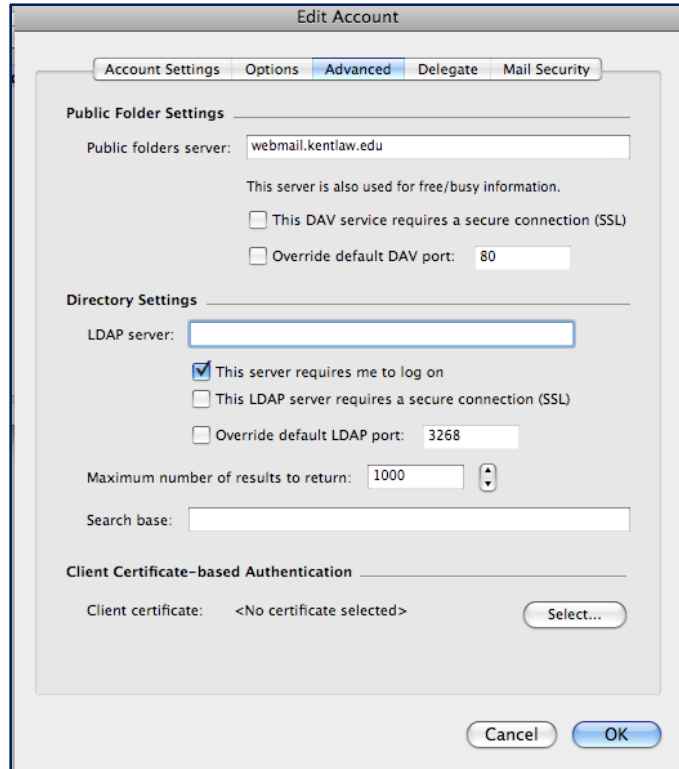
4. Enter the following information under Account Settings
 - a. Account Name: your full name
 - b. Personal Info:
 - i. Name: Your full name
 - ii. Email Address: Your Kent email address
 - c. Authentication:
 - i. Account ID: your Kent username
 - ii. Domain: kentlaw.edu
 - iii. Password: your Kent email password
 - iv. Check Save password in Mac OS keychain
 - d. Server information:
 - i. Exchange Server: webmail.kentlaw.edu
 - ii. Click OK

The screenshot shows the 'Edit Account' window with the following fields and settings:

- Account name:** Jane Student
- Personal information:**
 - Name: Jane Student
 - E-mail address: jstudent2@kentlaw.edu
- Authentication:**
 - Use my account information
 - Account ID: jstudent2
 - Domain: kentlaw.edu
 - Password: *****
 - Save password in my Mac OS keychain
 - Use Kerberos authentication
 - Kerberos ID: None
- Server information:**
 - Exchange server: webmail.kentlaw.edu
 - This DAV service requires a secure connection (SSL)
 - Override default DAV port: 80

Buttons: Cancel, OK

5. To set up Public Folders go to Tools, Accounts (refer to Step 1)
6. Double click your name
7. Go to the Advance Tab
 - a. Enter *webmail.kentlaw.edu* for the Public Folders Server



8. To set up the Global Address List go to Tools, Accounts (refer to Step 1)
9. Double click your name
10. Go to the Advance Tab
 - a. Enter *dc1.kentlaw.edu* for the LDAP server
 - b. Uncheck this server requires me to log in

