

## Configuring **Entourage** for UNTHSC Exchange Mail

You must first install **Entourage 2008 Web Services Edition**. The version of **Entourage** installed with **Office 2008** will not work.

Open **Microsoft Entourage Web Services Edition**.

On the *Welcome to Entourage* page, click the right arrow in the bottom right corner.

Enter your new e-mail address (*firstname.lastname@unthsc.edu*) and check the box for "My account is on an Exchange server". Click the right arrow in the bottom right corner.

In the pop-up window that appears, click **Allow**.

In the *Account Information* window, enter "hsc.ad.unt.edu" for domain, enter your EUID for **Account ID**, and enter your password. Click **OK**.

Click the right arrow in the bottom right corner.

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Click "**Verify My Settings**". Click the right arrow in the bottom right corner.

Enter an account name, such as "UNTHSC". Click **Finish**.

Click "**Make Default**".

Click "**Allow**".

Enter your password if prompted, and then click **OK**.

You will need to give **Entourage** several minutes to cache your mail to your computer. Depending on how much mail you have, this could take up to 20 minutes.