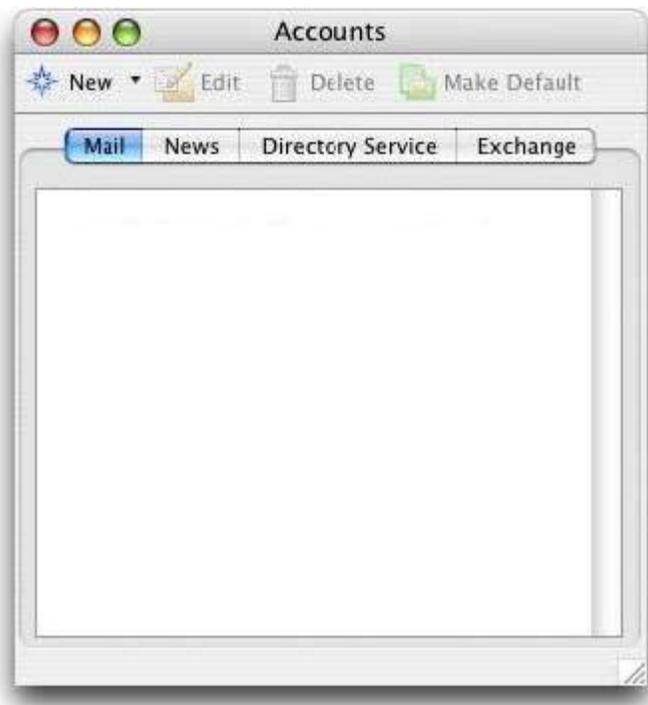


## Setting up Entourage 2004

1. Start Entourage 2004.
2. Select **'Accounts'** from Entourage's **'Tools'** menu:



3. This brings up the **'Accounts'** window. Press the **'Exchange'** button then press **'New'**.



4. This displays the 'Account Setup Assistant' window. Here, you'll enter your **primary email address** in the 'E-mail Address' field, and your Apps4Rent user name in the 'User ID' field. Enter 'Apps4rent' as the 'Domain', and finally enter your Apps4Rent Password.

Account Setup Assistant

### Set Up a Mail Account

This assistant will automatically determine your account settings based on your e-mail address. Type your e-mail address below.

E-mail address:  
email@domain.com

My account is on an Exchange server

User ID: Apps4rent username

Domain: apps4rent

Password: .....

Click the right arrow to continue.

Configure account manually

◀ 1 ▶

5. Once you've entered your information, press the **'Configure Account Manually'** button. This will display the **'Edit Account'** window. The information you already entered will be displayed, and several additional fields display.

**Edit Account**

**Account Settings** Options Advanced Delegate Security

Account name: Choose an account name and enter it here

**Personal information**

Name: Your friendly "From" name goes here

E-mail address: Apps4rent email address

**Server information**

Account ID: Apps4rent username

Domain: Apps4rent

Password: \*\*\*\*\*

Save password in my Mac OS keychain

Exchange server: **https://webmail.apps4rent.com/owa/<your primary email>**

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

6. The 'Account Name' (Use SAM login name. You can find it in your [Control Panel](#) inside the user information) field. This is used by Entourage when it displays the Apps4rent mailbox in the Folders pane.

The 'Exchange server' field should can specified as 'webmail.apps4rent.com' but specifying <https://webmail.apps4rent.com/owa/<your primary email address>> will ensure that your connection will work.

The image shows a screenshot of the 'Edit Account' dialog box in Mac OS X. The dialog has a title bar 'Edit Account' and several tabs: 'Account Settings' (selected), 'Options', 'Advanced', 'Delegate', and 'Security'. The 'Account Settings' tab contains the following fields and options:

- Account name: Choose an account name and enter it here
- Personal information section:
  - Name: Your friendly "From" name goes here
  - E-mail address: Apps4rent email address
- Server information section:
  - Account ID: Apps4rent username
  - Domain: Apps4rent
  - Password: ••••••••
  - Save password in my Mac OS keychain
- Exchange server: <https://webmail.apps4rent.com/owa/<your primary email address>> (This field is highlighted with a blue selection box)
- Help text: 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

At the bottom of the dialog are 'Cancel' and 'OK' buttons.

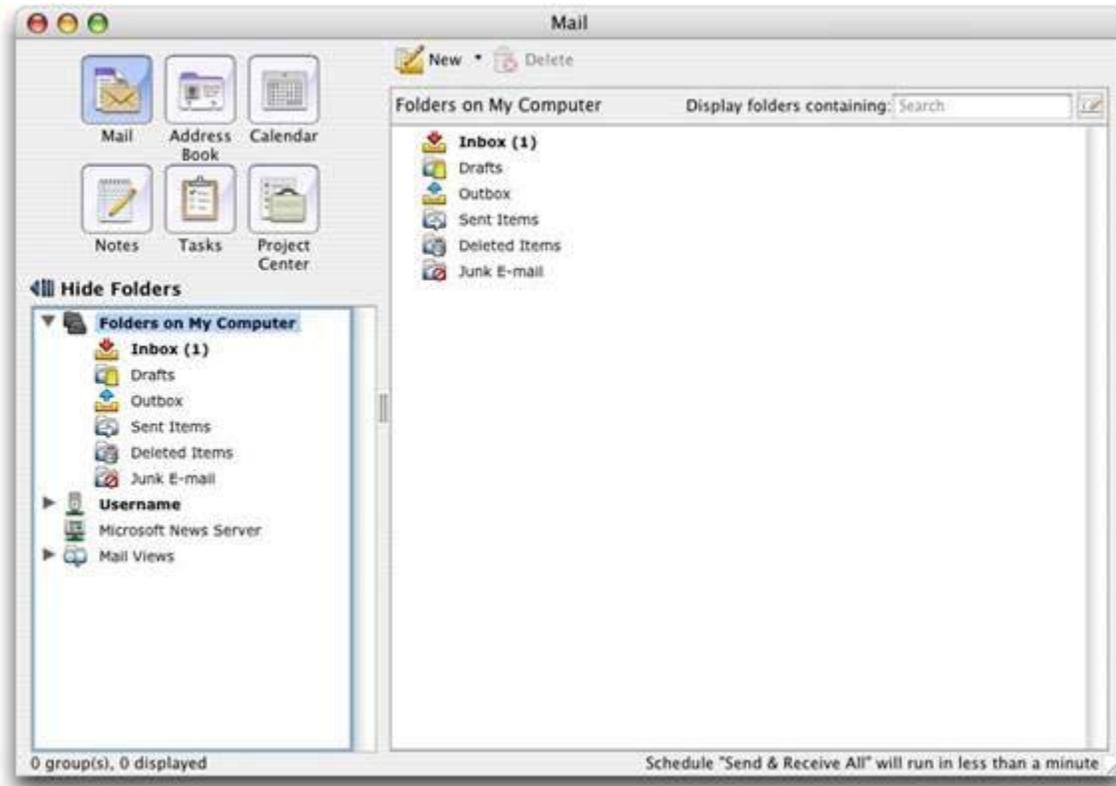
7. Once you've entered the information in this window, press the **'Advanced'** button. The following window appears:

The screenshot shows the 'Edit Account' dialog box with the 'Advanced' tab selected. The 'Public Folder Settings' section contains a text field for 'Public folders server' with the value 'webmail.apps4rent.com/public'. Below it is a note: 'This server is also used for free/busy information.' There are two unchecked checkboxes: 'This DAV service requires a secure connect on (SSL)' and 'Override default DAV port: 80'. The 'Directory Settings' section has an 'LDAP server' field with 'webmail.apps4rent.com'. A checked checkbox 'This server requires me to log on' is present, along with unchecked checkboxes for 'This LDAP server requires a secure connection (SSL)' and 'Override default LDAP port: 3268'. A 'Maximum number of results to return' spinner is set to 1000, and a 'Search base' field is empty. 'Cancel' and 'OK' buttons are at the bottom right.

8. Please enter **webmail.apps4rent.com/public/** as your **'Public Folders Server'**. For **'LDAP server'** enter **webmail.apps4rent.com**. Please ensure that the **"This server requires me to log on"** checkbox is checked.

9. Press the **'OK'** button as shown above. Your main Entourage window will now look like this (assuming you have no other accounts setup):

10. Click on the arrow to the left of your Apps4rent account in the **'Folders'** pane. You should then see the following list in the main Entourage window.



11. Congratulations! Your Apps4rent account is now fully set up in Entourage 2004 and is ready to use.