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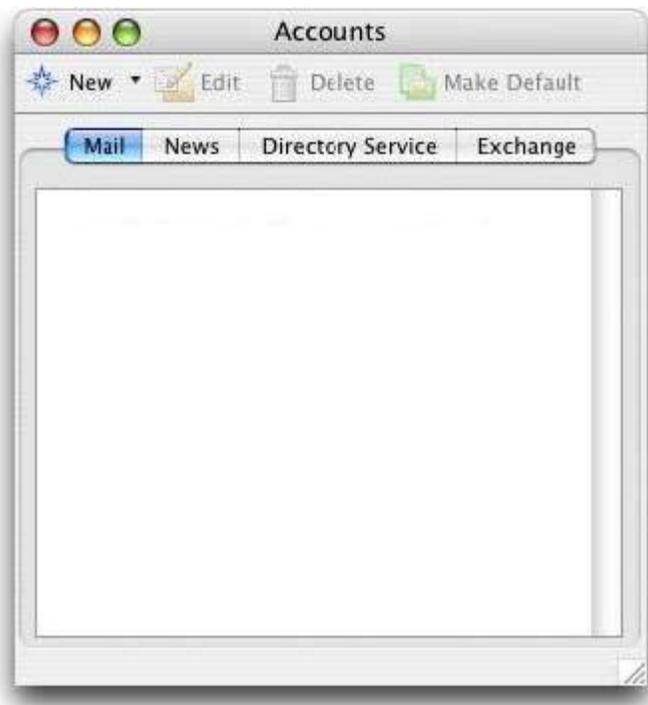
4. This displays the **'Account Setup Assistant'** window. Here, you'll enter your **primary email address** in the **'E-mail Address'** field, and your Apps4Rent user name in the **'User ID'** field. Enter **'Apps4rent'** as the **'Domain'**, and finally enter your Apps4Rent Password.

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 <u>Control Panel</u> 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.

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

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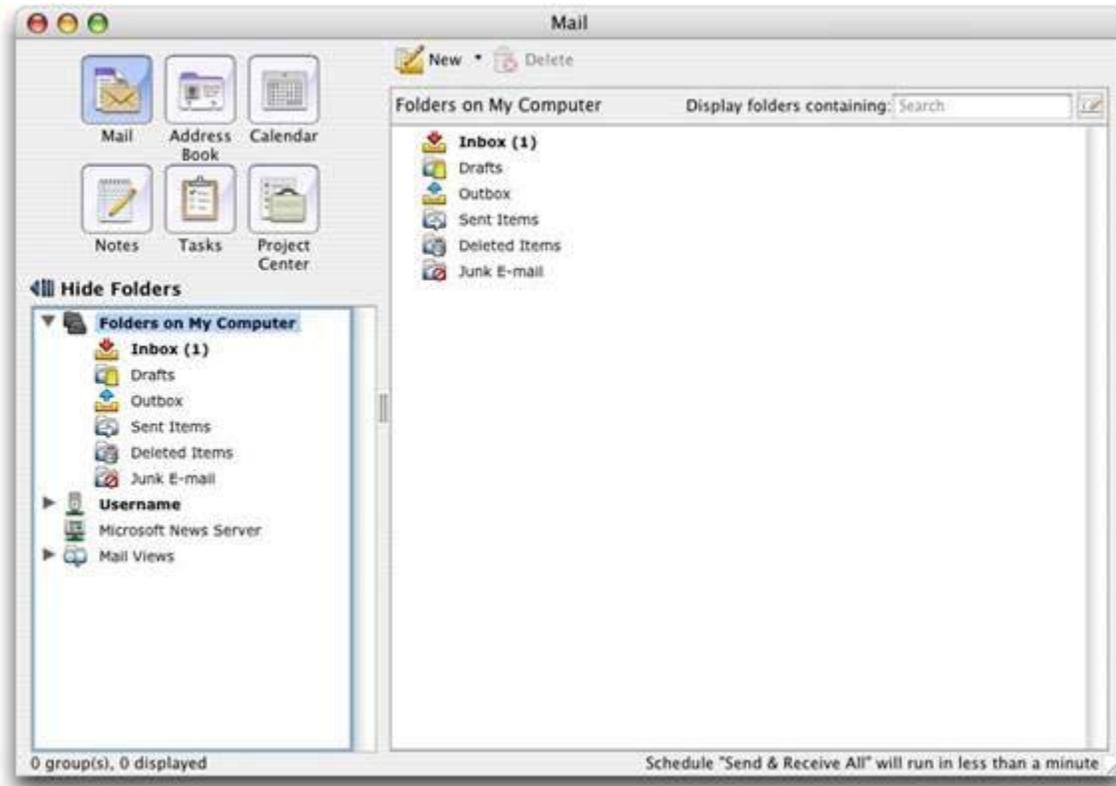
11. Congratulations! Your Apps4rent account is now fully set up in Entourage 2004 and is ready to use.