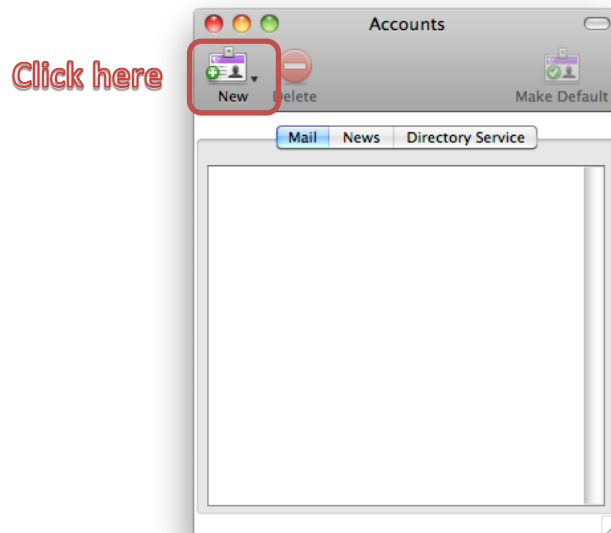
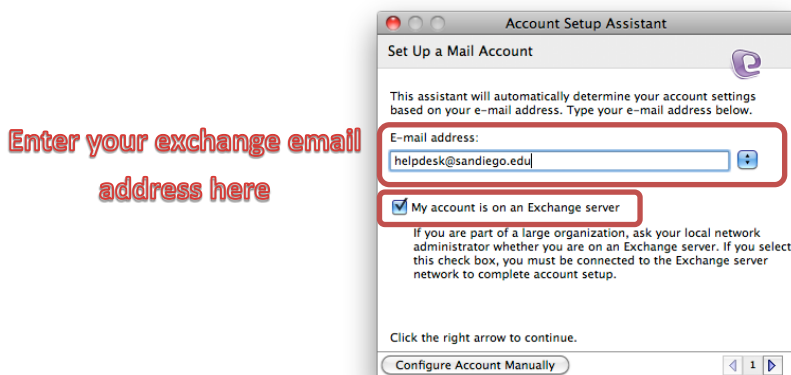


ntourage 2008 - Exchange Setup

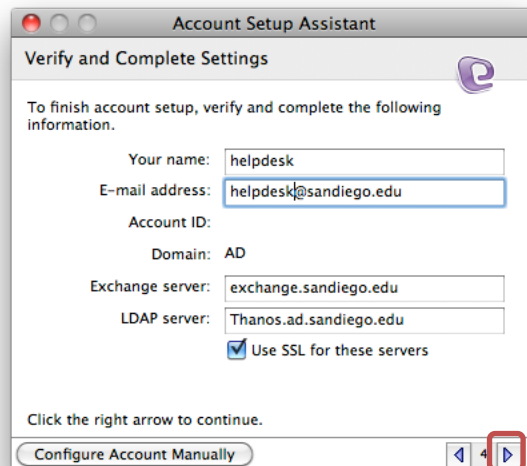
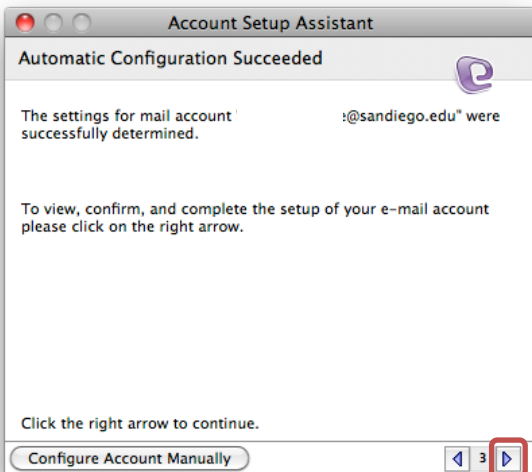
Open Entourage 2008. Click on the **Tools** option from the menu bar and then click **Accounts**. Click on new and let the wizard run.



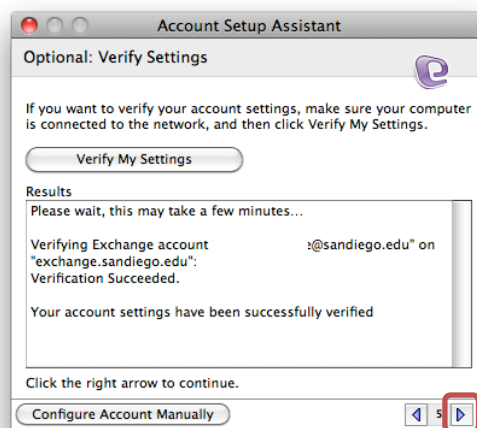
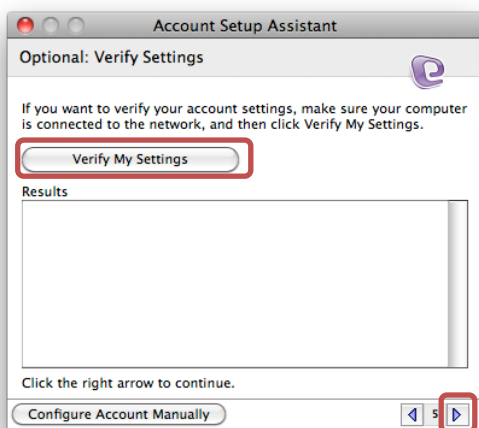
Enter your information in **E-mail Address** and click the check box that reads “My account is on an Exchange server. Click the arrow at the bottom right of the window. After the email address is validated, it will ask for some additional information. At the window that looks like the box to the right (below), enter “AD” for **Domain**, enter your user name without the “@sandiego.edu” at the end, and enter your password; click “OK.”



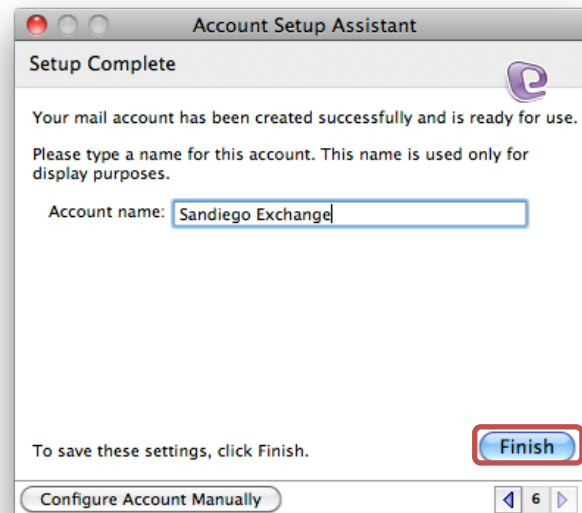
You will receive the message below (left) when the information has been entered correctly; hit the arrow button on the bottom right of the window. The information that is provided on the next screen below (right), should be your own information to access the email server for you to verify. Make sure the fields for: **Your name**, **E-mail Address**, and **Account ID** are correct; do not change the fields for Exchange server or LDAP server, and verify that the **Use SSL** box is checked. When they are correct hit the arrow at the bottom right of the window.



Next, click **Verify My Settings**. When finished it should look like the window below on the right. Click the arrow at the bottom right of the window to continue.



When finished, you should receive this page and you may name the account however you wish to identify it. I recommend something similar to what is in the box below. Click **Finish**.



Your account should now be set up and ready to receive email!

If you have any questions or concerns, please contact the ITS Help Desk at 619-260-7900 for further assistance.