

Configuration of Entourage For Use With a central.uh.edu E-mail Account

E-Mail Account

To set up access to an Exchange e-mail account in Entourage, launch Entourage and from the menu bar, select **Tools**, then **Accounts**, opening a pop-up window. Select **New**. An Account Setup Assistant window will pop-up.

Enter the e-mail address on the E-mail address line. The address should be configured to look like:

username@central.uh.edu

Typically, the username is the CougarNet ID. An alias (something@uh.edu) will not work.

Put a check in the box next to **My account is on an Exchange server**. Do not fill in the User ID, Domain, and Password fields that appear. Click on the **Configure account manually** button located toward the bottom left corner of the window.

An Edit Account window will open. Under the **Account Settings** tab, enter the following information:

Account name: How the top level folder name will appear in the Entourage Folder window.

Name: The name recipients of an e-mail from this account will see.

E-mail address: Enter the e-mail address as previously.

Account ID: User ID needed to retrieve e-mail. Typically, a user's CougarNet ID.

Domain: CougarNet

Password: Password needed to retrieve e-mail.
Typically, a user's CougarNet password.

Exchange server: email.uh.edu

Calendar

For Calendar to function properly, Public Folders and the Global address book need to be configured.

Public Folders

To see Public Folders, the Public Folders information needs to be entered. Click on the **Advanced** tab. Under **Public Folder Settings**, enter the following information:

Public folders server: email.uh.edu

Leave the two DAV service check boxes unchecked.

Global Address Book

To see the Global Address Book, the LDAP server information needs to be entered. Click on the **Advanced** tab. Under **Directory Settings**, enter the following information:

LDAP server: cougarnet.uh.edu

Maximum number of results to return: USE THE DEFAULT

Check the box next to **This server requires me to log on.**

Search base: LEAVE THIS FIELD BLANK

When all the necessary information has been entered, click on the **OK** button.