Setup Entourage 2004 for your NLU e-mail using a Macintosh on campus or at home.

Please note that home use requires use of VPN http://oit.nl.edu vpn

What this document will help you do:
Entourage is effective because it combines many features within one program: Mail, Calendar, and Address Book. This document provides instructions on setting an NLU exchange account in Entourage 2004.

1. Entourage can be easy to use and convenient because of the integration of its features:
   • Menu choices and toolbars change to accommodate the current active feature. For example, when Calendar is open, you can press [Command] + [N] and create a new event, but if you are in Mail and press the same shortcut, you will create a new email message. The menu and toolbar for Calendar and Mail also change.
   • When closing an email message or a calendar entry, you can use [Command] + [W] to quickly and easily close a window.

2. Setting up a new NLU Entourage Account:
   Launch Entourage. Once the Application is open, click on Tools, located on the top. Scroll down and click on Accounts.

   An “Accounts” window will open. Click on “Exchange”, then click on “New”.

   “Account Setup Assistant” is open. Click on “Configure account manually” located on the lower left corner.
3. **Edit Account:**

Make sure “Account Settings” is selected and fill in the fields with the following information:

- **Account name:** (lastnameExchange)
- **Personal information**
  - Name: Your first and last name.
  - E-mail Address: Your NLU email address.
- **Server information**
  - Account ID: Your NLU user name
    - Example: humberto.prado or hprado
  - Domain: NLUMASTER
  - Password: Leave blank (Recommended)
- **Exchange server:** nluexchange.nl.edu

Click “Advanced” located between “Options” and “Delegate”.

- **Public Folder Settings**
  - Public folders server: nluexchange.nl.edu

- **Directory Settings**
  - LDAP server: nlu-dc2.nl.edu

Click “OK”

**NOTE:** If you saved your password in the account settings, your email should automatically log in and begin updating your folders. If you chose to leave it blank, you will be prompted to type in your NLU email password.

If your require additional assistance, please contact the OIT helpdesk at x4357 or toll-free at 866-813-1177.