Creating an Exchange Account in Entourage 2008

Overview
Instructions in this guide provide steps to creating a Microsoft Exchange account in Entourage 2008 using the MAPI (Messaging Application Programming Interface) protocol.

Note: When configuring your account settings be sure to use your primary email address rather than an alias. The primary HMS email address typically follows the format of "FirstName_LastName@hms.harvard.edu".

Create the Account
1. Open Entourage.
2. Select Tools, Accounts from the menu.
3. Click New and then choose Exchange from the pop-up menu.
4. Click OK.

Account Settings
Under **Account Settings**, enter the following information:

- **Account Name**: ‘Your name’ Exchange (or HMS Exchange)
- **Name**: Your name as you want it to appear when sending mail, example: Last Name, First Name
- **E-mail address**: your PRIMARY e-mail address
- **Account ID**: Your eCommons username
- **Domain**: MED
- **Password (optional)**: Your eCommons password
- **Exchange server**: email.med.harvard.edu
- **Make sure the checkbox next to This DAV service requires a secure connection (SSL) is enabled.**

**Options**

![Options dialog box](image)

No changes necessary unless you want to limit the size of emails being received or set a default signatures. **Note**: Signatures must be created under **Tools, Signatures...** to be available under the Message Options Default signature drop down menu.
On the Advanced tab, enter the following information:

- Public folders server: email.med.harvard.edu
- Make sure the checkbox next to “This DAV service requires a secure connection (SSL)” is enabled
- LDAP server: gal.med.harvard.edu
- Click the checkbox next to “This server requires me to log on”
Delegate (Optional)
You can add a delegate to grant access to your account, or connect to accounts that you have read or write permissions to access.

Add a Delegate
1. Add a delegate by clicking the Add... button under either the My Delegates or Users I am a delegate for sections.

2. Enter all or part of a person's name and click Find.
3. Highlight the appropriate account name and click OK.
   a. If you are adding a delegate, assign access permissions to your calendar, Inbox and/or Address Book. You can also sent a message to the delegate summarizing the information if desired. Click OK.

   b. If you are selecting an account to have delegate access to, the account name selected will appear under the Users I am a delegate for section.
Mail Security
No special setting required.

Finish
1. Click OK to save the configuration settings.
2. Close the Accounts dialog box.

Wait while the messages and folders from the server populate the account. If there is a large amount of information, it may take several minutes or more before everything is updated.