

# Entourage Exchange Setup

## Configuring HWS e-mail account

6/3/2009

To access HWS e-mail using Exchange in Entourage, follow the steps below:

1. Open Entourage and, from the Entourage program menu, select **Entourage > Account Settings**.
2. The Accounts box will appear. Click **New > Exchange**.
3. Enter your **HWS e-mail address** and click **Configure account manually**.
4. The Edit Account box will appear. Click on the **Account Settings** tab.

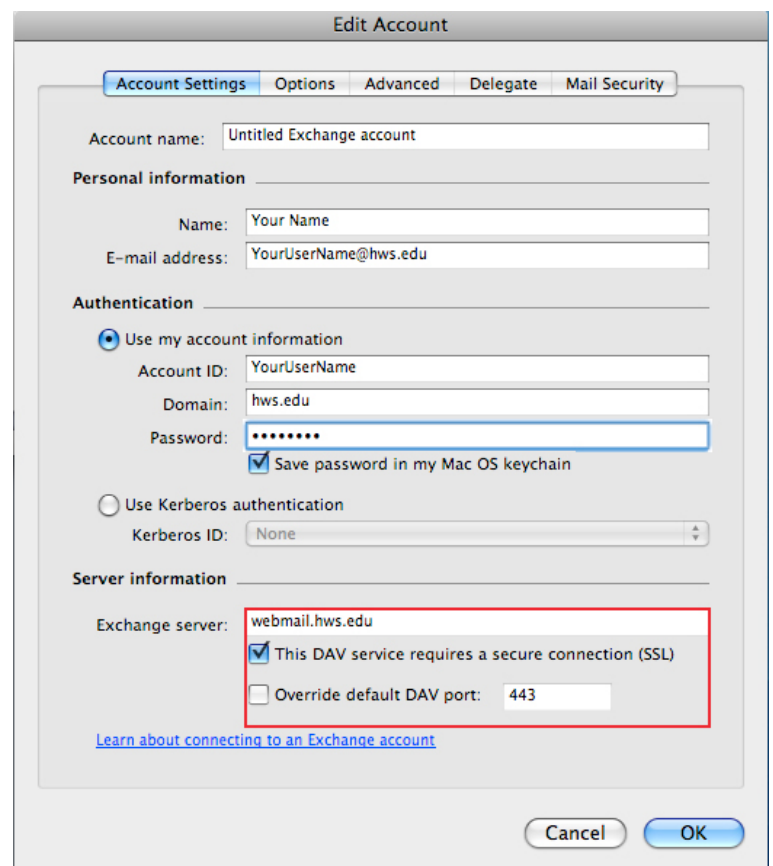
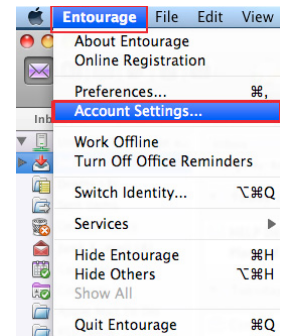
Enter your HWS username, password, and domain (hws.edu) and your information in the **Personal Information** and **Authentication** boxes.

Enter the **Server Information** boxes as the following:

In the **Exchange Server** box type **webmail.hws.edu**

Check the box next to **This DAV service requires a secure connection (SSL)**.

Confirm that the **Override default DAV port** is **443**.



5. In the Edit Account box, click on the **Advanced** tab.

In the **Public Folders Server** box type **webmail.hws.edu**.

Check the box next to **This DAV service requires a secure connection(SSL)**.

Confirm that the **Override default DAV port** is **443**.

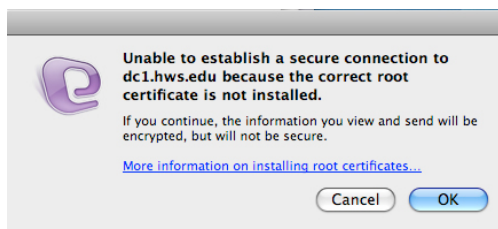
Confirm that the **Directory settings** match settings provided, the **LDAP server** name will be **dc#** (mostly likely dc1-4).

Check the box next to **This LDAP server requires a secure connection (SSL)**.

Click **OK** and resume email.

*Note:* After finishing the Edit Account Settings box and pressing OK, you may encounter an error message. Click **OK** multiple times as prompted.

The screenshot shows the 'Edit Account' dialog box with the 'Advanced' tab selected. The 'Public Folder Settings' section has 'Public folders server' set to 'webmail.hws.edu'. Below it, 'This server is also used for free/busy information.' is noted. Two checkboxes are checked: 'This DAV service requires a secure connection (SSL)' and 'Override default DAV port: 443'. The 'Directory Settings' section has 'LDAP server' set to 'dc#'. Two checkboxes are checked: 'This server requires me to log on' and 'This LDAP server requires a secure connection (SSL)'. Below that, 'Override default LDAP port: 3269' is unchecked. 'Maximum number of results to return' is set to 1000. 'Search base' is empty. The 'Client Certificate-based Authentication' section shows '<No certificate selected>' and a 'Select...' button. At the bottom are 'Cancel' and 'OK' buttons.



If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or [helpdesk@hws.edu](mailto:helpdesk@hws.edu).