

# Entourage® 2008 Setup

## Downloading Entourage

We provide Entourage 2008 for free to all Hosted Exchange users. To download the software, log into your user control panel at: [admin.emailsrvr.com/usercp](http://admin.emailsrvr.com/usercp)

## Configuring Entourage

Microsoft Entourage is the Mac version of Outlook, which you can use to connect to your Hosted Exchange mailbox. Entourage 2008 requires Mac OS 10.4.9 (Panther) or higher.

1. Open Entourage.
2. Select [Tools / Accounts](#).
3. Select [New / Exchange](#).
4. Click the “[Configure account manually](#)” button.
5. Enter the following information in the spaces provided:
  - Account Name – Enter a descriptive name for your reference, such as “Hosted Exchange Mailbox”
  - Name – Enter your first and last name. This name will be visible when you send and receive email.
  - E-mail address – Enter your full email address (e.g., myname@mydomain.com)
  - Account ID – This can be obtained from the User Control Panel. (See the User Control Panel box, below, for details about locating the User Control Panel for your domain.)
  - Domain – mex07a.mlsrvr.com
  - Password – Enter the password for your email address. This password is case-sensitive.
  - Exchange Server – Enter the following:  
`https://mex07a.emailsrvr.com/exchange/<email address>`
6. Check the “[This DAV service requires a secure connection \(SSL\)](#)” checkbox.
7. Click the [Advanced](#) tab.
8. In the [Public Folders Server](#) box, enter the following:  
`https://mex07a.emailsrvr.com/public/`
9. Click the [OK](#) button until you are back to the main Entourage window.
10. Select [Send / Receive](#) to connect to the Hosted Exchange server.

1. Select [File / Open Other User's Folder](#).
2. Click the [Find User](#) icon, located to the right of the User box.
3. In the [Search](#) box, enter the user's name (or part of the name), and then click [Find](#).
4. Select the user's name from the list, and then click the [Advanced](#) button.
5. In the [Server Address](#) box, type the Outlook Web Access direct link to the user's mailbox. For example, if the user's name is “Test User 04” the link would be:  
`https://mex07a.emailsrvr.com/exchange/testuser04@mydomain.com`
6. Be sure the “[Requires a secure connection \(uses SSL\)](#)” box is checked. Then click [OK](#). The user's calendar will now show up under your calendar.

## Viewing a User's Shared Calendar