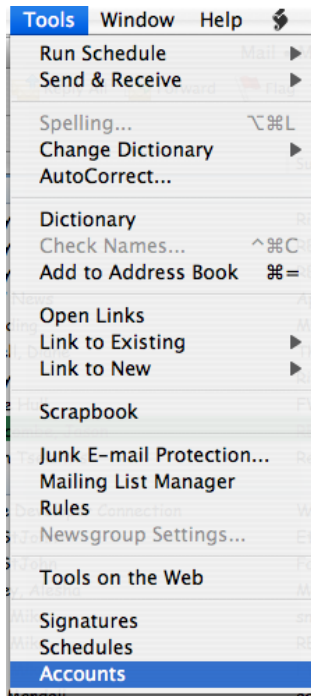
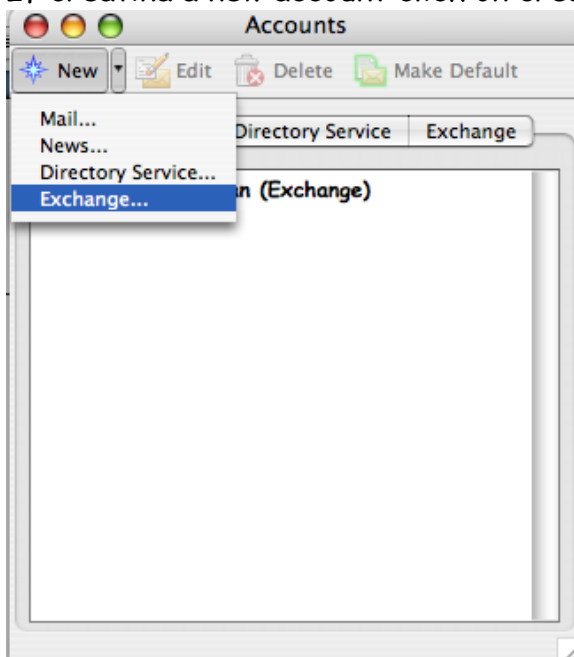


Entourage Configuration for UNC Charlotte's Exchange Server

Tools -> Accounts



Create Exchange Account Or Edit current Exchange account
If creating a new account click on create account Manually.



Example of Accounts Settings tab:

The screenshot shows the 'Edit Account' window with the 'Account Settings' tab selected. The account name is 'Rathel Goodman'. Under 'Personal information', the name is 'Rathel Goodman' and the email address is 'rgoodman@email.uncc.edu'. Under 'Server information', the account ID is 'rgoodman', the domain is 'its.uncc.edu', and the password is masked with dots. The 'Exchange server' is 'https://unccmail.uncc.edu'. There is a checked checkbox for 'Save password in my Mac OS keychain'. Below the exchange server field, there is a note: 'You can also enter Outlook Web Access server addresses, such as http://mail.example.com/exchange, into the Exchange server field. For more information, contact your Exchange server administrator.' There are two unchecked checkboxes: 'This DAV service requires a secure connection (SSL)' and 'Override default DAV port: 80'. At the bottom are 'Cancel' and 'OK' buttons.

No changes need to be made in the Options Tab

Example of Advanced Tab:

The screenshot shows the 'Edit Account' window with the 'Advanced' tab selected. Under 'Public Folder Settings', the 'Public folders server' is 'https://unccmail.uncc.edu/public'. There is a note: 'This server is also used for free/busy information.' There is a checked checkbox for 'This DAV service requires a secure connection (SSL)' and an unchecked checkbox for 'Override default DAV port: 443'. Under 'Directory Settings', the 'LDAP server' is 'exdc01.uncc.edu'. There is a checked checkbox for 'This server requires me to log on', an unchecked checkbox for 'This LDAP server requires a secure connection (SSL)', and a checked checkbox for 'Override default LDAP port: 389'. The 'Maximum number of results to return' is set to 100. The 'Search base' is 'dc=its,dc=uncc,dc=edu'. At the bottom are 'Cancel' and 'OK' buttons.

Close the Edit Account window and Entourage will sync with the Exchange Server. The amount of time it takes depends on the amount of mail on the Exchange Server.