

Changing Your Exchange Server Setting in Entourage

Library and Information Services

Revised February 1, 2008


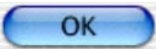

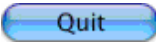
Because of an impending update to Middlebury College's Exchange Servers, we recommend that you update Entourage 2004 on your Macintosh to version 11.3.6 or above and change some Entourage settings.

To Determine Your Entourage Version


1. Start Entourage.
2. From the **Entourage** menu select **About Entourage**. The version number appears just below the **Entourage:Mac** banner.

To Update Entourage

Note: You might have to perform this procedure more than once to get to the latest version.

1. From the **Help** menu select **Check for Updates**. The **Microsoft AutoUpdate** dialog box opens.
2. Select the newer version available to you and then click . The **Authenticate** dialog box opens.
 - a. In the **Name** field type your username.
 - b. In the **Password** field type your password.
 - c. Click .
3. If you get a notice to quit all running program, do so then click .
4. When you get the message indicating a successful installation click .

Change The Server Settings

1. From the **Entourage** menu select **Account Settings**. The **Account Settings** dialog box opens.
2. On the **Mail** tab make sure your account is selected and then click . The **Edit Account** dialog box opens.
3. In the **Exchange Server** field type **https://mail.middlebury.edu**. The **Edit Account** dialog box should look similar to the one below.

4. Click .

Note: If an authentication dialog box opens enter your username and password as usual.



Edit Account

Account Settings Options Advanced Delegate Security

Account name: Linda Knutson

Personal information

Name: Knutson, Linda

E-mail address: knutson@middlebury.edu

Server information

Account ID: knutson

Domain: midd

Password: [redacted]

Save password in my Mac OS keychain

Exchange server: https://mail.middlebury.edu

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.

This DAV service requires a secure connection (SSL)

Override default DAV port: 443

Cancel OK