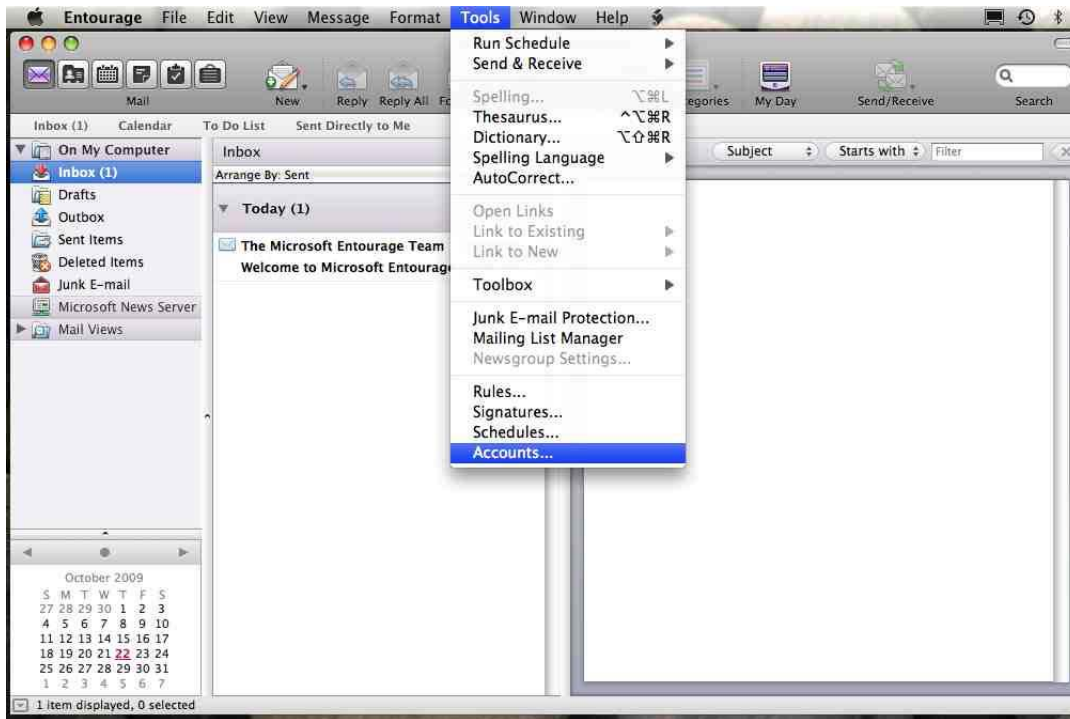


Entourage 2008 Setup for Macintosh OS X

1. Open the Entourage application by clicking on the Entourage icon in the Dock at the bottom of the screen.
2. Go to the **Tools** menu and select **Accounts**.



3. In the Accounts window click on the small black triangle by New and select “Exchange”.

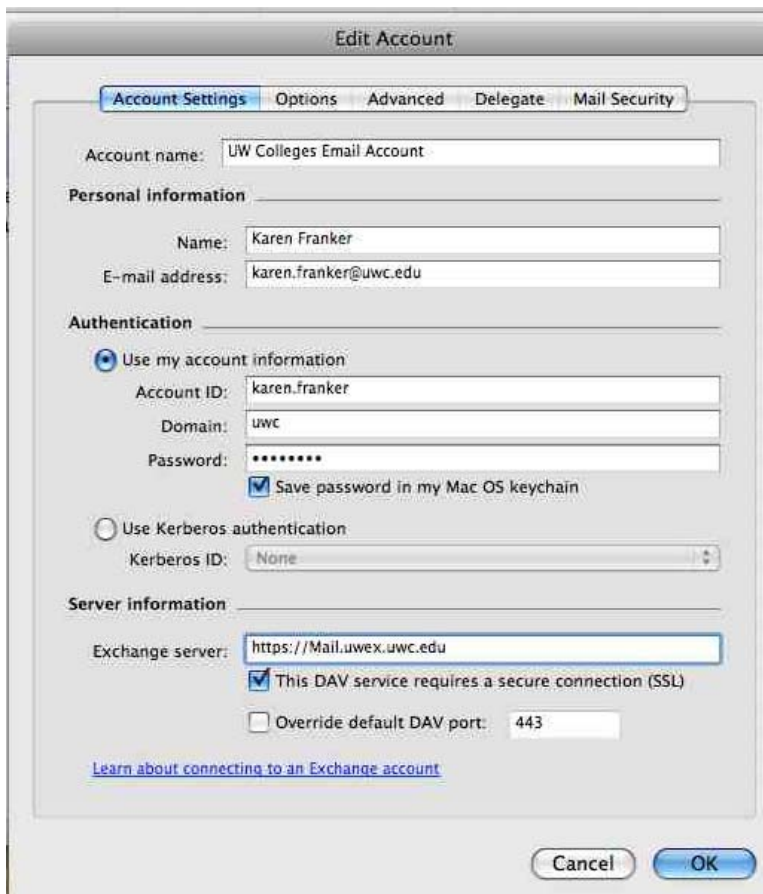


4. In the Account Setup Assistant window type in your UW Colleges or UW-Extension email address. Ex: smitjo1111@uwc.edu



5. In the same window click to place a checkmark next to **“My account is on an Exchange server”** then click on the button called **“Configure Account Manually”**.

6. In the Edit Account window, type in your account name as “UW Colleges Email Account” or “UW-Extension Email”.



7. Next, type in your name and full email address.
8. Under Authentication and next to Account ID, type in your email username. Ex: smitjo1111
9. Next to Domain type in either “**uwc**” for UW Colleges or “**uwex**” for UW-Extension.
10. Next to “Exchange server” type in: **https://Mail.uwex.uwc.edu**
11. Click to place a checkmark next to “**This DAV service requires a secure connection (SSL)**”, then click on **OK**.
12. Your account name will now show up in the Accounts window.