Microsoft Entourage 2008
Setup Guide for NUS Exchange
A. Introduction

This document shows the step by step instructions on how to configure your Microsoft Entourage 2008 to access the NUS Mail.

B. Configure Microsoft Entourage

1. Launch Entourage, at the Entourage main screen, click on Entourage and select Accounts Settings...

2. Click on the button New and select Exchange for the Account Type, then OK.
3. Next, you will be prompted for the **Account Settings**:

- Enter a name for **Account Name**
- Enter your full name and **email address** (e.g. userid@nus.edu.sg)
- For **Account ID**, enter your **NUS User ID**
- For **Domain** enter **nusstf** (for staff) or **nusstu** (for student) or **nusext** (for visitor)
- Enter your **NUS Password**
- Tick on “Save password in my Mac OS keychain” if you want Entourage to remember your password. You will be prompted for your password every time you open Entourage if this option is left un-ticked.
- For **Exchange server**, enter: **exchange.nus.edu.sg**
- Tick on “This DAV service requires a secure connection (SSL)”
4. Next, click on the **Advanced** tab

- For the LDAP server, enter: `ldap.nus.edu.sg`
- Tick on "This server requires me to log on"
- Click on **OK**.

![Edit Account](image.png)

5. Close the **Accounts** window and Entourage will now start synchronizes your NUS emails.