



Microsoft Entourage 2008

Setup Guide for NUS Exchange

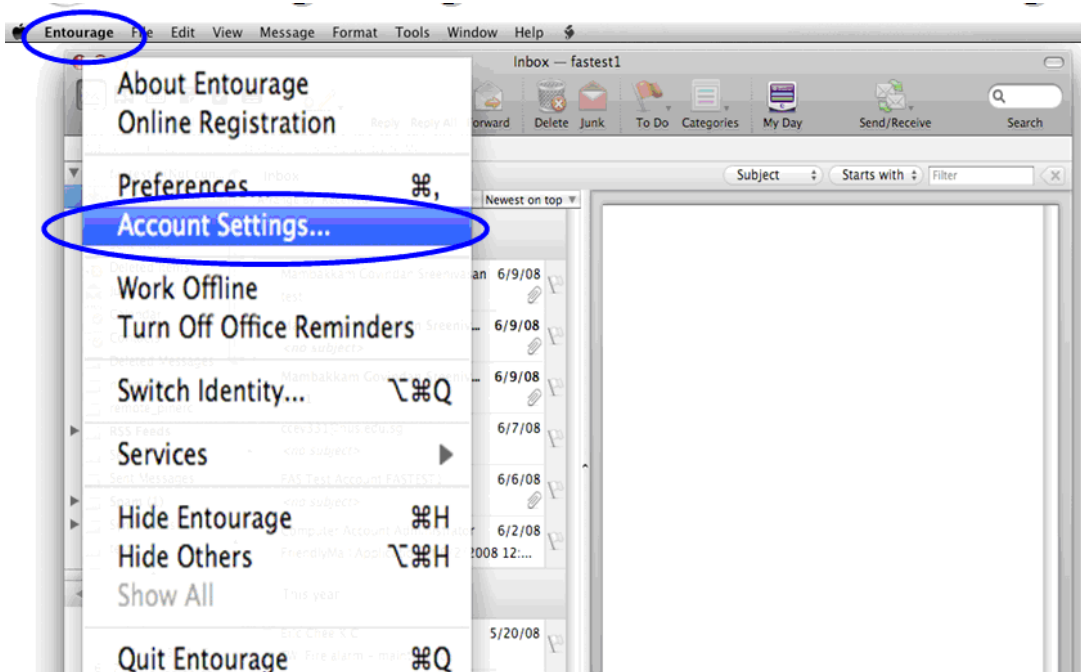


A. Introduction

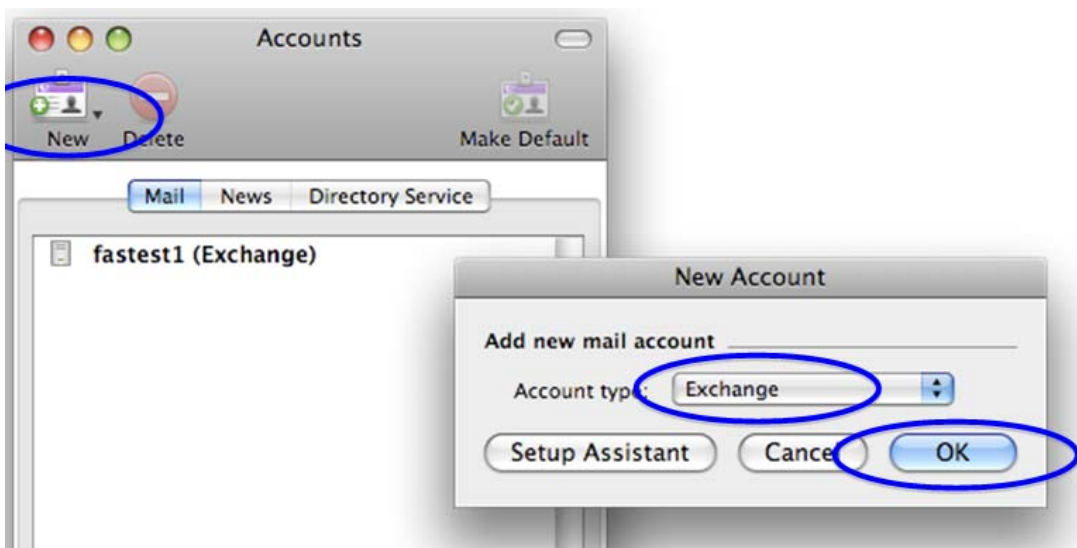
This document shows the step by step instructions on how to configure your Microsoft Entourage 2008 to access the NUS Mail.

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)”

Account name: NUS

Personal information

Name: ccetest1

E-mail address: ccetest1@nus.edu.sg

Authentication

Use my account information

Account ID: ccetest1

Domain: nusstf

Password:

Save password in my Mac OS keychain

Use Kerberos authentication

Kerberos ID: None

Server information

Exchange server: exchange.nus.edu.sg

This DAV service requires a secure connection (SSL)

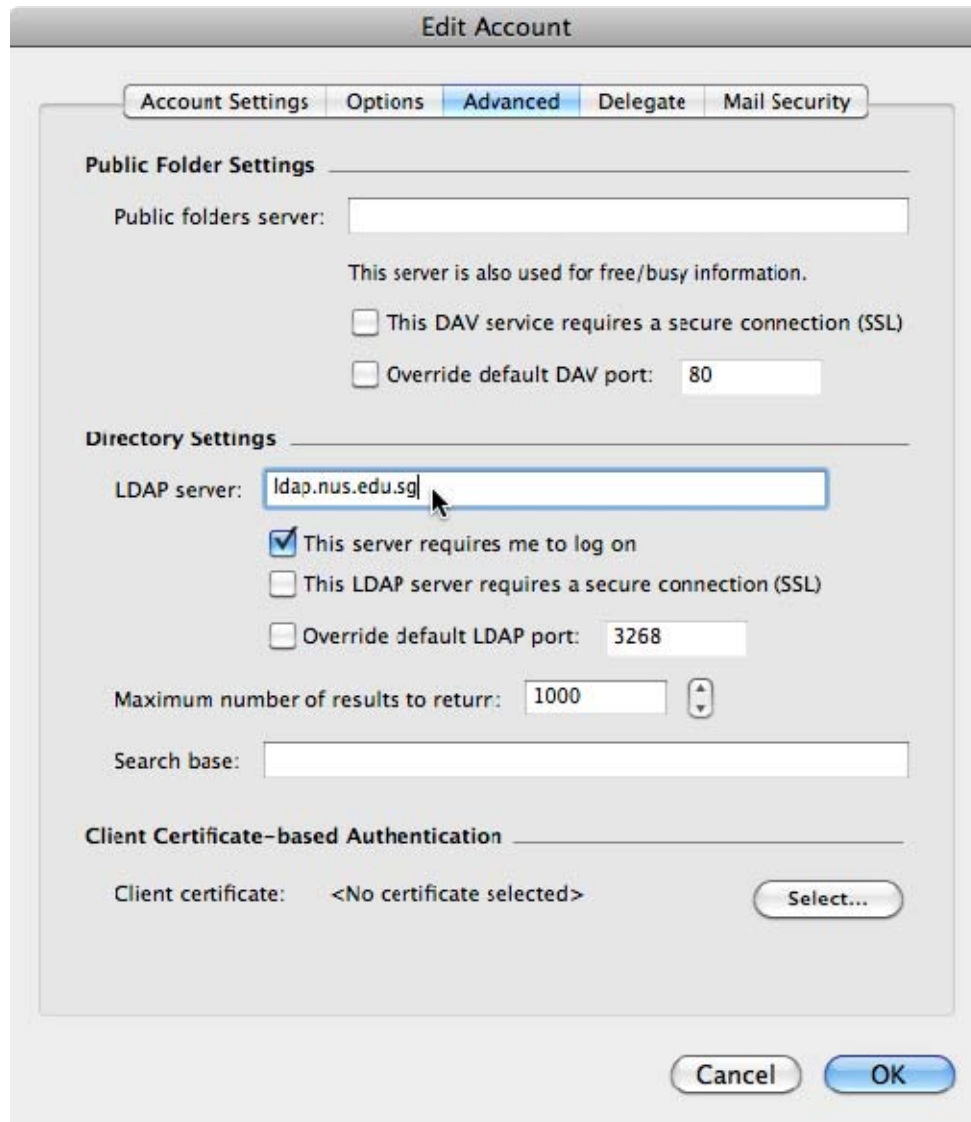
Override default DAV port: 443

[Learn about connecting to an Exchange account](#)

Cancel OK

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**.



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