

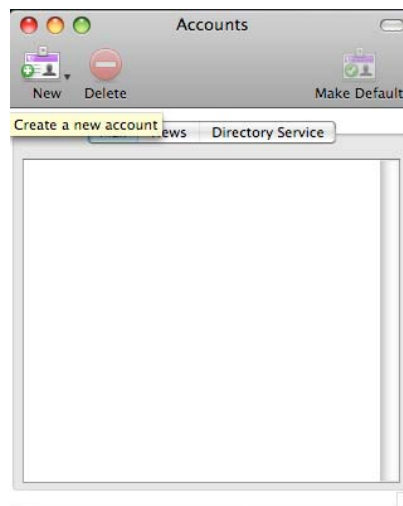
Using Entourage 2008 to access UWS email

This fact sheet is aimed at Mac users wishing to use Entourage to access their UWS email. Please note that the recommended and supported method of accessing email off campus continues to be Outlook Web Access – use your web browser to visit <http://email.uws.edu.au>.

Open **Entourage**.

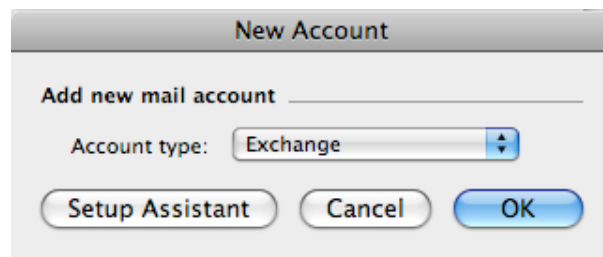
From the **Entourage** menu, choose **Account Settings**

Click **New**. The New Account window will open.



*Entourage's Account Settings – Click **New***

Use the drop down menu to Change Account type to Exchange, and click **OK**



New Account window

The Edit Account window will now open. Select the first tab, **Account settings**, and enter the following information:

Account name: your name
Name: your name
E-mail address: your full UWS email address

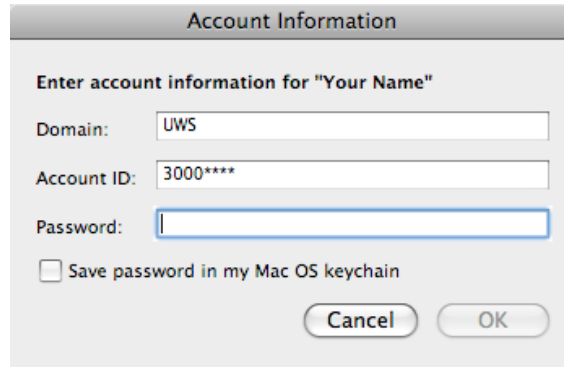
Check: Use my account information
Account ID: your MyUWSAccount number
Domain: UWS
Exchange server: <https://email.uws.edu.au>
Tick: This DAV service requires a secure connection (SSL)

The screenshot shows the 'Edit Account' dialog box with the 'Account Settings' tab active. The 'Account name' field contains 'Your Name'. Under 'Personal information', the 'Name' field contains 'Your Name' and the 'E-mail address' field contains 'Name@uws.edu.au'. In the 'Authentication' section, the 'Use my account information' radio button is selected. The 'Account ID' field contains '3000****', the 'Domain' field contains 'UWS', and the 'Password' field is empty. There is an unchecked checkbox for 'Save password in my Mac OS keychain'. The 'Use Kerberos authentication' radio button is unselected, and the 'Kerberos ID' dropdown menu is set to 'None'. In the 'Server information' section, the 'Exchange server' field contains 'https://email.uws.edu.au'. The checkbox 'This DAV service requires a secure connection (SSL)' is checked, and the 'Override default DAV port' checkbox is unchecked with the value '443' in the adjacent field. A link 'Learn about connecting to an Exchange account' is visible at the bottom. 'Cancel' and 'OK' buttons are at the bottom right.

The Account Settings tab

Click **OK** to close the Edit Account window. There is no need to change the settings in the other tabs.

The Account Information window will appear. Enter your **password** in the password field and click **OK**.



Enter your password in the Account Information window

Congratulations, you have setup Entourage to access UWS email.

More information

Please contact the ITS Service Desk:

Ph: 02 9852 5111 (ext 5111)

Email: helpdesk@uws.edu.au

Self Service Job Logging: <http://itsm.uws.edu.au>

IT Services Catalogue: <http://www.uws.edu.au/its>