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.

Use the drop down menu to Change Account type to Exchange, and click OK.
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](https://email.uws.edu.au)
- **Tick:** This DAV service requires a secure connection (SSL)

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**.
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