

# Setting Up NTU Email on Entourage 2004 for MacOS X for Staff

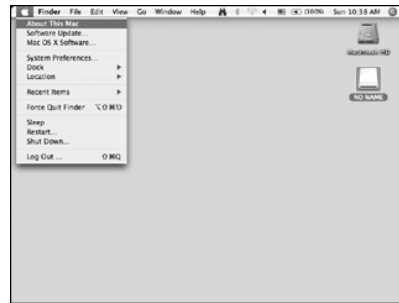
Entourage 2004 offers the best option for Exchange users who are using a Mac with OS X (version 10.2.8 or better) – the closest choice to an Outlook 2003 client.

In addition to receiving and sending Emails, Contacts and Calendar items are synchronized with the Exchange mail server as well – in the likes of Outlook 2003, including access to the Public Folder and searching for contacts from the Address Book too.

To setup this client account :

## Step 1 – What You'll Need

- a. First check that your Mac computer is running **Mac OS X** (version 10.2.8 or better) under  **About This Mac** and  **Entourage 2004** is installed



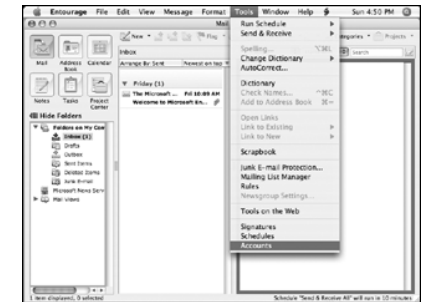
- b. Ensure that your computer is connected to NTU campus network

## Step 2 – Configuring Entourage Exchange Client

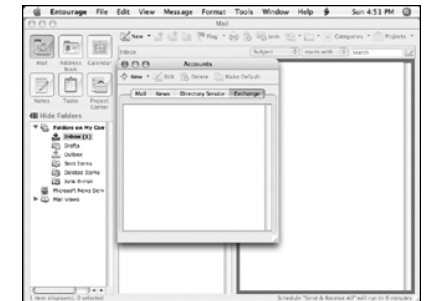
- a. First launch your



- b. From the menu bar, click on **Tools** and then **Accounts**



- c. Select the **Exchange** tab and click on  **New**



- d. Enter the following settings:

- Email address:  
**username@ntu.edu.sg**
- User ID:  
(your network account username) **JAMESTAN**
- Domain:  
**staff**
- Password:  
(your password)



## Next click on **Configure Account Manually**

### e. Under the **Account Settings**

tab, enter:

- Account Name:

(a name for this profile)

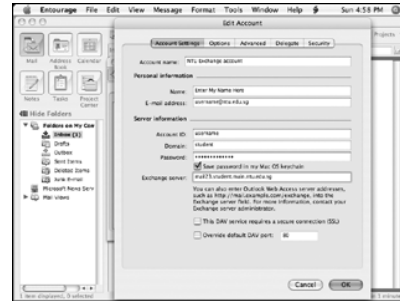
- Name:

**#Your Display Name#**

- Exchange Server:

**exchange??.staff.main.ntu.edu.sg**

(This is your Exchange mailbox home server. To find out your mail server address, please contact our Helpdesk. Helpdesk contact information is listed at the end of this Help Sheet)



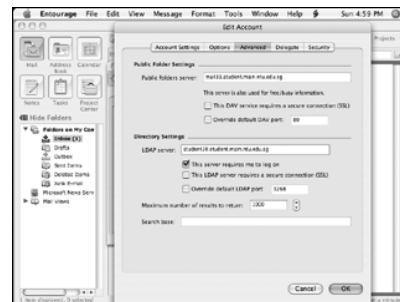
### f. Select the **Advanced** tab and enter:

- Public folders server:

**mail33.student.main.ntu.edu.sg**

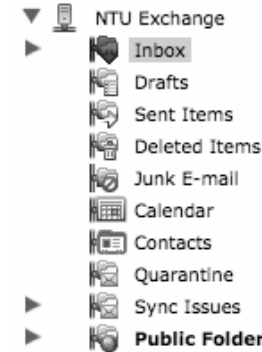
- LDAP server:

**staff10.staff.main.ntu.edu.sg**

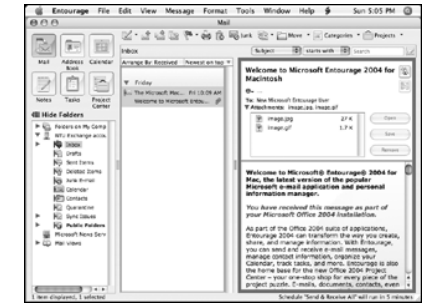


Click **OK**

If successfully setup, you'll see your Exchange account on the navigation pane as shown




To get started with your Entourage Exchange client, please refer to **Help** on the menu



## Getting Help

If need to, our Helpdesk can be reached through the following channels:

 Hotline: **6790 HELP(4357)** and press "9" to talk to our operators. (manned daily from 7:00am to 11:00pm)

 Website: **<http://helpdesk.ntu.edu.sg/>**

 E-mail: **[helpdesk@ntu.edu.sg](mailto:helpdesk@ntu.edu.sg)**

 Fax: **6792 7892**