

Setting Up NTU Email on Entourage 2004 for MacOS X for Student

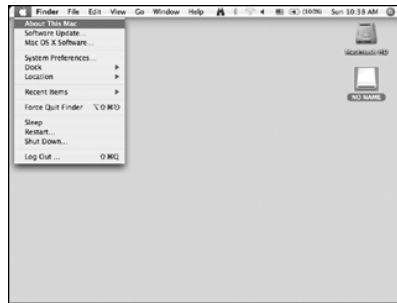
Entourage 2004 offers the best option for Exchange users who are using a Mac with OS X (version 10.2.8 or better) – the closest choice to an Outlook 2003 client.

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



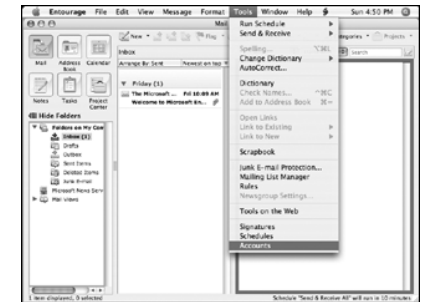
- b. Ensure that your computer is connected to NTU campus network

Step 2 – Configuring Entourage Exchange Client

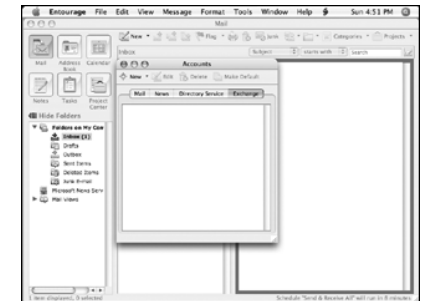
- a. First launch your



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

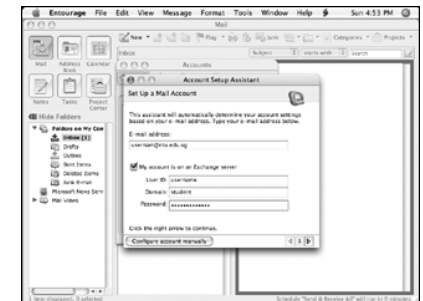


- c. Select the **Exchange** tab and click on  **New**



- d. Enter the following settings:

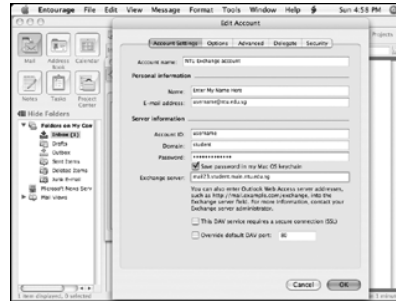
- Email address:
username@ntu.edu.sg
- User ID:
(your network account username) **JAMES007**
- Domain:
student
- Password:
(your password)



Next click on **Configure Account Manually**

e. Under the **Account Settings** tab, enter:

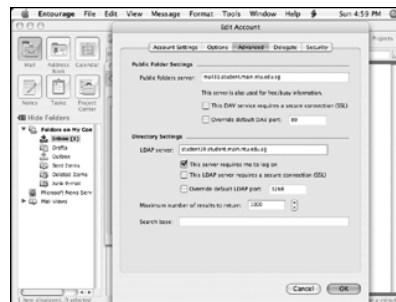
- Account Name:
(a name for this profile)
- Name:
#Your Display Name#
- Exchange Server:
mail?? .student.main.ntu.edu.sg



(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)

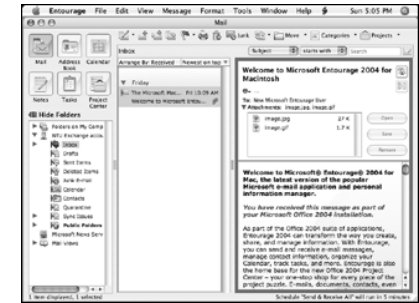
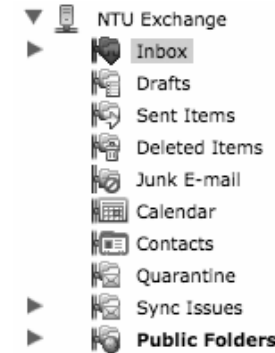
f. Select the **Advanced** tab and enter:

- Public folders server:
mail31.student.main.ntu.edu.sg
- LDAP server:
student10.student.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

 Fax: **6792 7892**