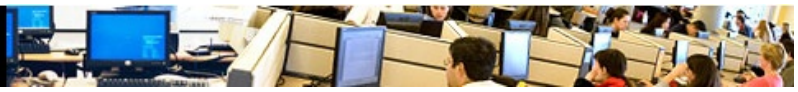
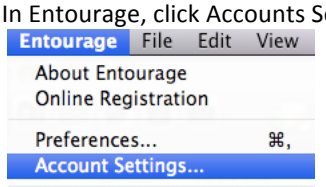


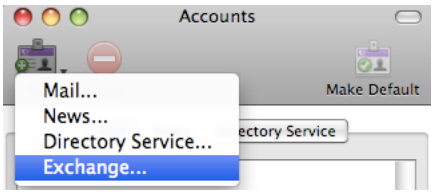
# Microsoft Office 2008 - Entourage

If you are using a full version of Microsoft Office X 2008, Entourage (Home and Student Edition will not work) you can use it to get almost full access to Exchange email. To set up Entourage follow these instructions:

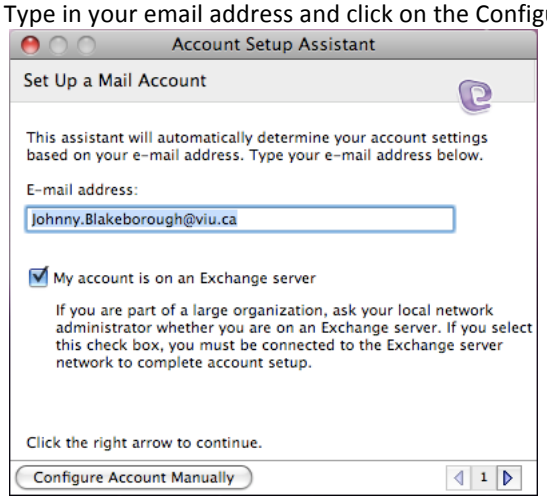
1. In Entourage, click Accounts Settings in the Entourage drop down menu.



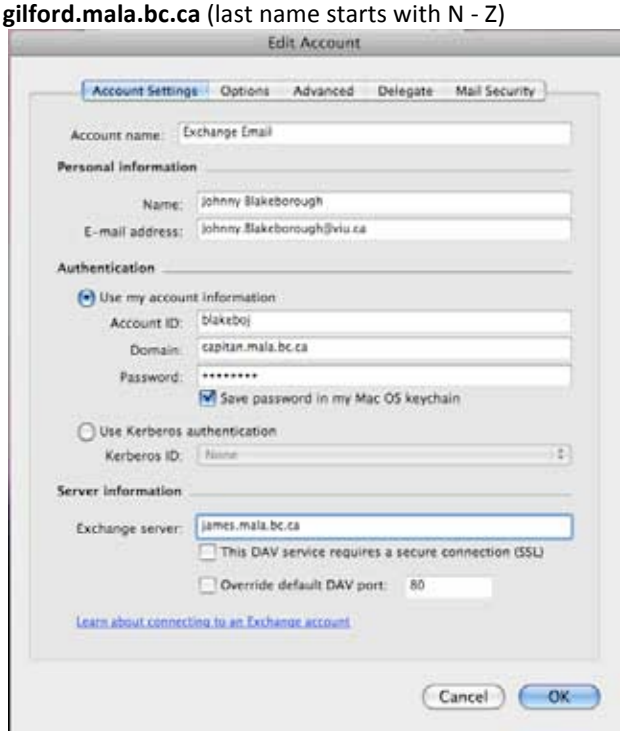

2. Click and hold the New button and select Exchange.

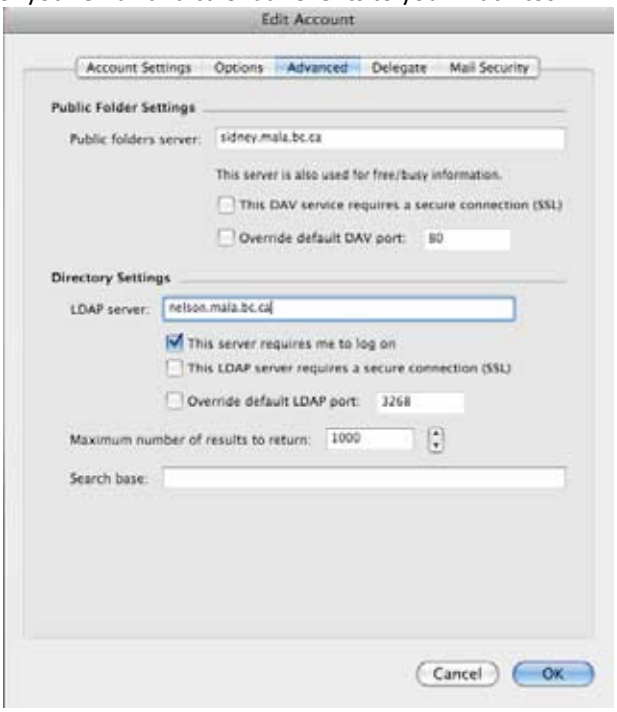



3. Type in your email address and click on the Configure Account Manually button.



4. Fill in your Account ID (this is your Capitan username, usually your last name fallowed by you first initial, not your VIU email address). The domain is **capitan.mala.bc.ca**, type in your password in the password field and click the save password check box.
   Fill in the exchange server:
   **james.mala.bc.ca** (last name starts with A - G) or
   **sidney.mala.bc.ca** (last name starts with H - M) or
   **gilford.mala.bc.ca** (last name starts with N - Z)




5. Click on the Advanced tab on the top of the window and then all users put **sidney.mala.bc.ca** in the Public Folders server field and nelson.mala.bc.ca in the LDAP server field. Now click OK and Entourage® should start downloading all of your email and calendar events to your Macintosh.