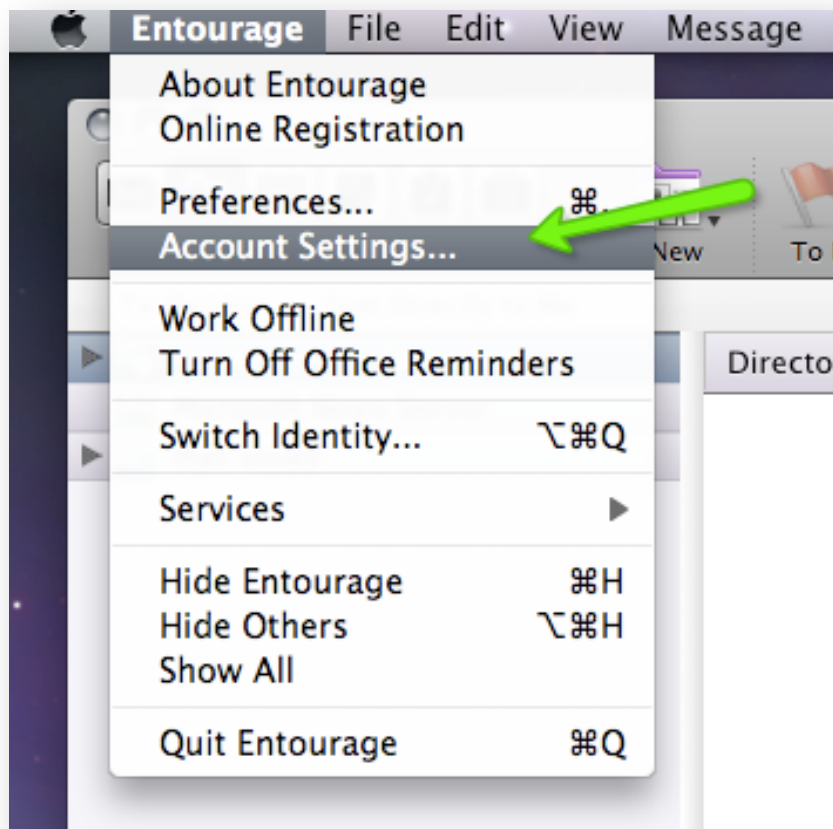




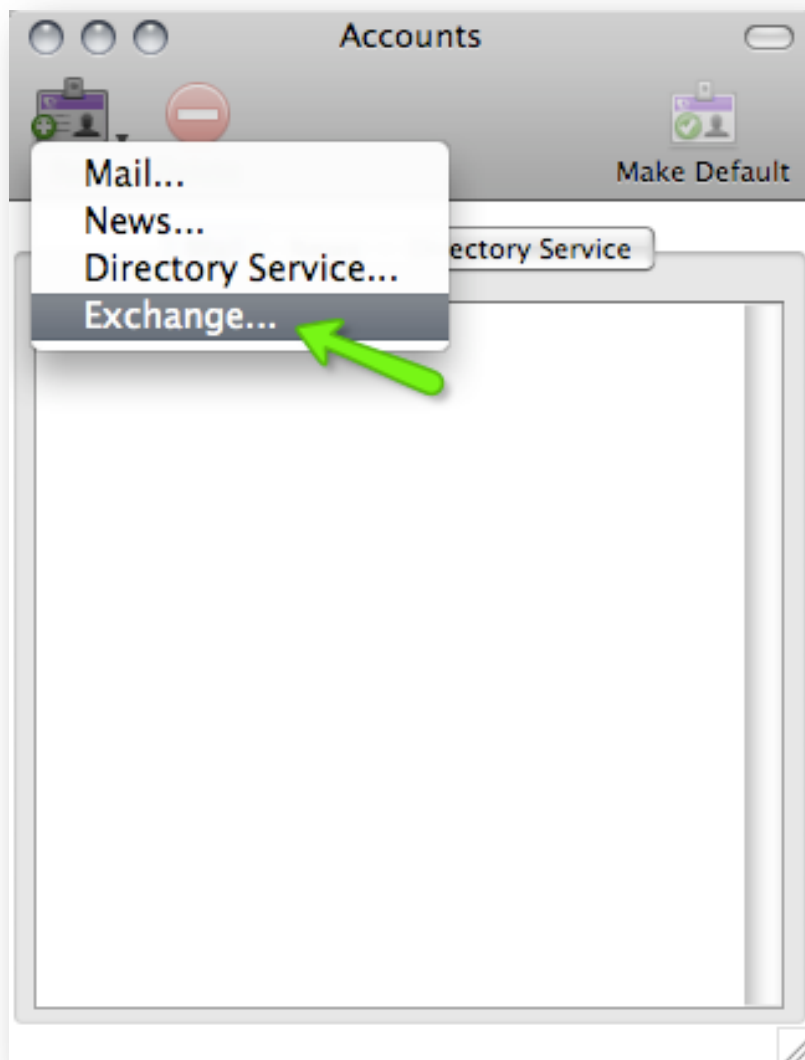
TEXAS A&M
HEALTH SCIENCE CENTER

Setup HSC E-Mail in Entourage

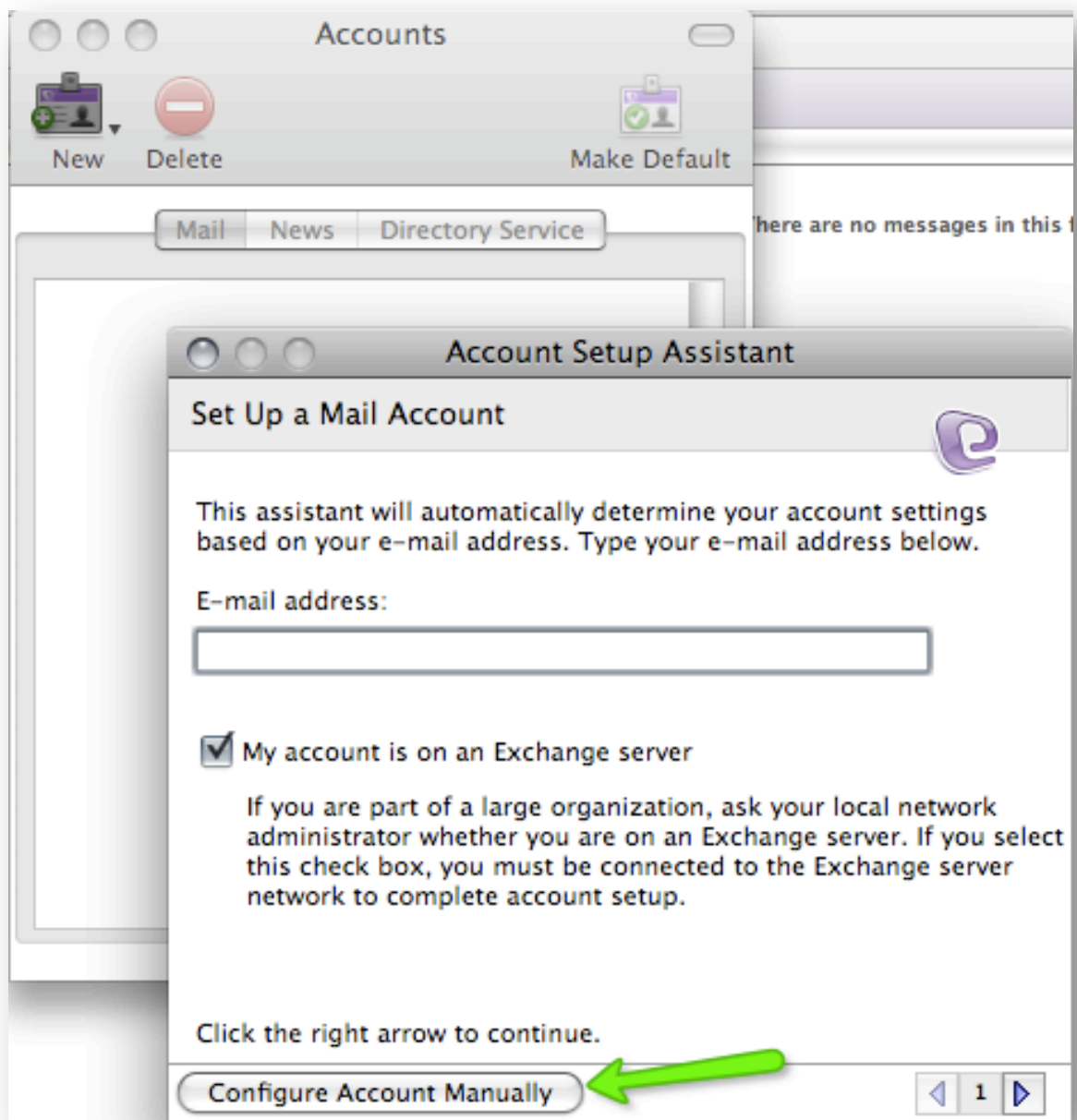
1. Open Entourage and from the Entourage Menu, select **Account Settings**



2. Select **Exchange...** from the accounts menu.



3. Select **Configure Account Manually**



4. Fill out the appropriate information including your HSC Account Username & Password.

Domain: **ad.tamhsc.edu**

Exchange Server: **(View list below for proper server)**

If your email address ends with:

@tamhsc.edu – connallymail1.ad.tamhsc.edu

College of Nursing – adriancemail1.ad.tamhsc.edu

@bcd.tamhsc.edu – bcdmail1.ad.tamhsc.edu

@srph.tamhsc.edu – adriancemail1.ad.tamhsc.edu

@cop.tamhsc.edu – copmail1.ad.tamhsc.edu

@ibt.tamhsc.edu – ibtmail1.ad.tamhsc.edu

@medicine.tamhsc.edu –

COM College Station – reynoldsmail1.ad.tamhsc.edu

COM Temple – mrbmail1.ad.tamhsc.edu

COM Round Rock – rrmmail1.ad.tamhsc.edu

Edit Account

Account Settings Options Advanced Delegate Mail Security

Account name: HSC E-mail

Personal information

Name: FirstName LastName

E-mail address: username@tamhsc.edu

Authentication

Use my account information

Account ID: username

Domain: ad.tamhsc.edu

Password:

Save password in my Mac OS keychain

Use Kerberos authentication

Kerberos ID: None

Server information

Exchange server: connallymail1.ad.tamhsc.edu

This DAV service requires a secure connection (SSL)

Override default DAV port: 80

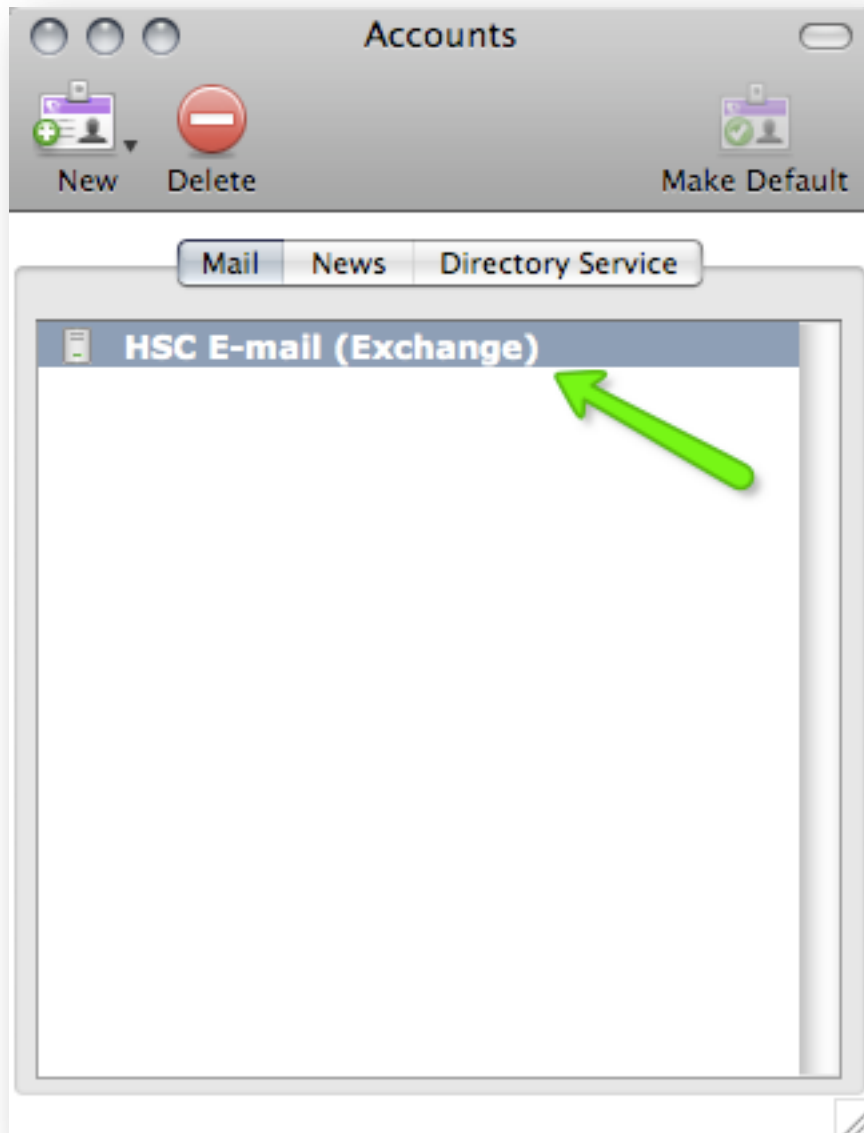
[Learn about connecting to an Exchange account](#)

Cancel OK

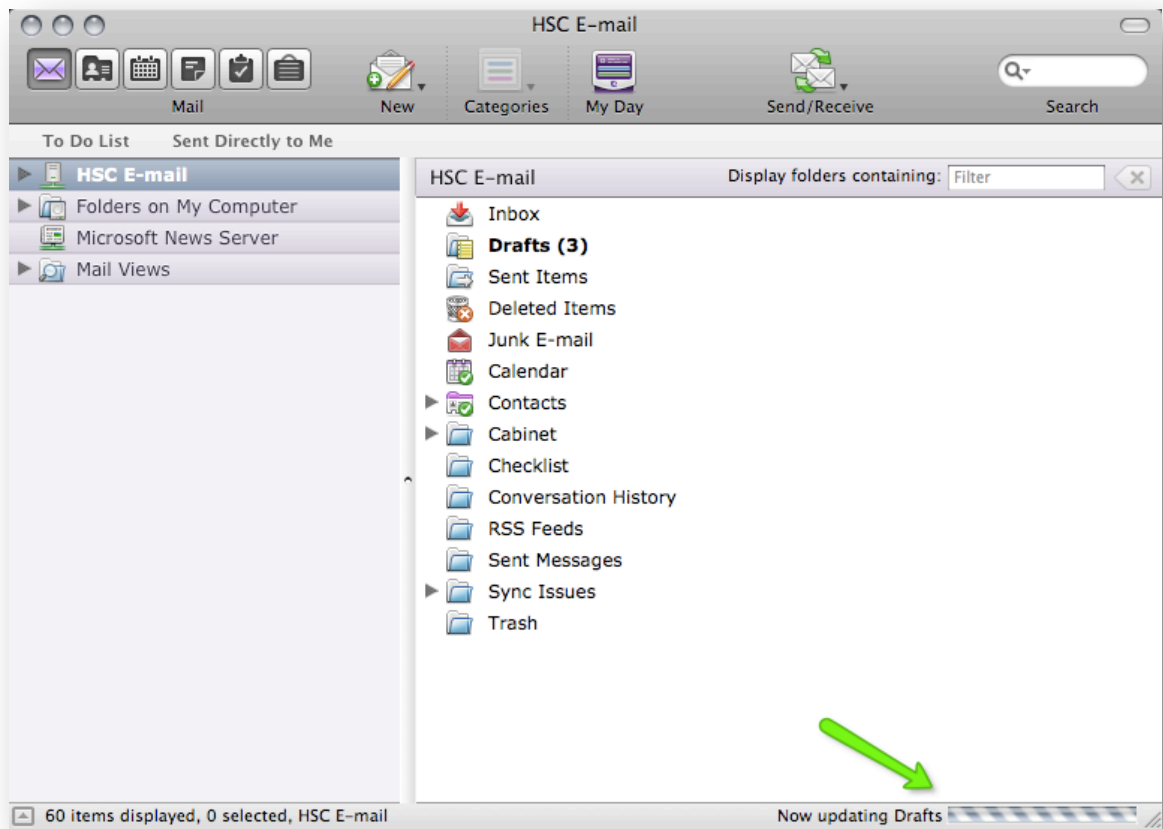
5. Click the Advanced tab and enter the LDAP Server: **adriancead1.ad.tamhsc.edu** Click OK.

The image shows a screenshot of the 'Edit Account' dialog box, specifically the 'Advanced' tab. The dialog has a title bar 'Edit Account' and a tabbed interface with 'Account Settings', 'Options', 'Advanced', 'Delegate', and 'Mail Security'. The 'Advanced' tab is selected. Under 'Public Folder Settings', there is a text field for 'Public folders server' which is empty. Below it is a note: 'This server is also used for free/busy information.' There are two checkboxes: 'This DAV service requires a secure connection (SSL)' (unchecked) and 'Override default DAV port: 80' (unchecked). Under 'Directory Settings', the 'LDAP server' field contains 'adriancead1.ad.tamhsc.edu' and is highlighted with a green arrow. Below it are three checkboxes: 'This server requires me to log on' (checked), 'This LDAP server requires a secure connection (SSL)' (unchecked), and 'Override default LDAP port: 3268' (unchecked). There is a 'Maximum number of results to return' field with '1000' and a spinner. The 'Search base' field is empty. Under 'Client Certificate-based Authentication', the 'Client certificate' field shows '<No certificate selected>' and a 'Select...' button. At the bottom right are 'Cancel' and 'OK' buttons.

6. **HSC E-mail** is now listed as an Account. You can close the Accounts window.

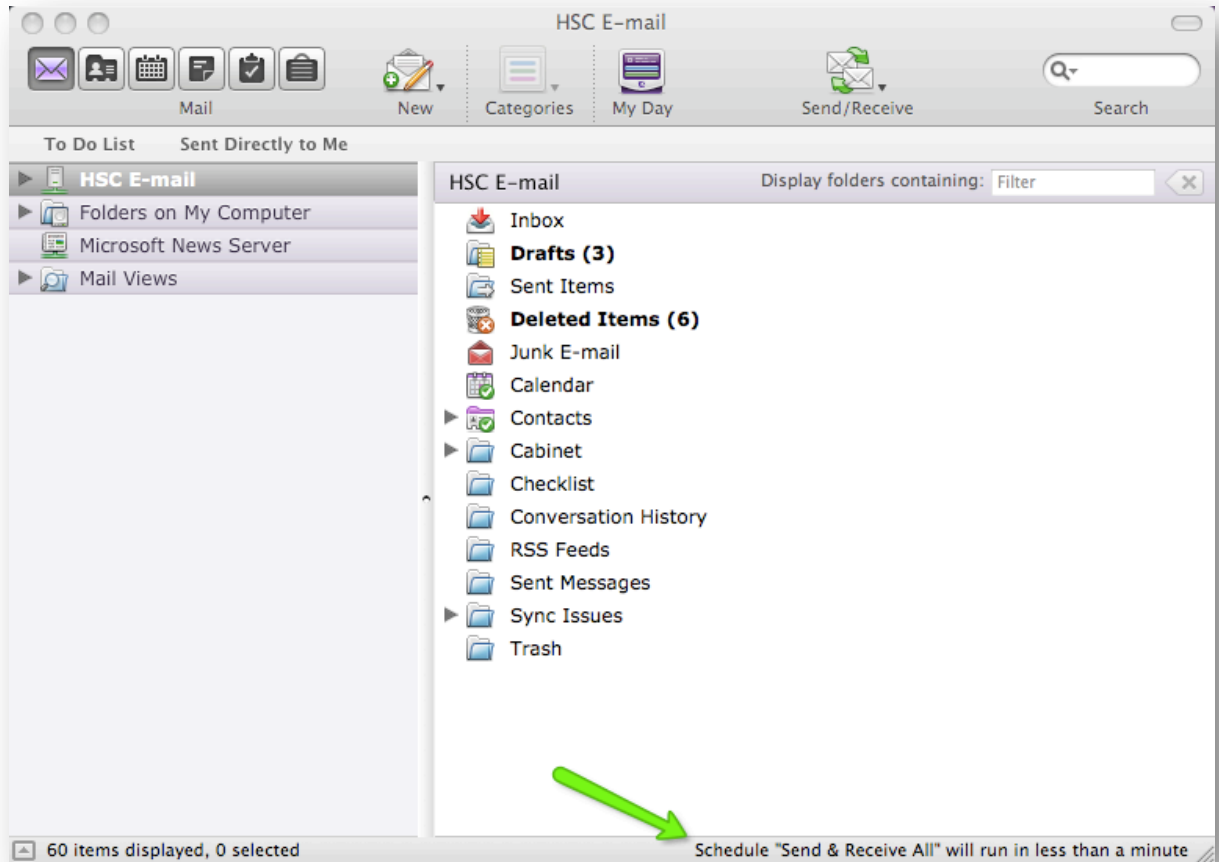


7. Your e-mail account will begin updating and you can track the update with the progress bar at the bottom left.



8. Once your mail has been completely updated you will see the following:

Schedule "Send & Receive All" will run in less than a minute



You are now ready to use Entourage and should have access to all mail and mail folders. If you experience trouble or have questions regarding this guide, please contact the **HSC Helpdesk** at **800 799 7472** or email helpdesk@tamhsc.edu.