

Entourage Account Set-up for Campus Webmail

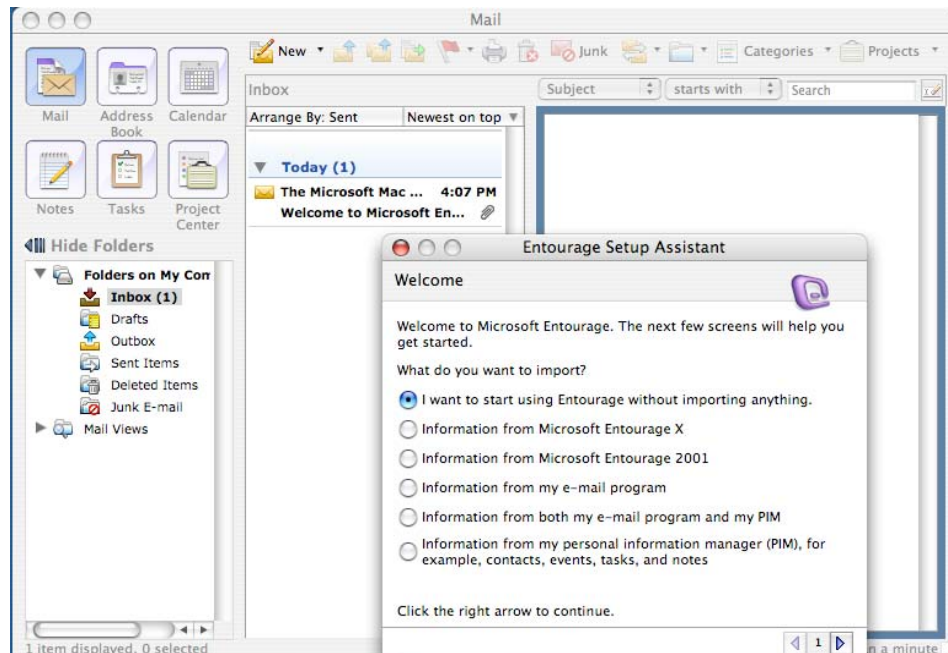
Entourage Account Set-up for Campus Webmail

The following describes how to create a new account so you can use Entourage for CSU email. Please note that to use Entourage, you must have your CSU email system set as Campus Webmail (If you have been using Lotus Notes, you must request a change to Campus Webmail).

NOTE: To add a new account, you will need to access CampusNet to obtain your email settings.

The screenshot shows the CSU webmail account setup page. At the top, there are navigation tabs: Personal, Account, and Student. The Student tab is selected, and the 'E-mail' link is highlighted. A callout bubble points to the 'E-mail' link with the text: "Click on the Email tab". Below the navigation, there are links for Home, Personal Data, E-mail, Change Priv, Password, Class Search, Parking, Health Insurance, Contact Us, and Logout. There are also Print and Help buttons. The main content area has two columns: "CSU E-mail address" and "Forward E-mail address". The CSU E-mail address is "j.doe@csuohio.edu". The Forward E-mail address section has a "Forward" button and a text box. A callout bubble points to the "Forward" button with the text: "Write down your Server Name. You will need it during mail setup." Below the Forward E-mail address section, there is a "Campus Webmail Server Name" field with the value "stem1b.csuohio.edu". A text box below this field says: "If you are using a POP-client (for example, Eudora or Outlook), you will need the server name above when you configure your client. For more information on CSU Email, visit our CSU E-mail page." Below the server name field, there is a text box that says: "You can access Campus WebMail at [Campus Webmail](#). Logon using your 7-digit CSU ID and your CampusPass (CampusNet Password)." At the bottom of the page, there are two text boxes. The left one says: "Instructors, academic departments and student services offices are using E-mail to contact students, so it is important to have an active E-mail address on file with the University." The right one says: "For information on using your campus E-mail account, please contact the E-mail Administrator at (216) 687-5050 or the E-mail Administrator at EmailAdmin@csuohio.edu."

1. Once Entourage is launched for the first time, you should see a screen similar to this:



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2. In this case, we will be setting up Entourage for the first time. Therefore, choose “I want to start using Entourage without importing anything” and click next.
3. Next enter your information as shown and click next.

The screenshot shows the 'Entourage Setup Assistant' window with the title 'Set Up a Mail Account'. The text reads: 'This assistant will automatically determine your account settings based on your e-mail address. Type your e-mail address below.' There is a text input field containing 'j.doe@csuohio.edu'. Below it is a checkbox labeled 'My account is on an Exchange server' which is unchecked. A note below the checkbox says: 'If you are part of a large organization, ask your local network administrator whether you are on an Exchange server. If you select this check box, you must be connected to the Exchange server network to complete account setup.' At the bottom, it says 'Click the right arrow to continue.' and there are navigation arrows with the number '2'.

4. You should see “Automatic Configuration Failed”. Simply click next once again.
5. Now you should see something similar to the screen below. Make sure to enter your information correctly as indicated below and click next.

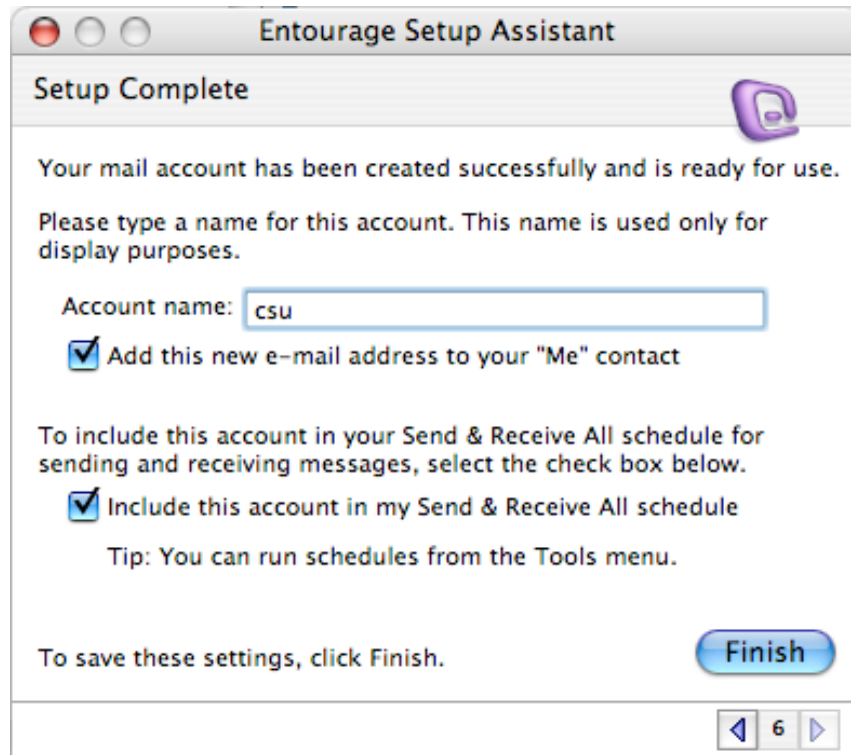
The screenshot shows the 'Entourage Setup Assistant' window with the title 'Verify and Complete Settings'. The text reads: 'Verify and complete the following account information:'. The form contains the following fields and callouts:

- Your name:** John Doe
- E-mail address:** j.doe@csuohio.edu
- Account ID:** 1234567
- Password:** [masked with dots]
- Save password in Mac OS X Keychain
- Incoming mail server:** fseml1a.csuohio.edu (Callout: 'Enter your incoming mail server that you wrote down in the first step.') (Callout: 'Maker Sure this field is set to IMAP.') (Callout: 'Smtplib-server.csuohio.edu will only work on Campus, or if you connect to the Internet using CSU dial-up. Please contact you Internet service provider to get specific instructions on setting up their SMTP Server.') (Callout: 'Your CSU ID #')
- Incoming mail server type:** IMAP (Callout: 'Maker Sure this field is set to IMAP.') (Callout: 'Your CampusPass')
- Outgoing mail server:** smtp-server.csuohio.edu

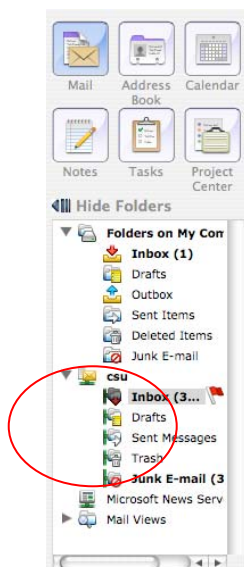
At the bottom, there are navigation arrows with the number '4'.

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- Click next again without verifying your settings and choose “Skip” if prompted to verify.
- Next choose an account name such as ‘CSU’ and leave both boxes checked. Click “Finish”.



- You should now see a folder with the account name specified in the last step. Click on inbox to check your E-mail and send a test message to be sure Entourage is working properly.



NOTE: Please contact the IS&T Call Center @ (216) 687-5050 or call.center@csuohio.edu with any questions or issues you may have.