Launch Entourage and then select **Accounts** from the **Tools** menu.

In the **Accounts** window, click the **New** icon to create a new account.

**Configuring Entourage E-Mail**
In the **New Account** window, enter the following information:

- **Account Type:** Exchange
- Click **OK**

---

**Configuring Entourage E-Mail**
In the **Edit Account** window, under **Account Settings**, enter the following information:

**Account Name:** Tri-C

**Personal Information**
- **Name:** user name
- **E-mail Address:** Tri-c email address

**Authentication**
- **Account ID:** Network user name
- **Domain:** tri-c.edu

**Server Information**
- **Exchange Server:** cccmail.tri-c.edu

Check **“This DAV service requires a secure connection (SSL)”**

Click the **Advanced** button.

---

**Configuring Entourage E-Mail**
In the **Edit Account** window, under **Advanced**, enter the following information:

**Public Folder Settings**
- **Public Folders Server**: cccmail.tri-c.edu/public/

**Directory Settings**
- **LDAP Server**: atlantis

Click **OK**

---

**Configuring Entourage E-Mail**