
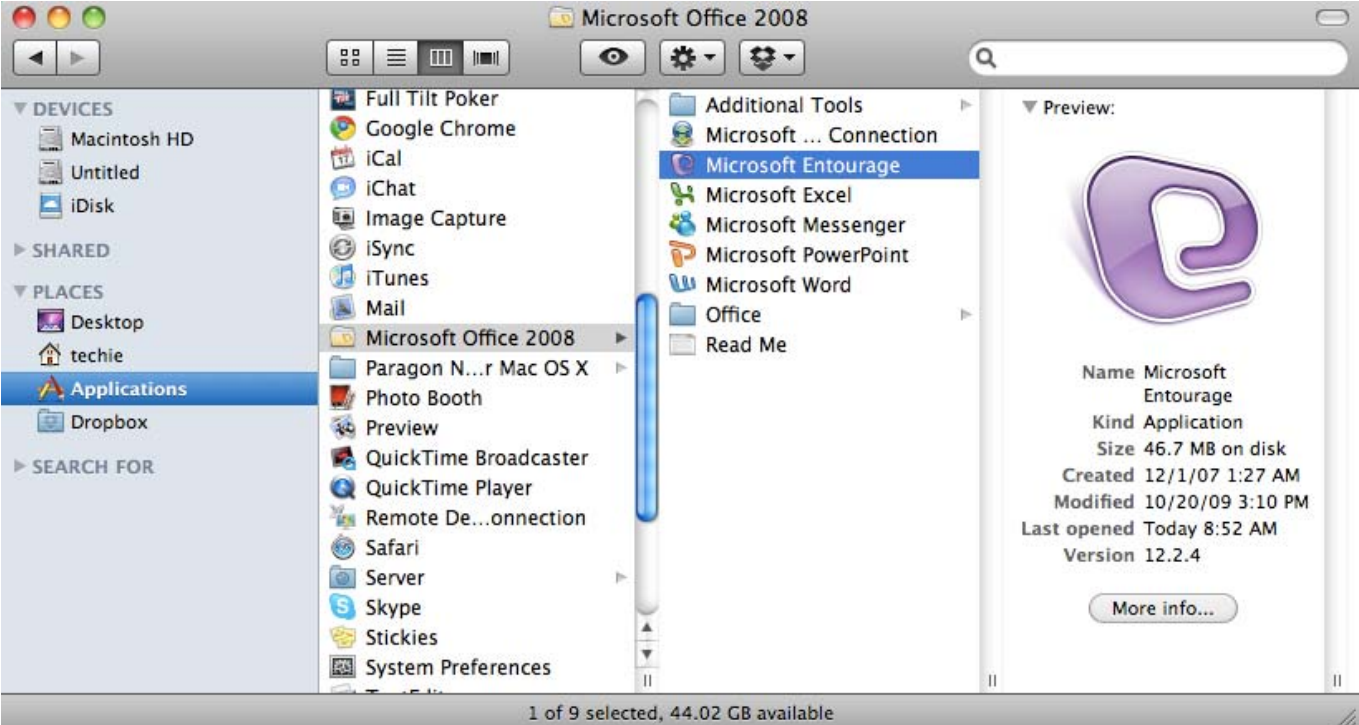


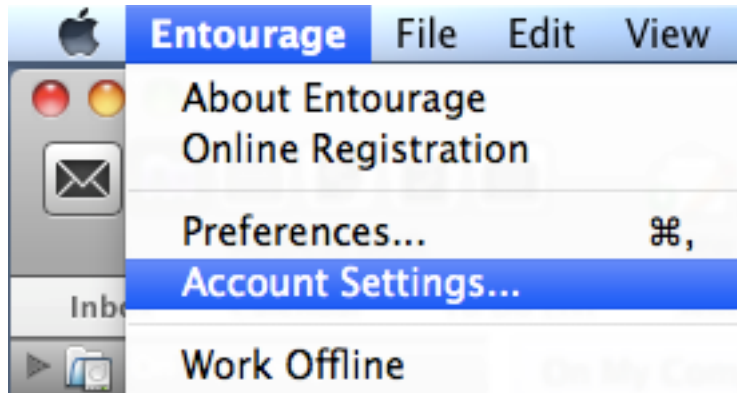
How do I configure my Haas Exchange Account on Entourage?

NOTE: Home & Student versions of Mac Office 2008 do not support Exchange Accounts.

Step	Procedure
1	Locate Macintosh HD in the upper right corner of the desktop (or the name of your hard drive) and double click it.
	
Step	Procedure
2	Select " Applications " on the left, then click on the " Microsoft Office 2008 " folder and double click " Microsoft Entourage " to open it.
 <p>The screenshot shows the 'Microsoft Office 2008' folder open in a Finder window. The 'Applications' folder is selected in the left sidebar. In the main pane, the 'Microsoft Office 2008' folder is expanded, and 'Microsoft Entourage' is highlighted. The right pane shows the preview for Microsoft Entourage, including its name, kind (Application), size (46.7 MB), creation date (12/1/07), modification date (10/20/09), last opened date (Today), and version (12.2.4).</p>	

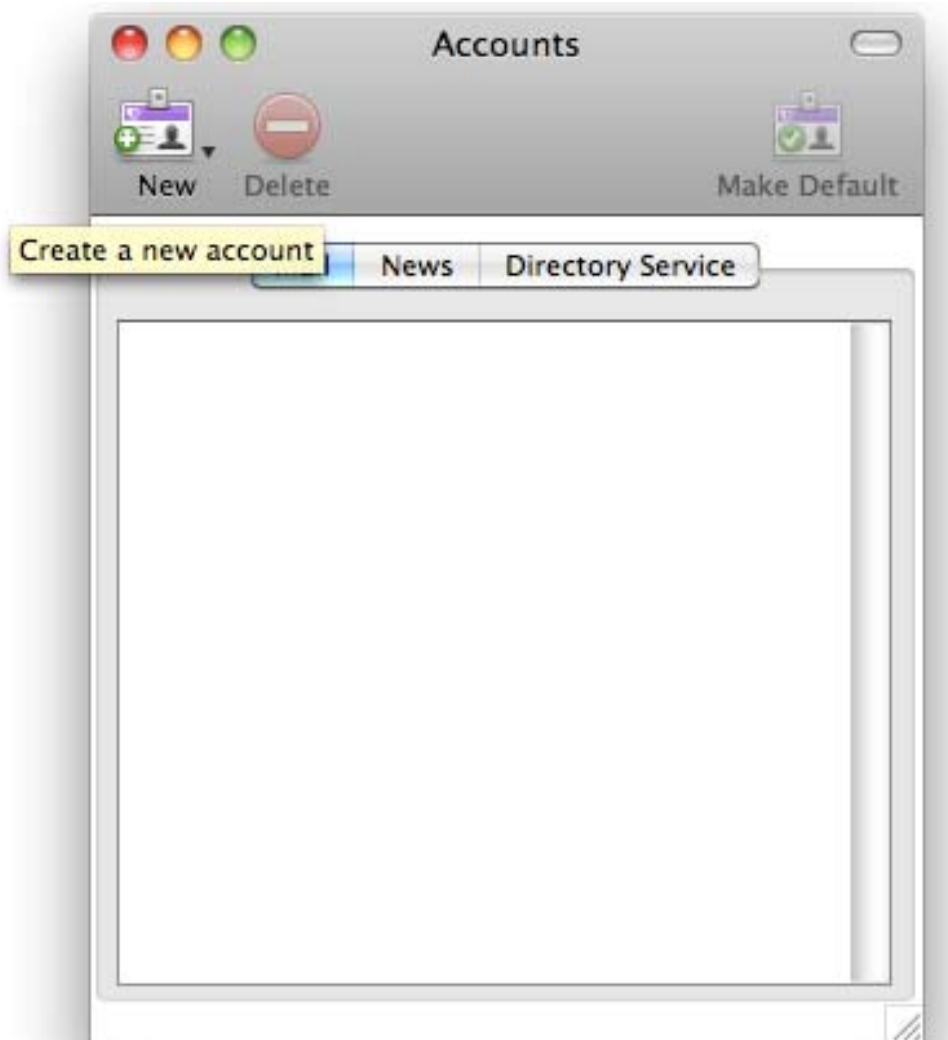
Step	Procedure
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3	Once Entourage is open, click on “Entourage” from the top menu bar and select “Account Settings...”
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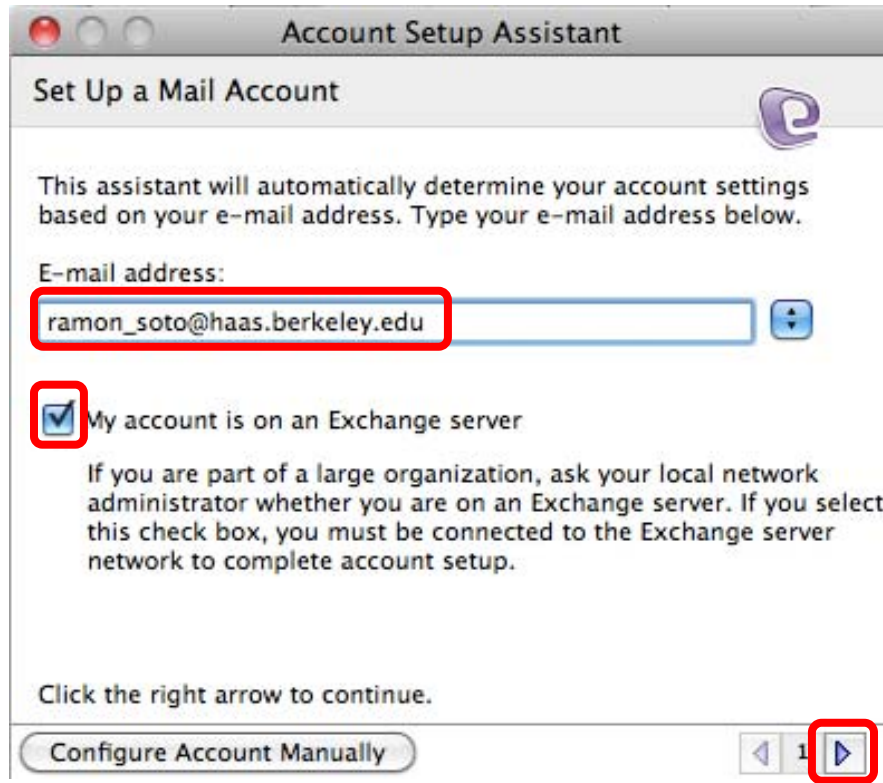


Step	Procedure
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4	Click on the “New” icon to create a new account.
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Step	Procedure
5	Type your Haas e-mail address and make sure the box “My account is on the Exchange server” is checked. Click the right arrow at the bottom to continue.

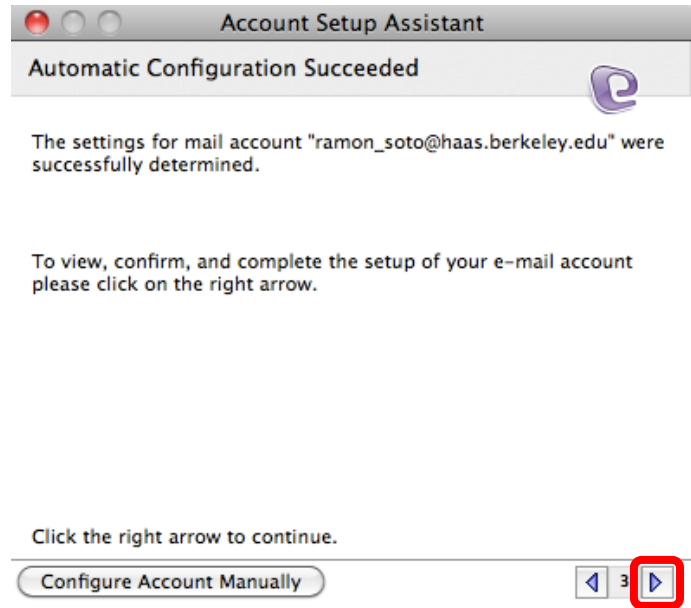


Step	Procedure
6	If you are prompted with the “ Account Information ” window, please enter your Haas credentials as shown below. You can select to save the password by checking the box “ Save password in my Mac OS keychain ”. Click OK to continue.



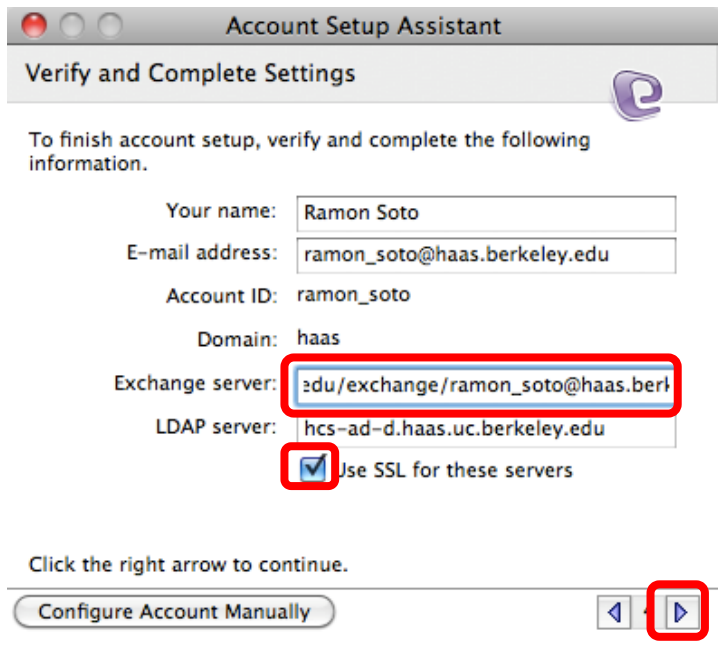
Step	Procedure
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7	Your e-mail settings should automatically be configured for exchange. Click the right arrow at the bottom to continue.
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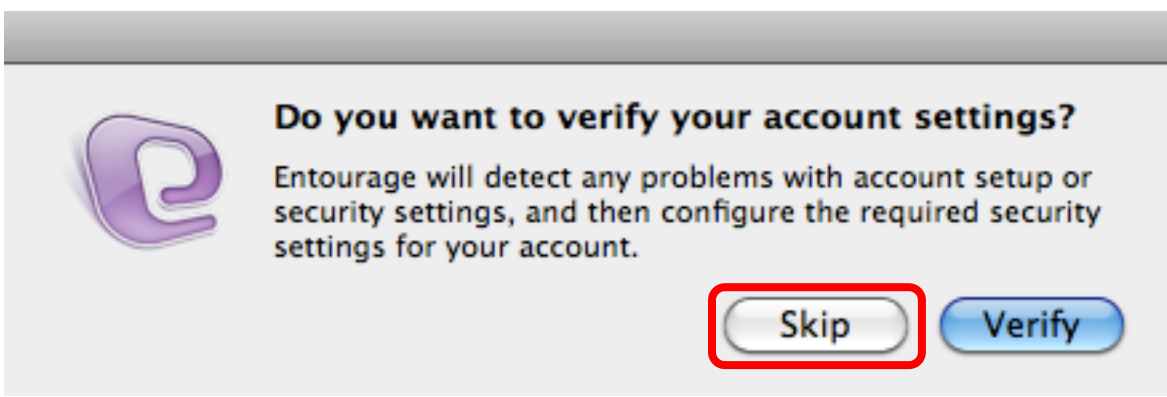
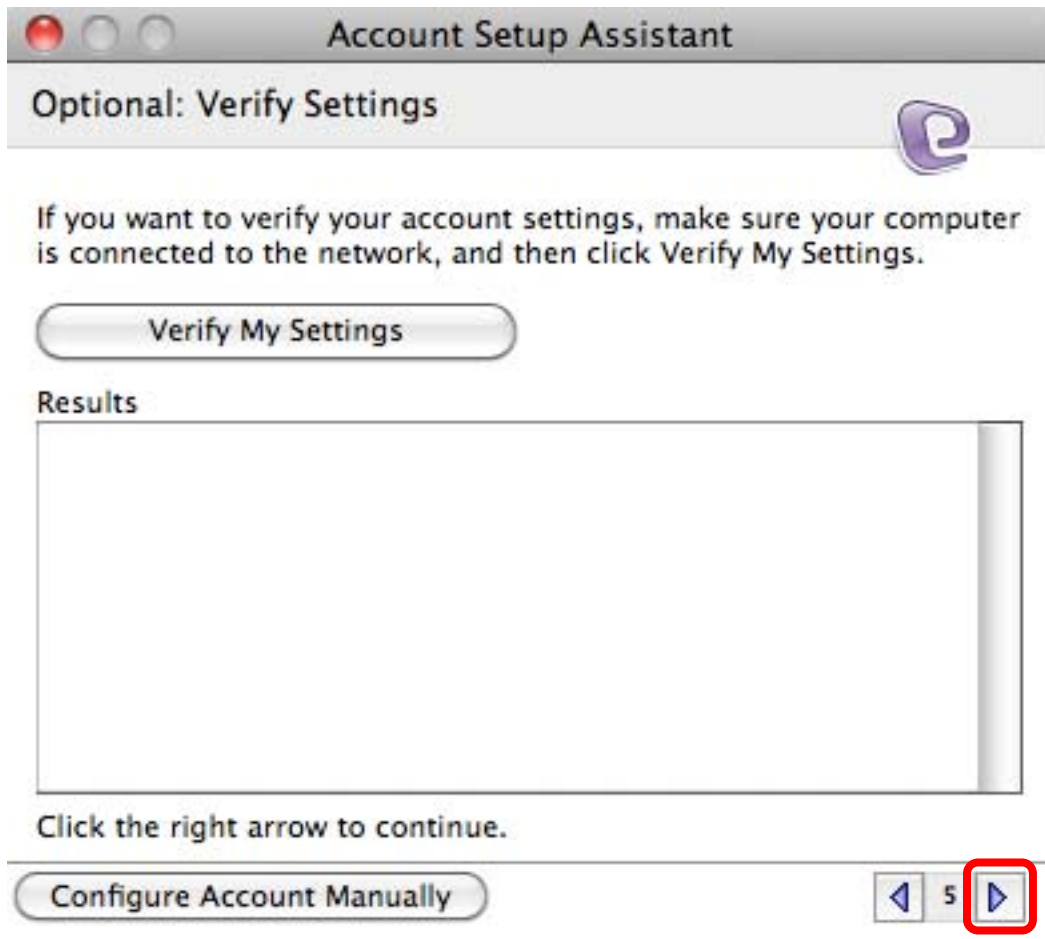


Step	Procedure
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8	<p>You will need to add "/exchange/username@haas.berkeley.edu" to the "Exchange server" field. So the "Exchange server" field should look as follows: <i>mail.haas.berkeley.edu/exchange/your Haas email address</i></p> <p>For example, for the Haas user ramon_soto, this field should look as follows: mail.haas.berkeley.edu/exchange/ramon_soto@haas.berkeley.edu</p> <p>Also make sure to check the box "Use SSL for these servers".</p> <p>Click the forward arrow at the bottom to continue.</p>
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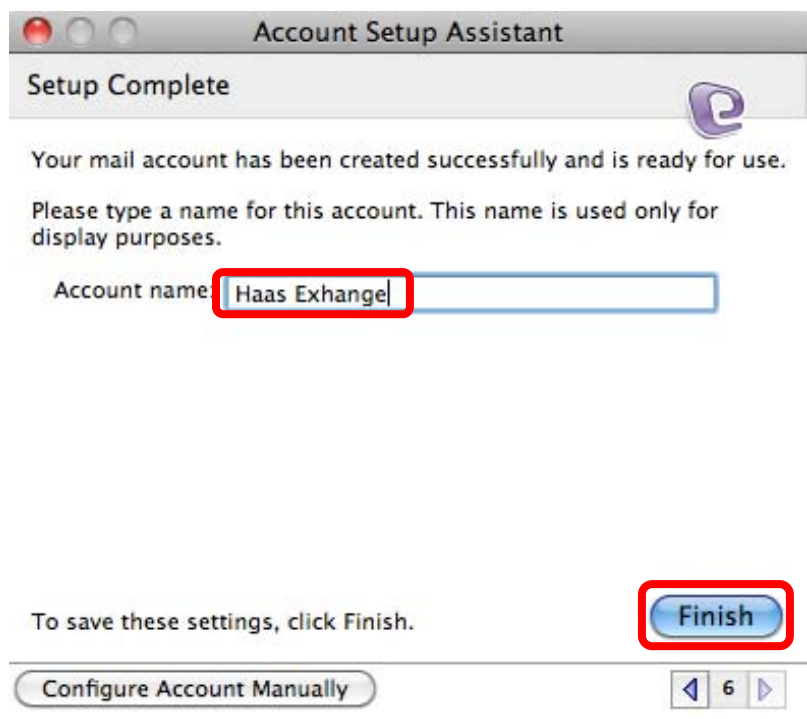


Step	Procedure
9	At the next window, click the forward arrow to continue, and select “ Skip ” at the next window. We do not need to verify settings.



Step	Procedure
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10	Type the name that you want your account to display. We suggest "Haas Exchange". Then click "Finish."
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Step	Procedure
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11	Once your e-mail has finished synchronizing, you should be able to view it by selecting the drop-down arrow next to Haas Exchange or whatever display name you gave it. That is it, you are done 😊
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