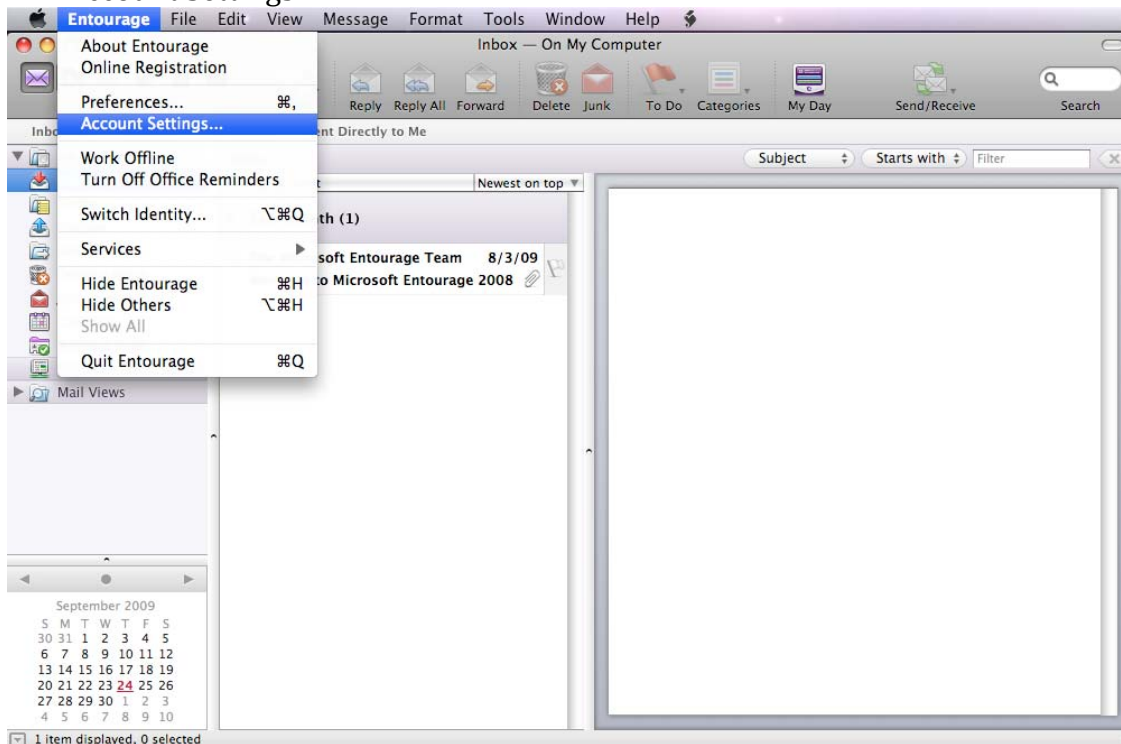


# Configuring Brooklyn College Email in Entourage 2008

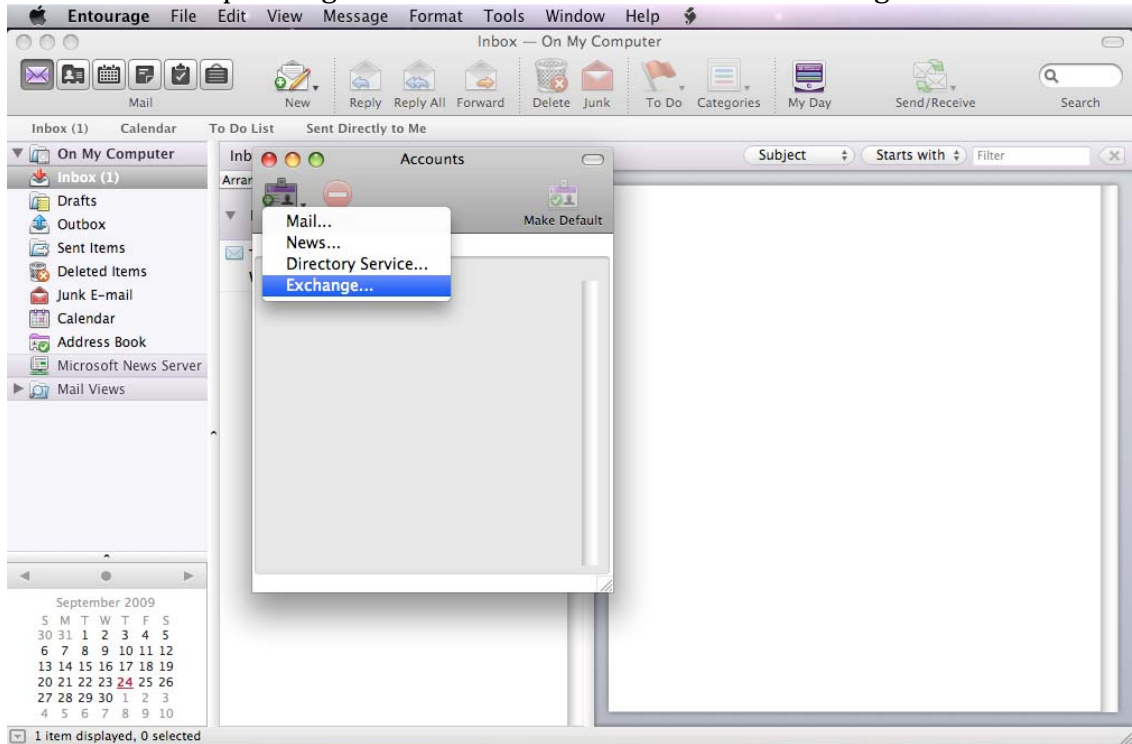
1. Click the entourage icon on your dock.



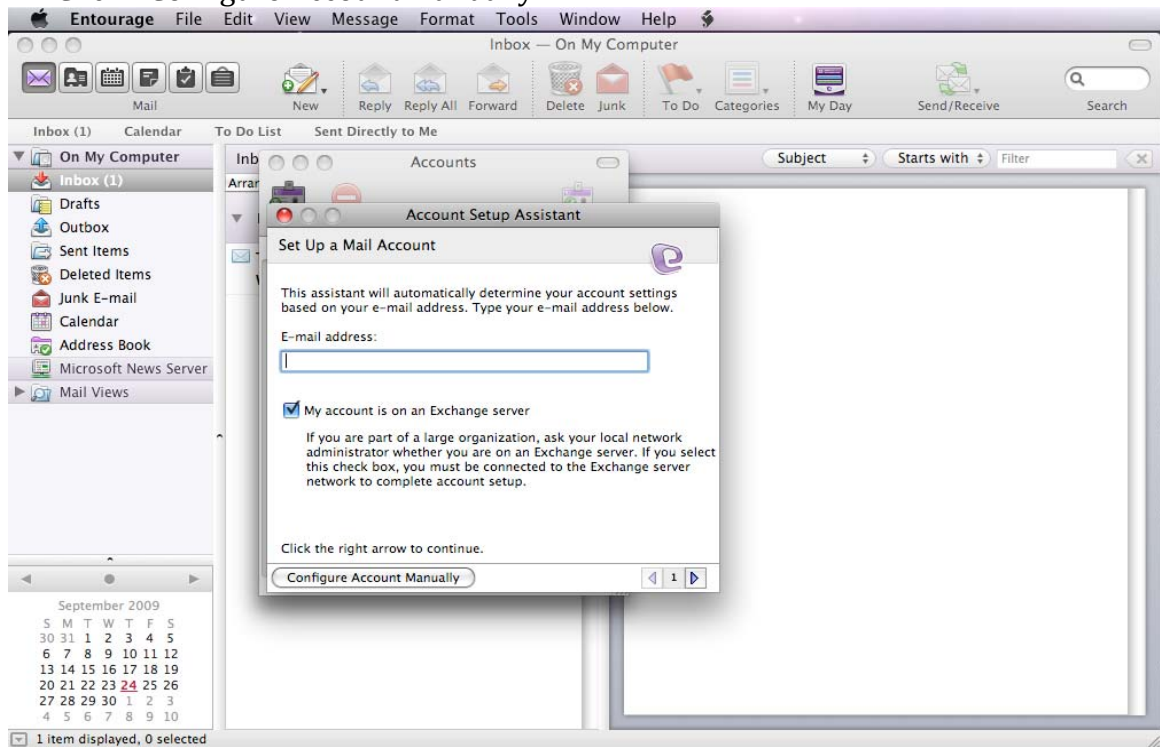
2. Once entourage is opened, click Entourage from the menu then select "Account Settings"



3. Click the arrow pointing down next to “NEW” and select Exchange...



4. Click “Configure Account Manually”



5. Under the **Account Setting** tab. Type in a desired Account name example “BC Email” or you can put your full name.
6. **Personal information**, type in your name and email address as shown.
7. **Authentication**, type in the account id which is the characters before @ symbol. Fill in the domain field as **BrooklynCollege**. At the password field type in your password.
8. **Server Information**, type **outlook.brooklyn.cuny.edu** as the Exchange server and select the checkbox “This DAV service requires a secure connection (SSL)”.

**Edit Account**

Account Settings Options Advanced Delegate Mail Security

Account name: BC Email

**Personal information**

Name: John Doe

E-mail address: johndoe@brooklyn.cuny.edu

**Authentication**

Use my account information

Account ID: johndoe

Domain: brooklyncollege

Password: .....

Save password in my Mac OS keychain

Use Kerberos authentication

Kerberos ID: None

**Server information**

Exchange server: outlook.brooklyn.cuny.edu

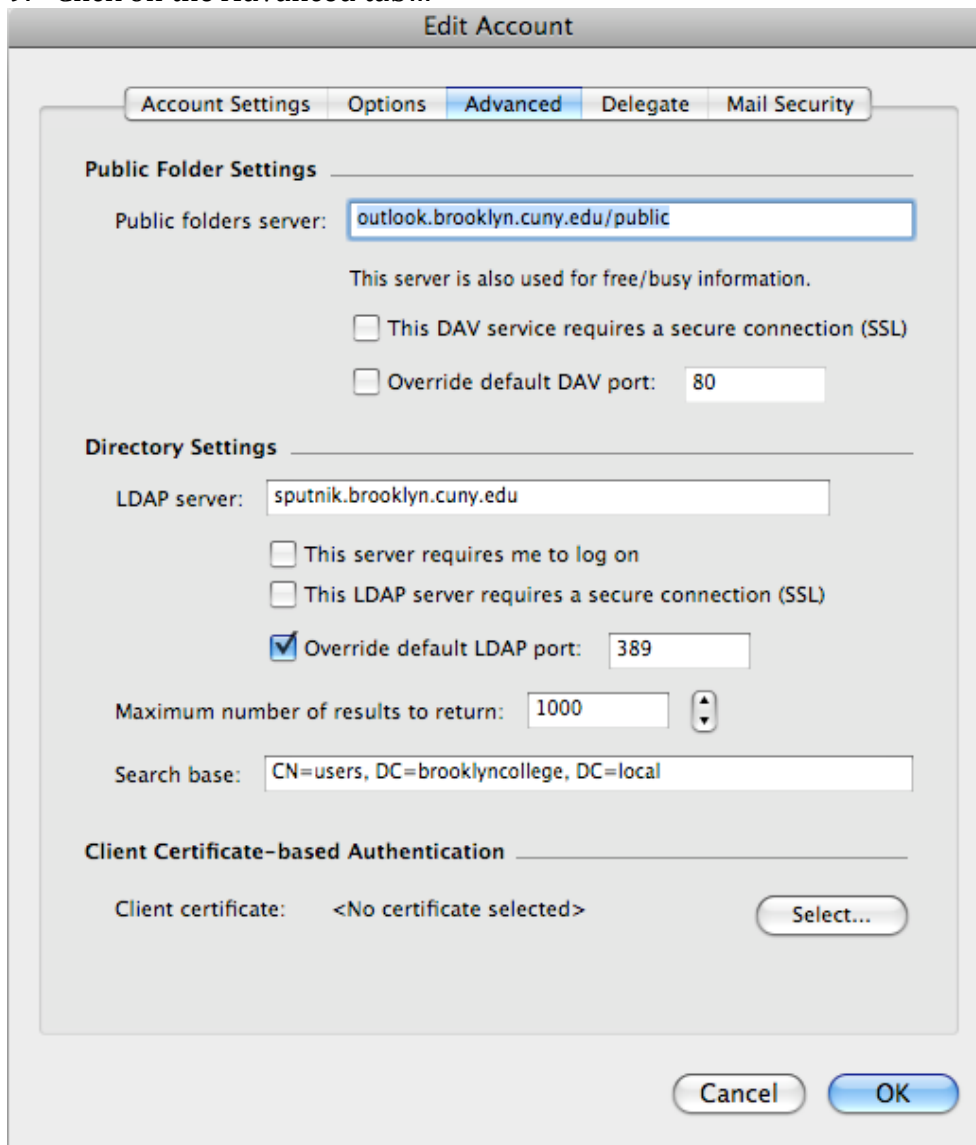
This DAV service requires a secure connection (SSL)

Override default DAV port: 443

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

Cancel OK

9. Click on the Advanced tab...



10. Under the Public folder settings type **outlook.brooklyn.cuny.edu/public** as the public servers folder.

11. Under directory settings type **sputnik.brooklyn.cuny.edu** as the LDAP server.

12. Uncheck "This sever requires me to log on"

13. Check off "Override default LDAP port " and put 389 as the LDAP port.

14. In the search base field enter **CN= users, DC=brooklyncollege, DC=local**

15. Click ok to finish configuration.