Prerequisites

1. You must have a valid UNSW Login ID and its associated zPass. If you are unsure about this: please call the Service Desk.

2. Your email account on the UNSW IT Services Exchange Server must have been set up; you can test this by opening your web browser to:

https://mail.unsw.edu.au/owa

Enter your UNSW Logon ID, and your zPass and Log On.

You should now see your email appear, similar to the panel shown.
If your mailbox does not appear, or you receive the message, "Outlook Web Access could not find a mail box for ADUNSW\<your UNSW LOGIN id>:"

contact the service Desk.

(Note: it may take up to 4 hours for your mailbox to be provisioned after you have activated your z account).

3. Your version of Entourage Web Services Edition should be 13.0.0 or later.
Client set up.

1. Start Entourage

2. If you have not run Entourage before, the Entourage Setup Assistant is started automatically. Close it without entering any information.

3. Go to **Entourage > Account Settings**… and select the **Mail** tab.

4. Click the **New** icon (Account Setup Assistant should appear)

5. Enter your **E-mail address** and select **Next arrow**
6. Enter **Account Information** details as requested in the following dialog box:

- **Domain:** Enter **ADUNSW**
- **Account ID:** Your UNSW Login ID e.g. ‘z number’
- **Password:** Your **zPass** password

Then click the **OK** button.

7. If the next dialog box comes up, select **Always use my response for this server** and select **Allow**, as shown below, (on some machines it comes up at this point on others at the end of the set up).

8. The next panel is to advise you that the setup has been successful:

Click the “right” arrow button on the lower right
9. This will bring up the Verify and Complete Settings panel shown below:

(Note: If configuring from home there will be not be a value for the LDAP Server)

Click the “right” arrow button on the lower right to continue:

10. The next panel to appear will be the Optional: Verify Settings:

Click on the “Verify my settings” button to do a check.

Click the arrow “right” button on the lower right to continue:
11. This will bring up the setup complete panel as shown below:

Enter a name for the account, as it will appear in your Entourage Client.

Click the Finish button on the lower right to complete.

12. Configuration is now complete, proceed with additional configuration.


14. If prompted for logon enter your UNSW Login ID: `z number` and `zPass`

Entourage will now attempt to connect to the account. If successful, it will download and show a list of your mail folders.
15. From the Entourage Menu choose **Entourage > Preferences…**

16. Under **Mail & News Preferences**, ensure **Windows (MIME/Base64)** is selected for attachment format as shown below:

Other settings to consider:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Item</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Measurement Units for Printing</td>
<td>Cm or mm</td>
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<tr>
<td>Address</td>
<td>Default Address format</td>
<td>Australian</td>
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<tr>
<td>Calendar</td>
<td>Default time zone for new events</td>
<td>Sydney ?</td>
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<tr>
<td>Spelling</td>
<td>Dictionary Language</td>
<td>English (Aus)</td>
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<tr>
<td>Sync Services</td>
<td>Synch contacts with Address Book</td>
<td>Native Mac Address Book app</td>
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<tr>
<td>Sync Services</td>
<td>Synch events with iCal</td>
<td>Native Mac Calendar app</td>
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</tbody>
</table>
17. To turn off client Junk-Email filtering, whilst in Entourage, go to **Tools > Junk E-mail Protection...**