Introduction

This document has been written for those users who have both a UNSW Exchange account* because they are either a: Staff member, Research student etc, and a zMail account** because they are a student or UNSW Alumni member etc.

It is also assumed that your primary connection is to your UNSW Exchange account and has been configured for your MS Entourage# client as per the instructions found at:

https://www.it.unsw.edu.au/staff/email/exchange/clients.html

Purpose.

This document shows how to add an additional connection on your MS Entourage for Mac client to your zMail account; you will then be able to easily move mail from one location to another.

This can be particularly useful if you want save some E-mails to your zMail account as your employment conditions are about to change and you will shortly no longer qualify for a UNSW Exchange account.

*This is a mail box contained on one of the Exchange Servers located on UNSW property and administered by UNSW IT Services.

**This is a mailbox contained on one of the Exchange Servers located in the cloud and administered by Microsoft in conjunction with UNSW IT Services.

# At the time of writing the client was Microsoft Entourage 2008 for Mac, Web Services Edition.
Configuring instructions.

Open your Entourage client:

Click on the menu item ‘Entourage’ on the menu bar.

You will next be presented with a drop down menu.

Select the ‘Account Settings’ item.

This will call up the Entourage Accounts Panel.

Click on the ‘New’ icon.

You can see your existing connection in the window under the ‘Mail’ tab.
Connecting to UNSW Exchange & ZMail using MS Entourage.

This will call up the accounts panel as shown below:

![New Account Screen]

Use the pull down panel to select IMAP as shown.

The next panel requires you enter your data:

![Edit Account Screen]

“Password:” Enter your “live@edu” password.***

(This password is not necessarily the same as your zPass).

Open the Advanced receiving & sending options, and enter the configuration in the panels following.

*** Information regarding your live@edu password can be obtained from

https://www.it.unsw.edu.au/students/zmail/faq.html#UsingOtherE-mailClientswithzMail
Connecting to UNSW Exchange & ZMail using MS Entourage.

Advanced Receiving Options.

- This IMAP service requires a secure connection (SSL)
- Overwrite default IMAP port: 993
- Always use secure password

Advanced Sending Options.

“Password:” Enter your “live@edu” password.***
(This password is not necessarily the same as your zPass).

Click the ‘OK’ Button.
Entourage Client changes.

When you return to your Entourage Client you will be able to view the inbox and folders of your UNSW Exchange & zMail accounts.

When sending an email;

The ‘From’ window now has a pull down menu,

This allows you to select the account from which you wish to send the email.

One minor point to note: when set up this way your client may take a minute or two longer to come on line. This is because when you open your client it has to log onto two different email servers.

For more information regarding the use of zMail & other methods of connection to the service, please refer to:

https://www.it.unsw.edu.au/students/zmail/faq.html