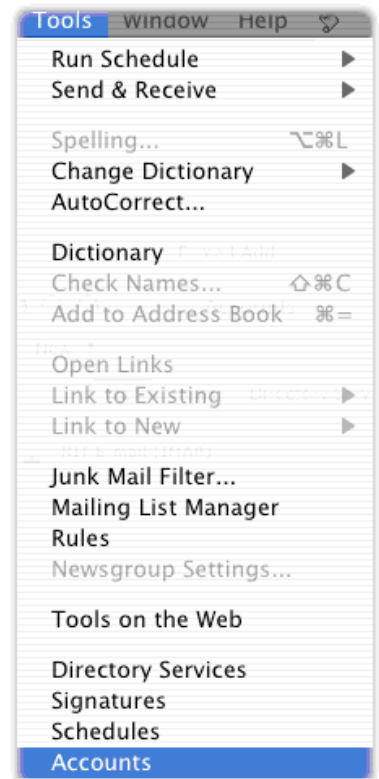
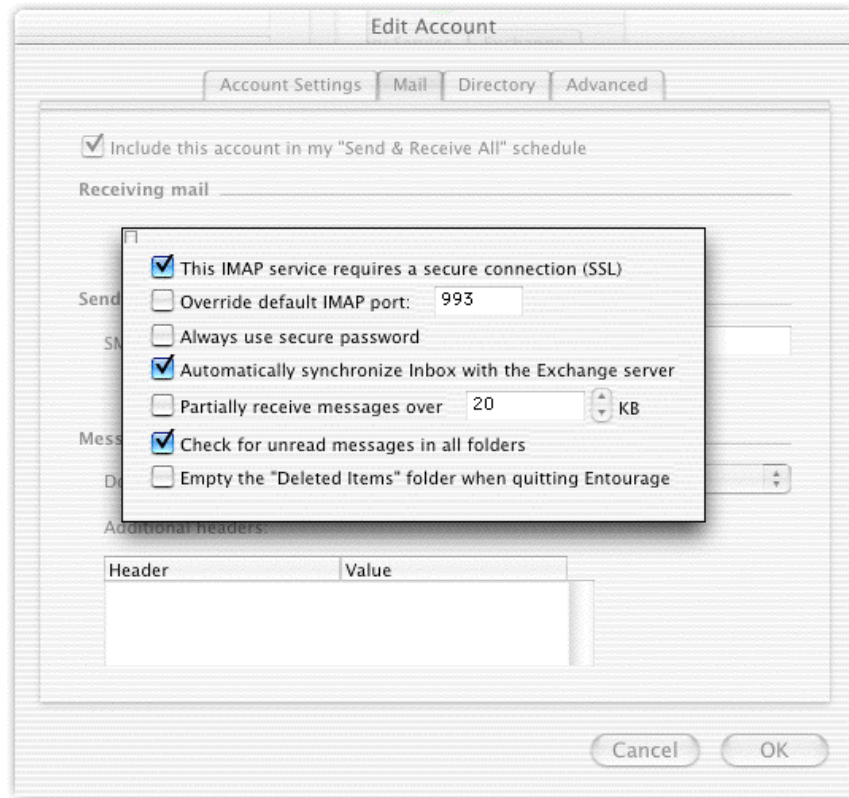


Setting up Exchange Email on EntourageX (10.1.6+) for Off-campus use

You will need to use the manual account setup. Open Entourage and then use the instructions that follow.

1. Select “Accounts” from the Tools menu.
2. Click and hold the “New” button in the upper left corner of the “Accounts” window until the drop-down appears, then select Exchange from the list.
3. Enter your UT Martin account username next to the “Account ID” in the “Account Setup Assistant” window.
4. Enter your password next to “Password.”
5. Enter one of the following next to the “Domain” field:
 - a. For faculty: mar-ut-fac-01.utm.edu
 - b. For staff: mar-ut-staff-01.utm.edu
 - c. For lab/students: mar-ut-lab.utm.edu
6. Click on the “Configure account manually” button in the bottom left corner of the “Account Setup Assistant” window.
7. Enter a descriptive name next to “Account name.” The choice of the name will not have any effect on performance. We suggest something along the lines of “Full Name (UTM Exchange)” for this name.
8. Confirm that your UT Martin username is in the “Account ID” field.
9. Enter your UT Martin account password in the “Password” field. It should appear as a series of dots.
10. Confirm that the domain name you selected in step 5 is in the “Domain” field.
11. Enter “xmail.utm.edu” next to “Exchange Server.”
12. Enter your full name next to “Name.” This is the name that will appear in the “From:” header of messages you send. For best results, we recommend using your first and last name separated by a space.
13. Enter your email address -- ending in “@utm.edu” -- next to “E-mail address.”
14. Click on the “Mail” tab in the “Edit Account” window.
15. Type the name of the server provided by your Internet service provider for the outgoing mail server. Ex. smtp.charter.net or smtp.frontiernet.net
16. Click on the “Click here for advanced receiving options” button under the “Receiving mail” heading. A small pop-up dialog box appears.





17. Turn on the following advanced options

Option	Turn it on?	Notes
This IMAP service requires a secure connection (SSL)	Yes	This will ensure that your password is not transmitted in clear text.
Override default IMAP port	No	Not required if SSL is enabled properly. The default port should be 993.
Always use secure password	No	Can cause Exchange login to fail if enabled
Automatically synchronize inbox with the Exchange Server	Yes	Will update your inbox with new mail periodically
Partially receive messages	Optional	Will reduce initial mail download times for large messages, which can help on slower connections
Check for unread messages in all folders	Optional	Will examine Exchange folders you have access to view, looking for new messages; can take a while to examine every folder
Empty the "Deleted Items" folder when quitting Entourage	Suggested	Removes deleted messages, which can help you stay under your mailbox quota limit.

18. Click on the tiny close box in the top left corner of the advanced settings area to close the pop-up dialog box and save the changes.
19. Close the “Edit Accounts” window by clicking on the “OK” button. This saves your changes.
20. Close the “Accounts” window by clicking on the close button in its title bar. This should complete your configuration. When you change your password, you will need to make sure that any stored passwords inside Entourage are updated.