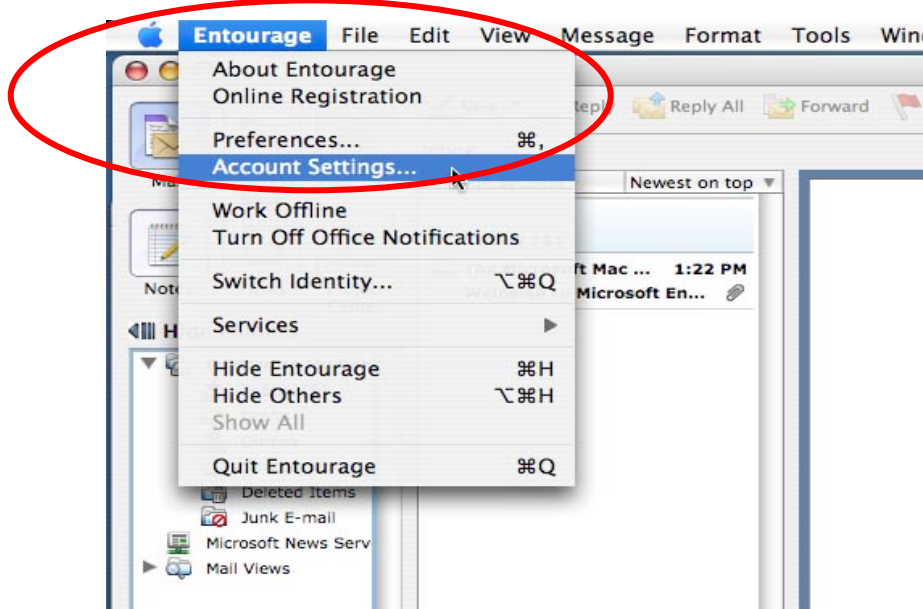
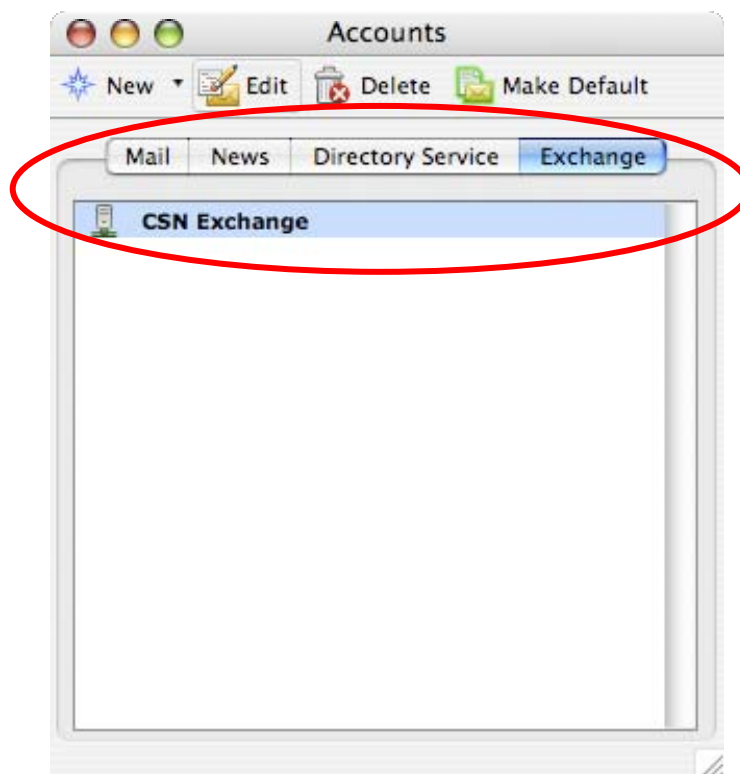


Updating Entourage to Send/Receive Mail Using the New CSN.edu Domain Name

1. Go to the **Entourage** menu and select **Account Settings** from the drop-down menu.



2. Click on your **CCSN Exchange** account, then click **Edit**.



3. Change the following fields to match the new csn.edu domain name:
 - a. Account name to **CSN Exchange**
 - b. E-mail address to firstname.lastname@csn.edu
 - c. Domain to **CSN**
 - d. Exchange server to **exchange.csn.edu**

Edit Account

Account Settings Options Advanced Delegate Security

Account name: CSN Exchange

Personal Information

Name: Karen Ahern

E-mail address: karen.ahern@csn.edu

Server information

Account ID: karen.ahern

Domain: CSN

Password:

Save password in my Mac OS keychain

Exchange server: exchange.csn.edu

You can also enter Outlook Web Access server addresses, such as <http://mail.example.com/exchange>, into the Exchange server field. For more information, contact your Exchange server administrator.

This DAV service requires a secure connection (SSL)

Override default DAV port: 80

Cancel OK

4. Click **OK**.
5. Close **Accounts** window.

You will be able to send and receive mail off-campus after the domain name change.