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**

4. Click **OK**.

5. Close **Accounts** window.

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