

## Setting up your Entourage 2004 email account

Open Entourage

> Tools

> Accounts

> *New*

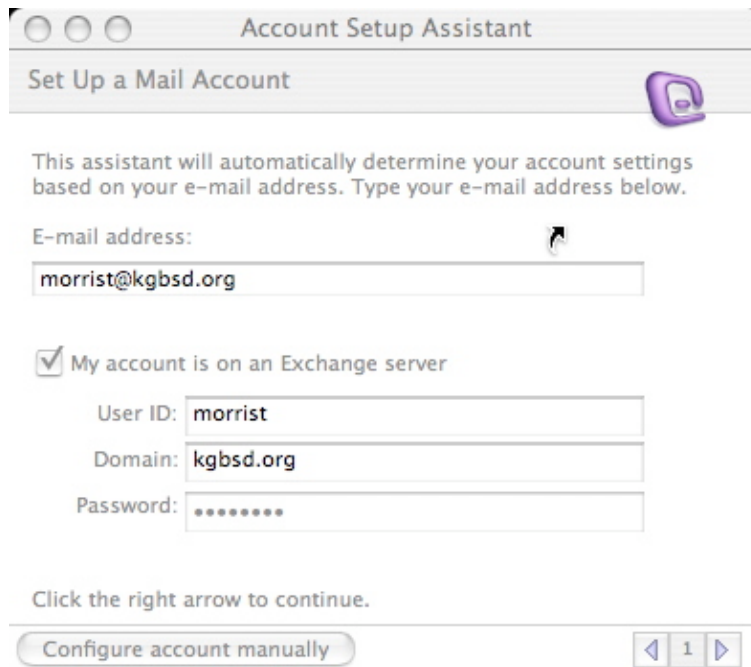
> enter email address

> check *My account is on an Exchange server*

> user ID: (that the district gave you)

> domain: kgbsd.org

> password: (that the district gave you)



Account Setup Assistant

Set Up a Mail Account

This assistant will automatically determine your account settings based on your e-mail address. Type your e-mail address below.

E-mail address: morrist@kgbsd.org

My account is on an Exchange server

User ID: morrist

Domain: kgbsd.org

Password: .....

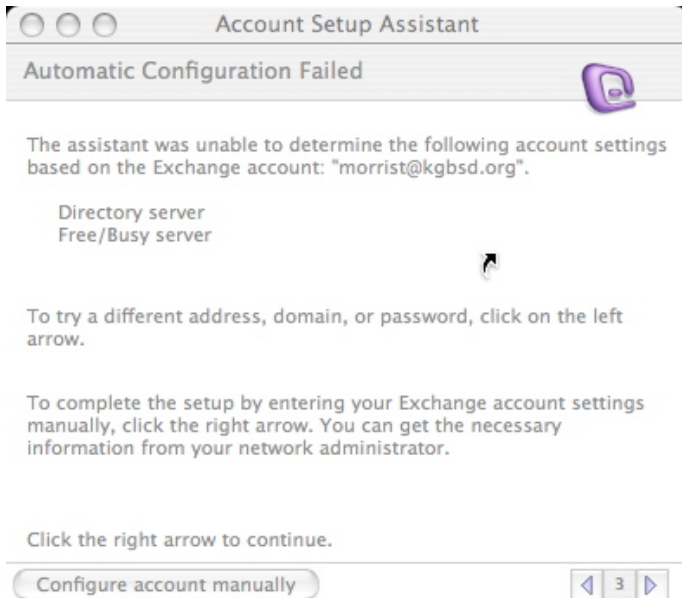
Click the right arrow to continue.

Configure account manually

◀ 1 ▶

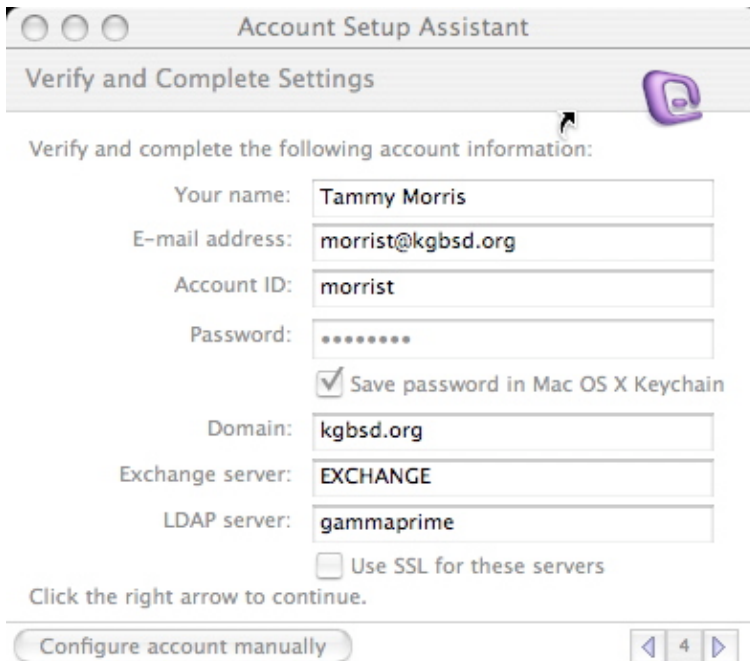
> right arrow in bottom right corner of window

## > Ignore “Automatic Configuration Failed” message



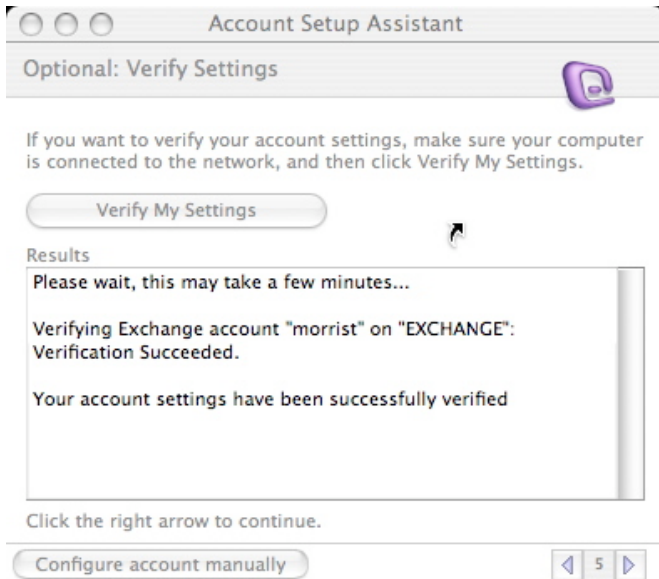
## > right arrow

> verify settings (if you don't want the password saved in the Keychain, unclick this box)



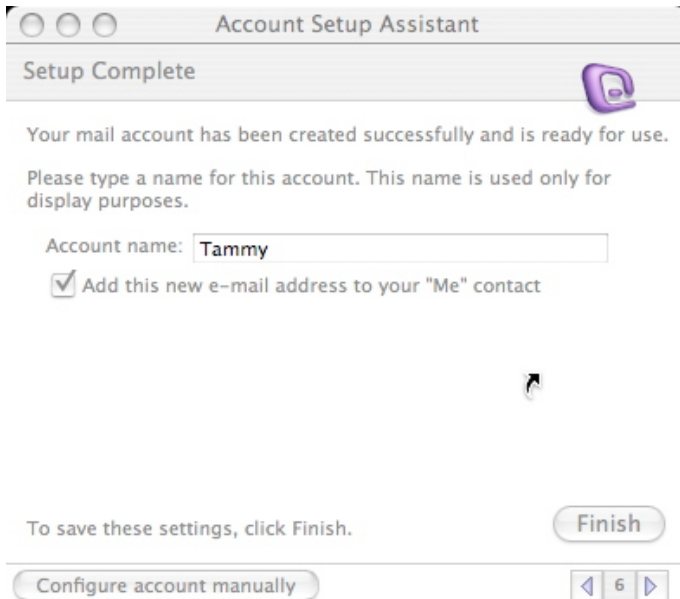
## > right arrow

> *Verify My Settings*



> right arrow

> name your account (others will see this name)



> *Finish*