

Welcome to Exchange with Microsoft Entourage

Exchange is Microsoft's messaging system that provides e-mail, calendaring, and other features. It resides on a server rather than on your computer. Because of this, you'll never see an Exchange application on your computer. Instead, you will use a standalone application, such as those included in Microsoft Entourage.

These applications allow you to access your Exchange account with all of its powerful features:

- maintain your e-mail with folders and anti-spam filtering
- keep a personal calendar and schedule meetings with others
- manage your contacts and tasks
- use shared calendars, e mail groups, and task lists for collaborative projects
- delegate (or proxy) your e-mail and calendar
- sync with a PDA (such as a Palm)

Getting Started: Your Exchange/Windows Active Directory Password

Before you can use your Exchange account you must, have a Windows Active Directory password. This is also your Exchange password.

Connect to <https://accounts.www.umich.edu/kpasswd/>.

HINT: Because you're making a secure connection, be sure to add an s after "http" (**https**).

Log in with your unickname and UMICH Kerberos password.

The screenshot shows the 'RESET WINDOWS ACTIVE DIRECTORY PASSWORD' page. At the top, there are navigation links for 'KPASSWD', 'NOVELL EDIRECTORY', and 'WINDOWS ACTIVE DIRECTORY'. The 'WINDOWS ACTIVE DIRECTORY' link is highlighted with a yellow callout box labeled 'a. Click Windows Active Directory.' Below the navigation is the Microsoft Windows logo. The main content area has two password input fields: 'New Password:' and 'Retype New Password:'. A yellow callout box labeled 'b. Following the rules found below the Reset button, enter your new password.' points to the 'New Password' field. Another yellow callout box labeled 'c. Confirm your new password by reentering it.' points to the 'Retype New Password' field. At the bottom of the form is a button labeled 'Reset Windows Active Directory Password', which is highlighted with a yellow callout box labeled 'd. Click Reset Windows Active Directory.'

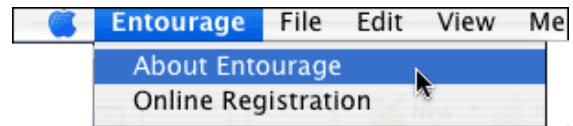
Connecting Entourage to the Exchange Service

Software Version

Entourage 2004 is a component of Microsoft Office 2004.

The version of Entourage that originally came with Office 2004 had a bug that could lose some of your e-mail and calendar items. For your protection, please verify that you are using **at least version 11.2.1 or later (but not 11.2.3)**.

With Entourage open, from the **Entourage** menu, select **About Entourage**.



In the About Entourage window, check the version number. **Microsoft highly recommends version 11.2.1 or later.**



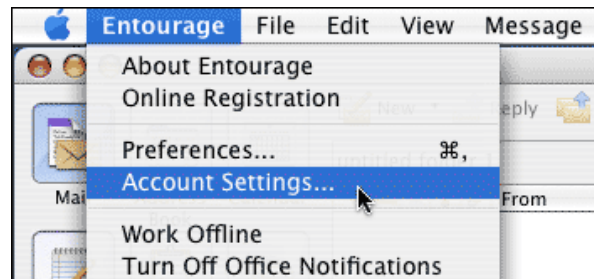
To get your free Entourage update, visit Microsoft's Mactopia website (www.microsoft.com/mac).

Microsoft also recommends **Mac OS X 10.2.8 or later**. For your security, we highly recommend you use the latest operating system your Macintosh can run.

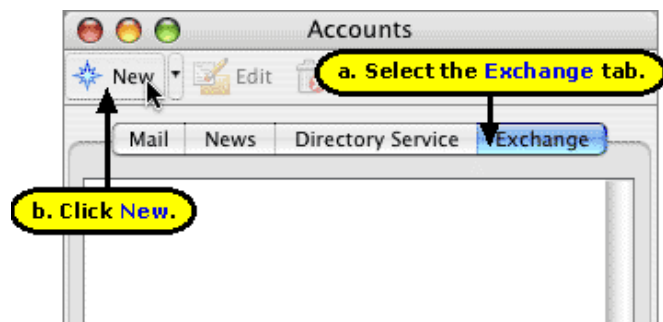
Configure Entourage

The following configuration is for computers being used exclusively **on campus**. For off campus access, you will need to use Outlook Web Access (OWA).

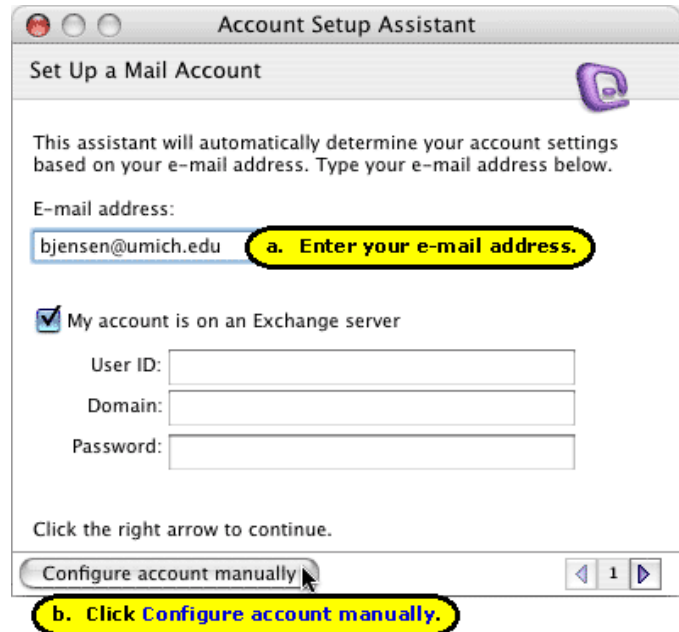
With Entourage running, click the **Entourage** menu and select **Account Settings**.



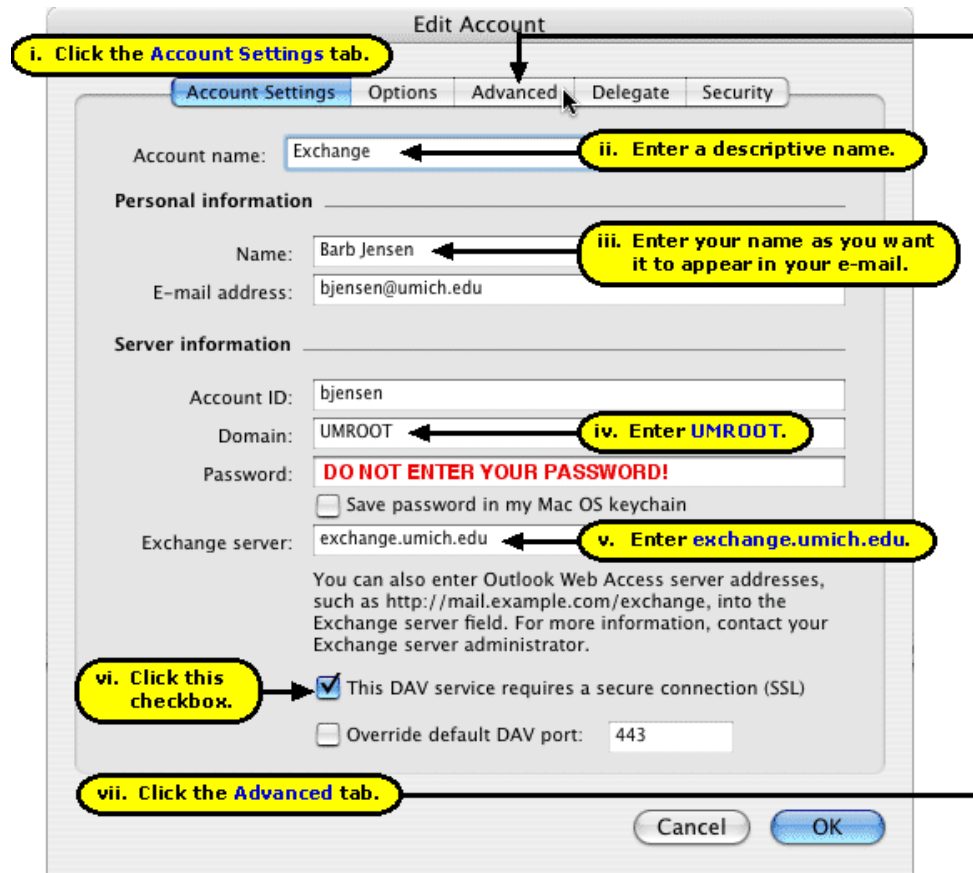
In the Accounts window:



In the Account Setup Assistant window:

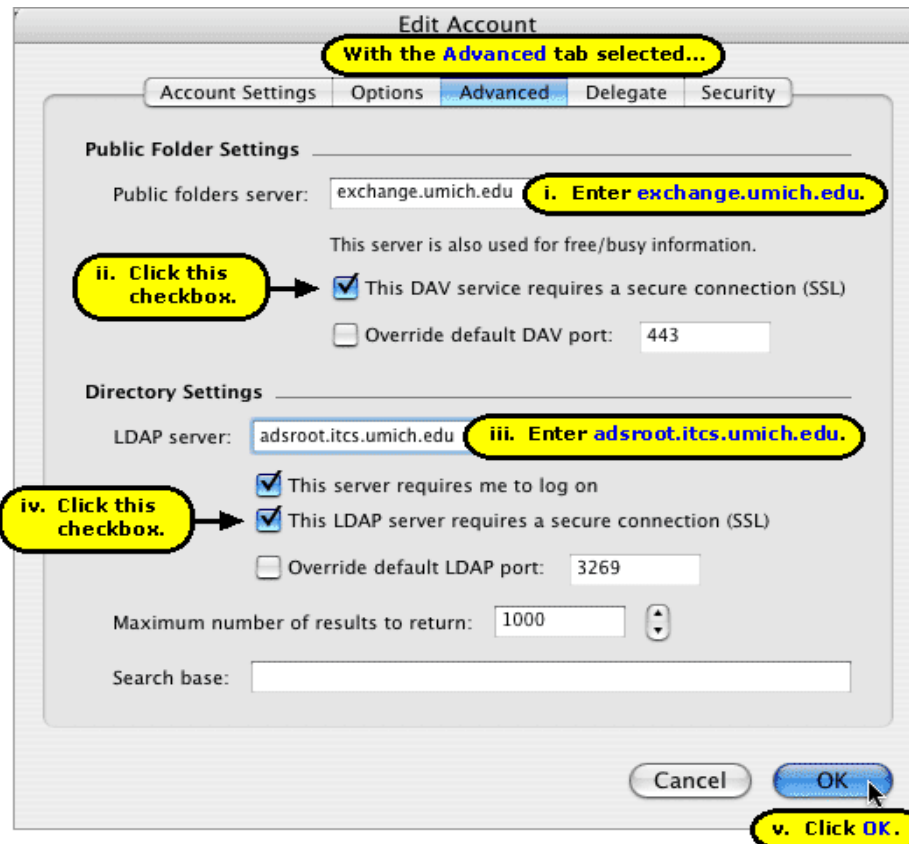


In the Edit Account window:

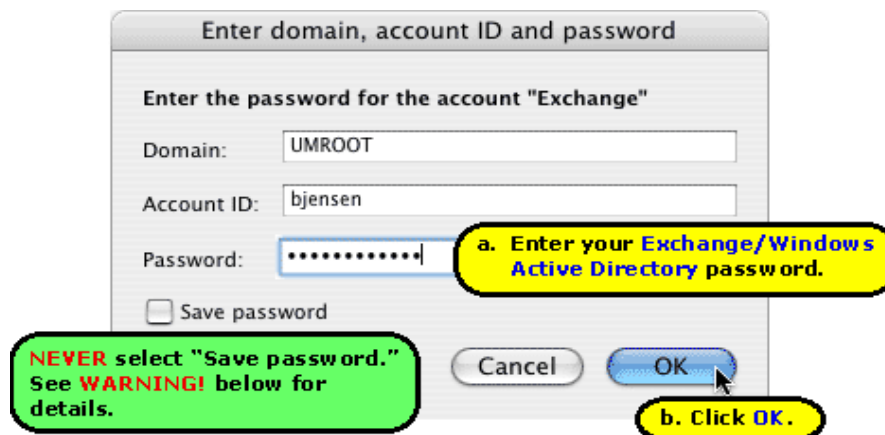


WARNING! DO NOT enter your password here. Doing so will allow anyone having access to your computer to read your e-mail and to send messages in your name. Your calendar, tasks, and contact list can also be modified.

You will be prompted for your password whenever you log in.



In the Enter domain, account ID, and password window:



WARNING! NEVER click the "Save password" checkbox. Doing so allows anyone gaining access to your computer to use your Exchange account. Among other things, that person can read your e mail and could send malicious messages in your name.

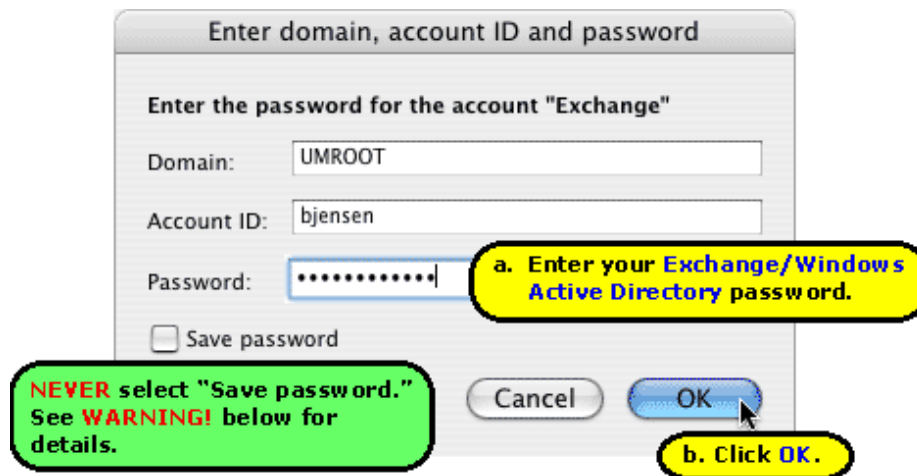
Accessing Your Email

MAKE SURE YOU GET YOUR EXCHANGE E-MAIL: E-mail sent to you from other Exchange users is available only in your Exchange account, whether you check this account with Entourage or webaccess. If you sometimes read your messages in other e-mail programs – such as the web-based web.mail.umich.edu – you will not see messages sent to your Exchange account. This can be confusing, because you'll always see e-mail sent to you at *yourusername@umich.edu* in both Entourage and other U-M e-mail services.

Using Mac OS X

Start Entourage:

NOTE: If you have properly configured Entourage, the Domain and Account ID fields will already be entered.



WARNING! NEVER click the “Remember my password” checkbox. Doing so allows anyone gaining access to your computer to use your Exchange account. Among other things, that person can read your e mail and could send malicious messages in your name.

Using Outlook Web Access (OWA)

Point your web browser to exchange.umich.edu.



At the login screen:

MACINTOSH USERS: Your login screen will not have the Client radio buttons.

The screenshot shows the Microsoft Office Outlook Web Access 2003 login interface. It includes a 'Domain\user name:' field with 'umroot\bjensen' entered, a 'Password:' field with masked characters, and a 'Log On' button. Below the password field are radio buttons for 'Client (what's this?)' with 'Premium' selected, and 'Security (what's this?)' with 'Public or shared computer' selected. Annotations in yellow callouts provide instructions: 'a. Enter umroot\ followed by your unigname. Make sure you use a backslash.' points to the username field; 'b. Enter your Windows Active Directory password.' points to the password field; 'c. Leave the Premium radio button selected.' points to the Premium radio button; 'd. See the Security note below.' points to the Security section; and 'e. Click Log On.' points to the Log On button.

SECURITY NOTE: If you are:

- **not** using your personal computer, leave the **Public or shared computer radio button** selected. For your security, if you have not sent or received e-mail for 30 minutes, you will be disconnected.
- **using your own computer**, click the **Private** radio button. You will not be disconnected unless your account has been inactive for 24 hours.

Using Brightmail to Control Spam

Exchange uses the Brightmail spam detection system. To take advantage of Brightmail, you need to configure Entourage.

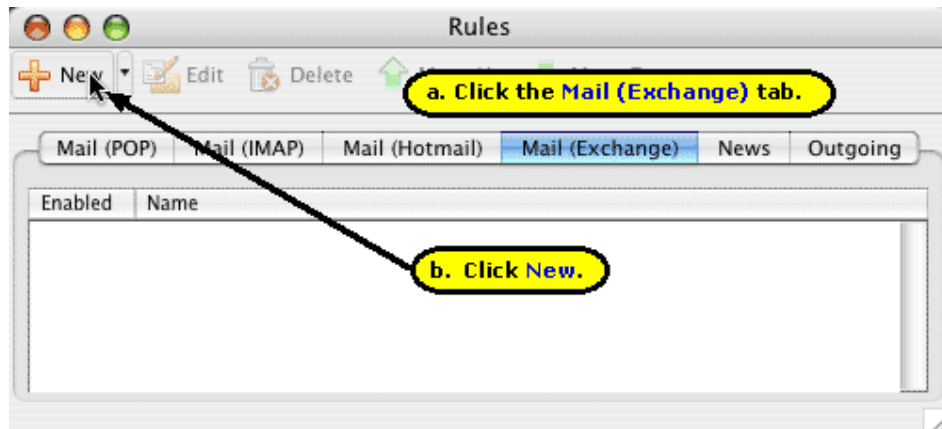
NOTE: No spam filter is perfect. Brightmail captures most suspected spam and moves it to the appropriate folder. Some messages may slip through the filter and arrive in your Inbox. Likewise, some legitimate messages may accidentally be caught by the Brightmail filter. You should periodically check your spam folder to verify that it does not contain any genuine email messages.

Entourage for Macintosh

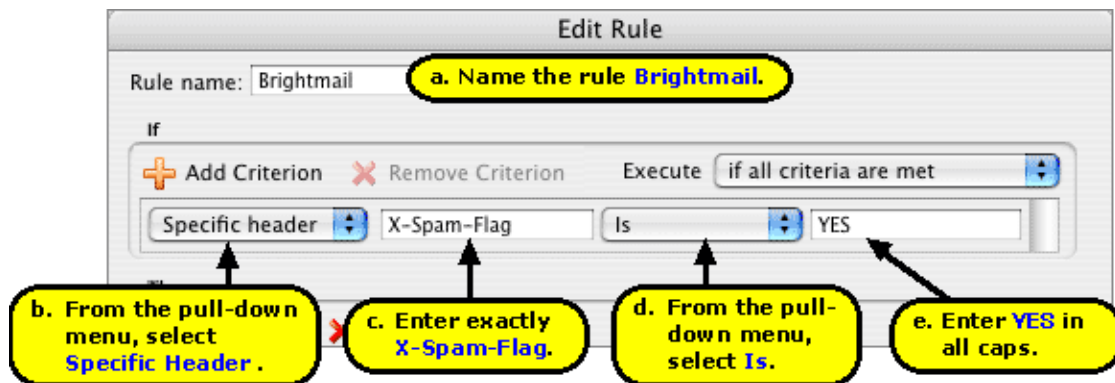
USING MORE THAN ONE COMPUTER? Entourage only stores the Brightmail setting on the computer you set it up on. If you access your Exchange account from more than one computer – from one at work and at home, or from a desktop and a laptop – you have two options to have the Brightmail spam detection system work on all of your computers:

- Setup Brightmail in Outlook on a Windows computer so the settings are stored on the server.
- Configure Entourage on each individual Macintosh

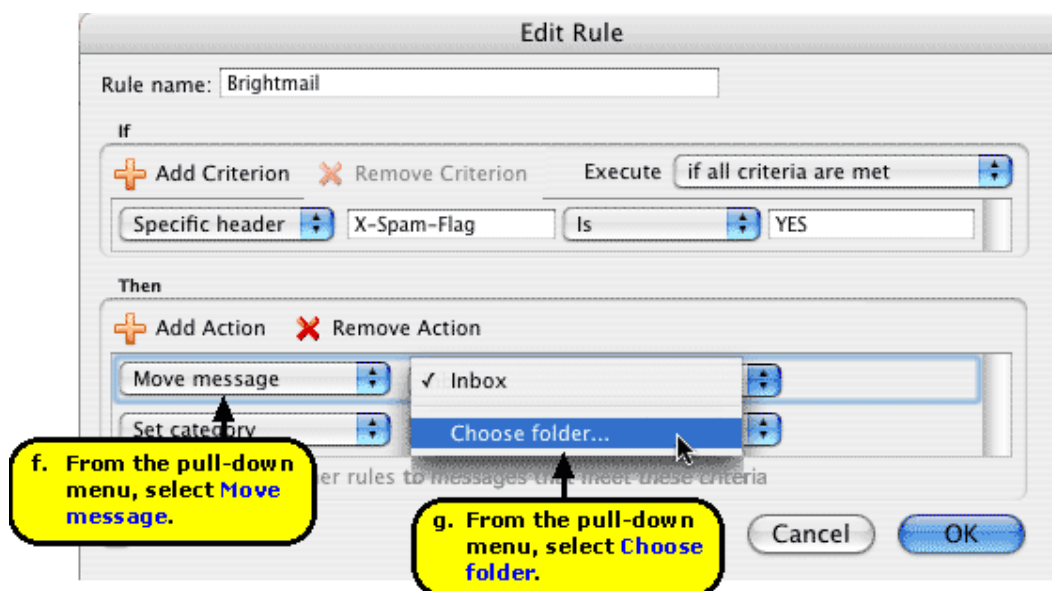
Open Entourage and log in. Under the **Tools** menu, select **Rules**.



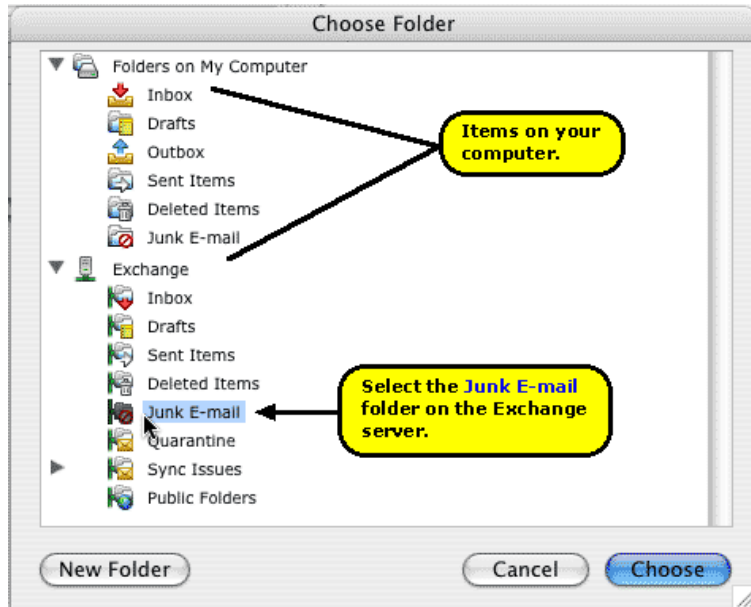
In the criteria section, it is important to enter the text string exactly: **X-Spam-Flag**



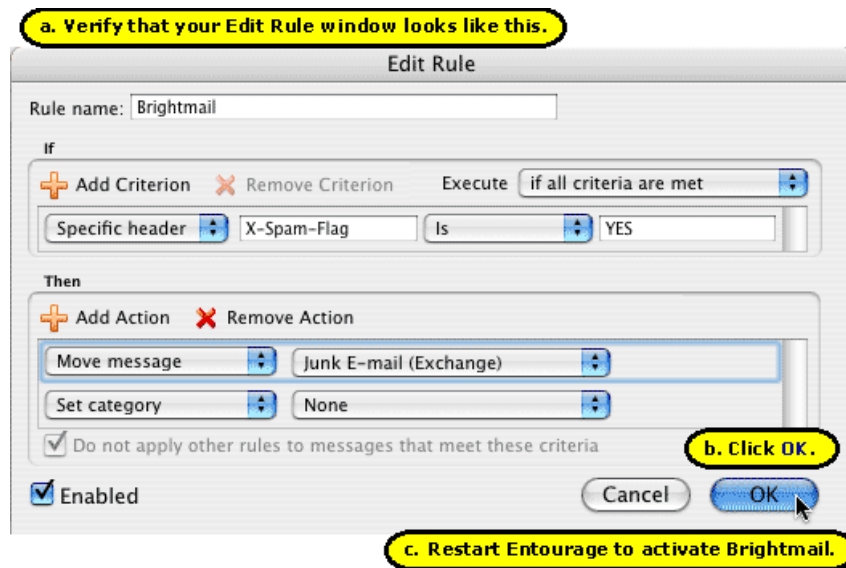
In the second half of the Edit Rule window:



In the Choose Folder window:



Your Edit Rule window should now look like this:



KEEP SPAM IN ITS PLACE: If you create other rules, this rule must always be first in the list in order to take full advantage of Brightmail's spam detection system.

