



# Integrating SoHosted and MS Entourage 2004

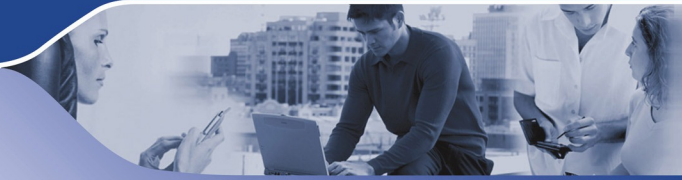
## Objective

This document instructs the user on how to successfully create a SoHosted email account within Entourage 2004. The SoHosted service also offers online email accessible via: <https://mail.sohosted.biz/exchange>

This will allow you to read/send e-mail and attachments as well as access to Calendar, Contacts and Tasks. More information on the use of the Web Outlook client can be found in the '*Using Outlook Web Access to access SoHosted*' document.

## Software Requirements

A connection to the Internet and MS Entourage 2004



## Integrating SoHosted with Entourage 2004

### Step 1

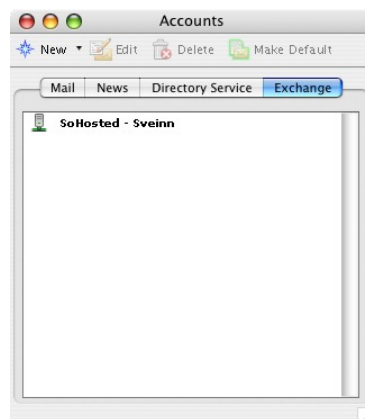
In Entourage select “Tools”, “Accounts”.

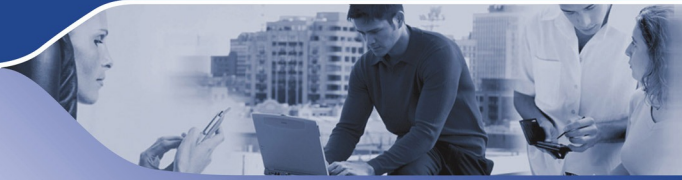


### Step 2

You may have other accounts already running within Outlook these will be shown in the dialog box.

Click on “Exchange” and “New” to create a new Exchange profile.





### Step 3

Click straight on the “Configure account manually” button.

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:

My account is on an Exchange server

User ID:

Domain:

Password:

Click the right arrow to continue.

### Step 4

Fill out the dialog box on the right. The following text fields need to be filled precisely as such:

“Domain” -> “SoHosted001”  
“Exchange server” ->  
“https://mail.sohosted.biz”

Other text fields shall be filled out as follows:

“Account name” -> (Your own choice)  
“Name” -> (Your full name)  
“E-mail address” -> (Your SoHosted e-mail address)  
“Account ID” -> (Your SoHosted account name)  
“Password” -> (Your SoHosted password)  
Click on “OK” when finished.

Configure account manually

Edit Account

Account Settings Options Advanced Delegate Security

Account name:

Personal information

Name:

E-mail address:

Server information

Account ID:

Domain: SoHosted001

Password:

Exchange server: https://mail.sohosted.biz

Save password in my Mac OS keychain

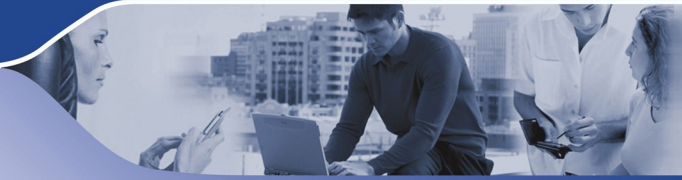
You can also enter Outlook Web Access server addresses, such as http://mail.example.com/exchange, into the Exchange server field. For more information, contact your Exchange server administrator.

This DAV service requires a secure connection (SSL)

Override default DAV port: 443

Cancel OK

/



An example of a completed form is shown on the right.

The screenshot shows a 'Edit Account' dialog box with the following fields and options:

- Account name:** SoHosted - sveinn6002
- Personal information:**
  - Name:** Sveinn Baldursson
  - E-mail address:** sveinn6002@sohosted.biz
- Server information:**
  - Account ID:** sveinn6002
  - Domain:** SoHosted001
  - Password:** [masked]
  - Save password in my Mac OS keychain
  - Exchange server:** https://mail.sohosted.biz

Below the Exchange server field, there is a note: "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."

At the bottom, there are two checkboxes:

- This DAV service requires a secure connection (SSL)
- Override default DAV port: 443

Buttons for 'Cancel' and 'OK' are located at the bottom right.