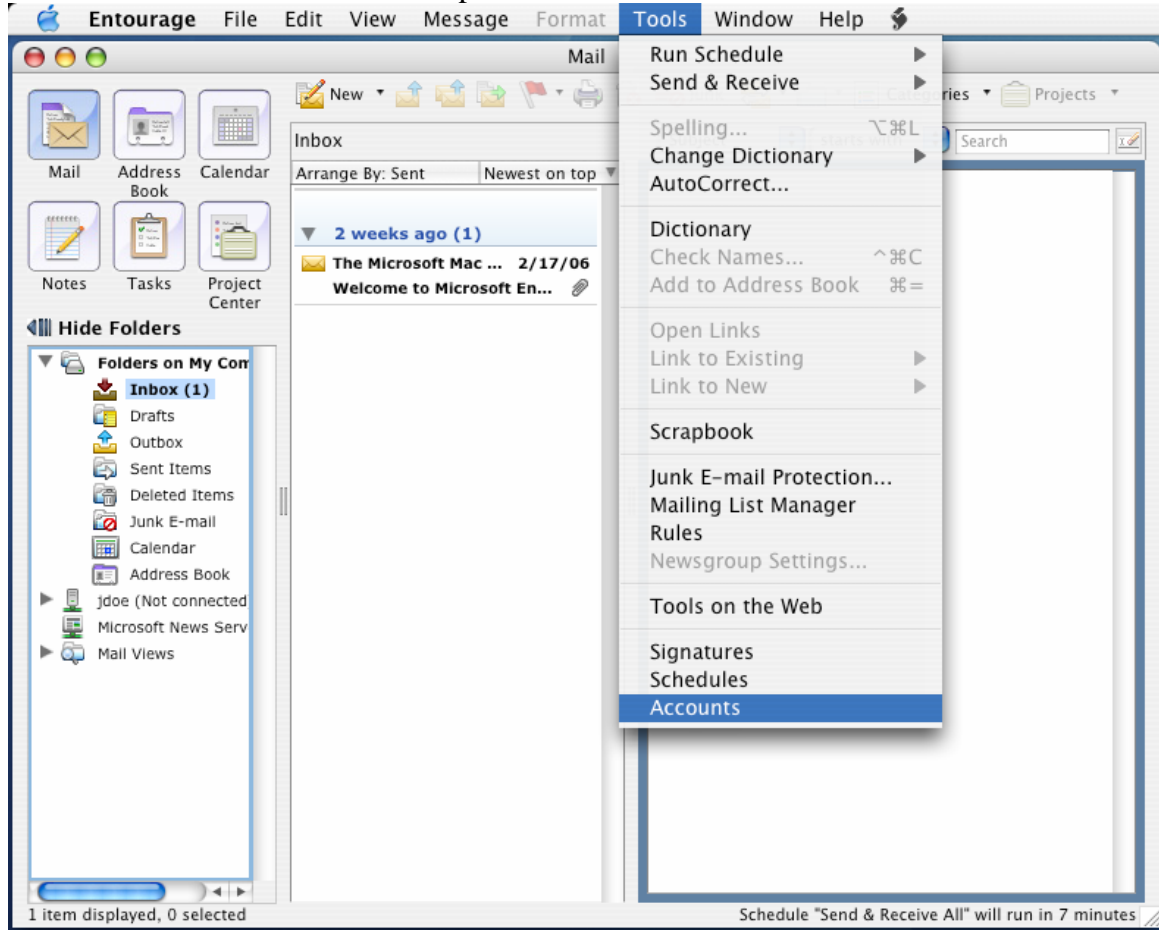
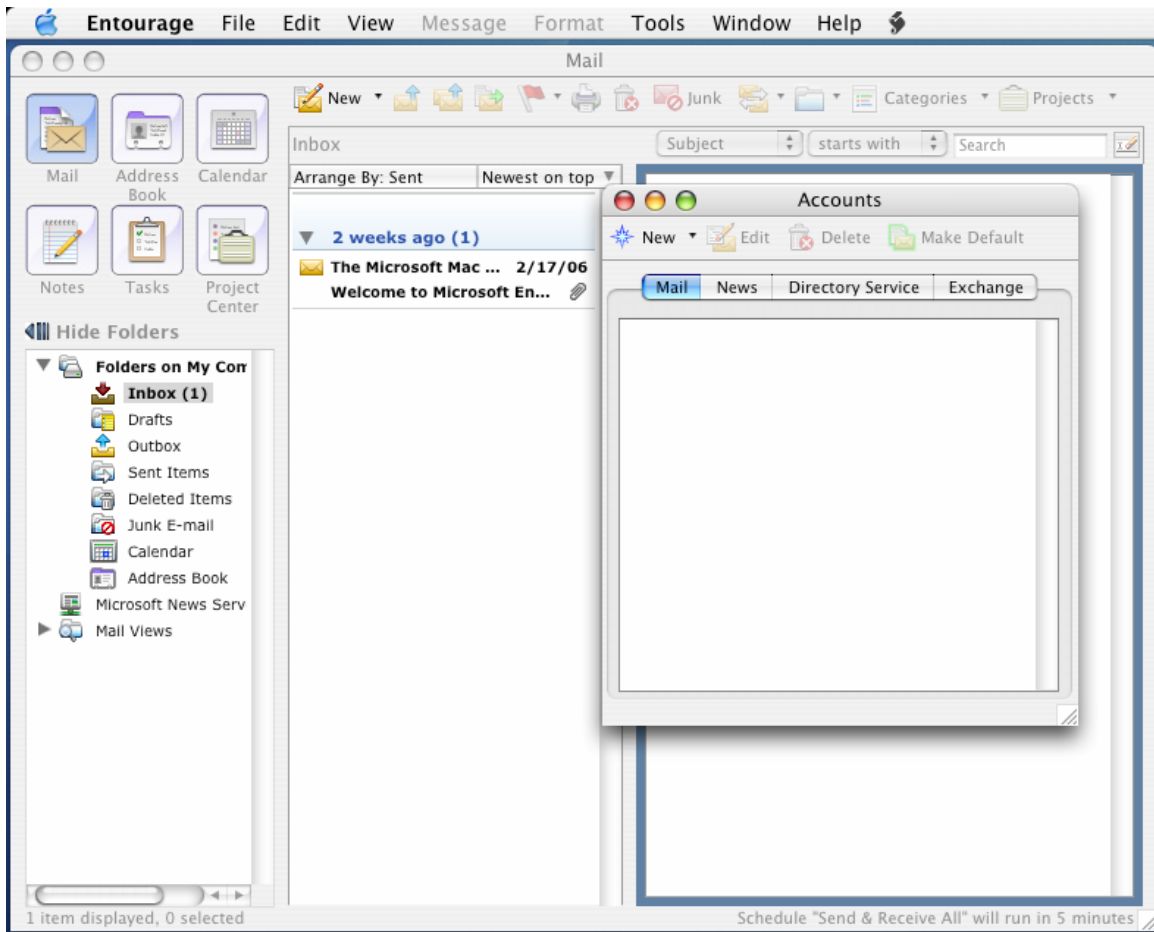


## Setup for Entourage to connect to your OCU Email

Click on Accounts in the Tools drop down menu

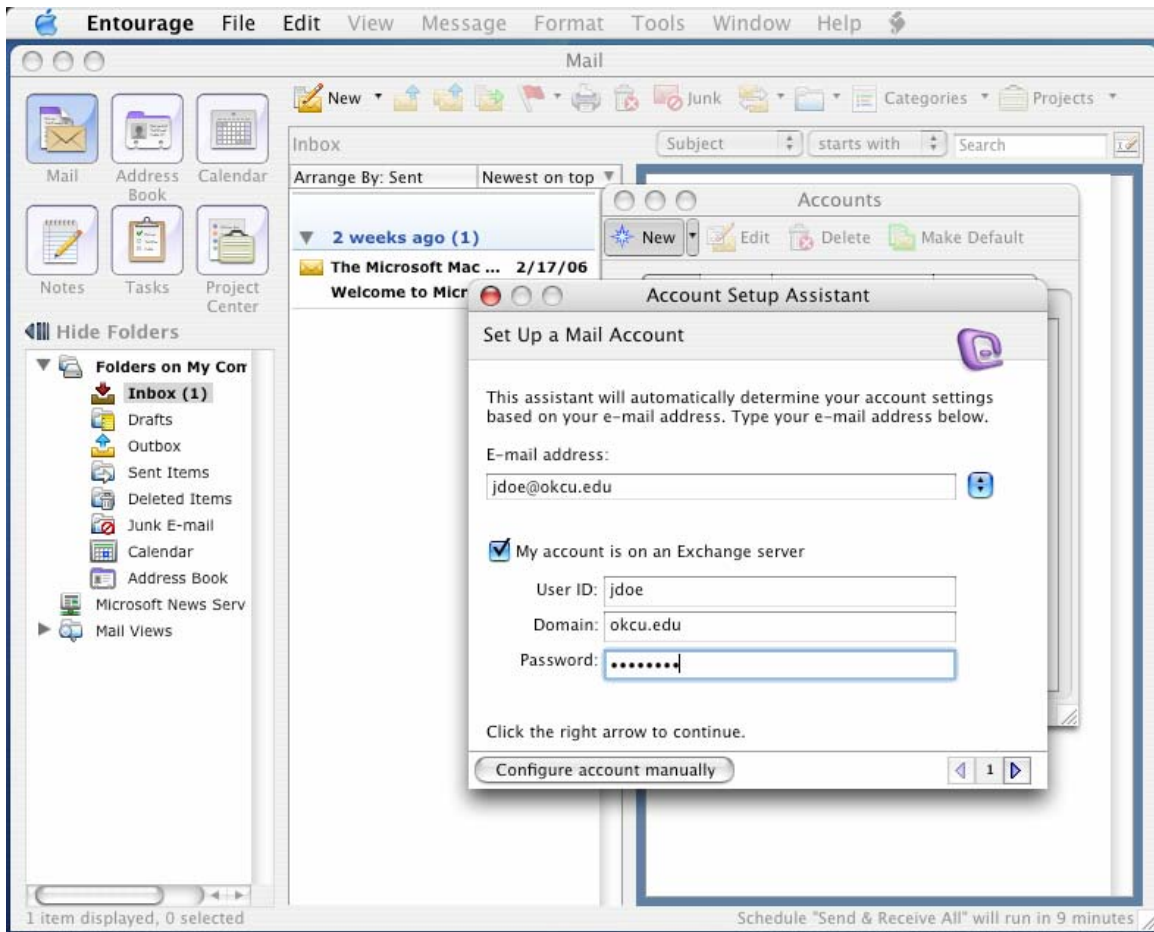


Click the new button at the top of the accounts window



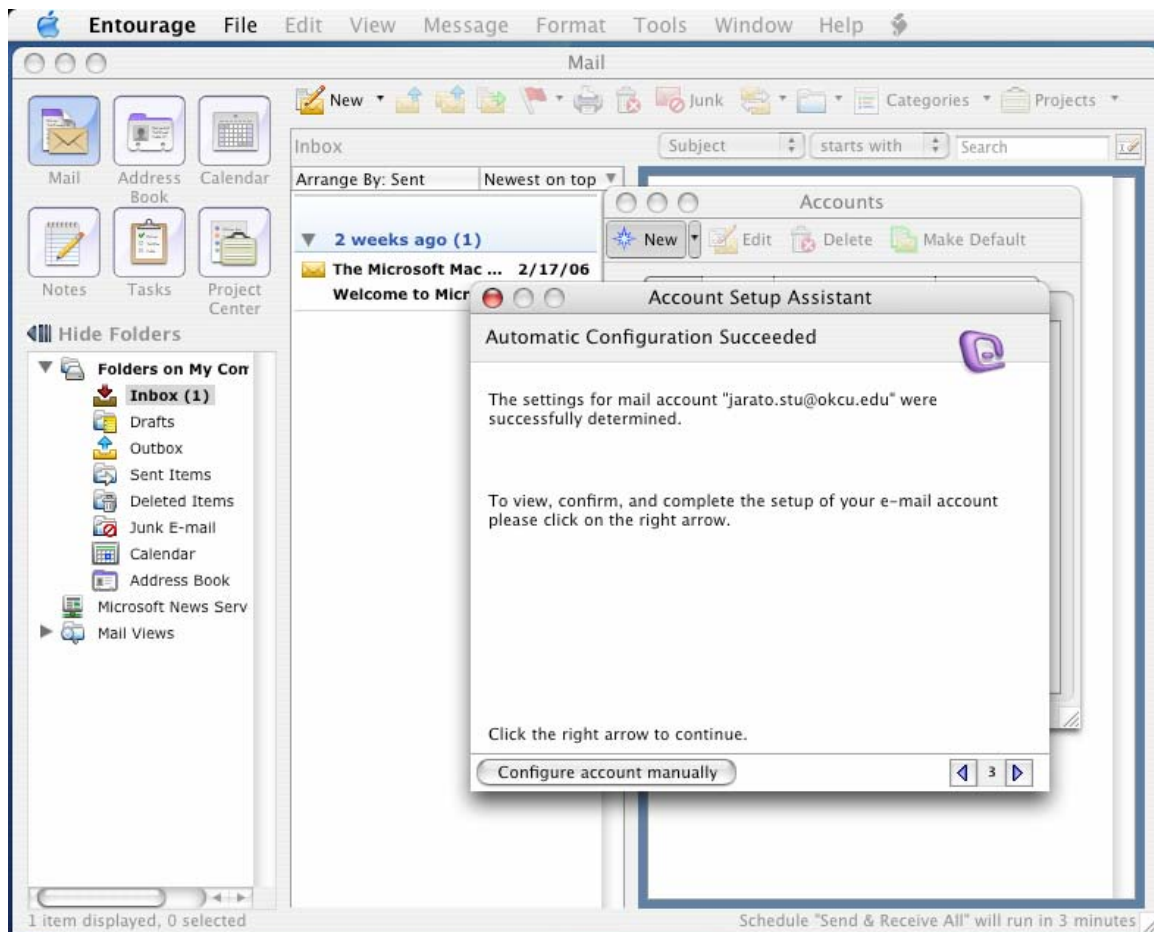
Type your email address in the word box and select the “My Account is on an Exchange Server” check box

For User ID: Type your username  
For Domain: Type “okcu.edu”  
For password: Type your password

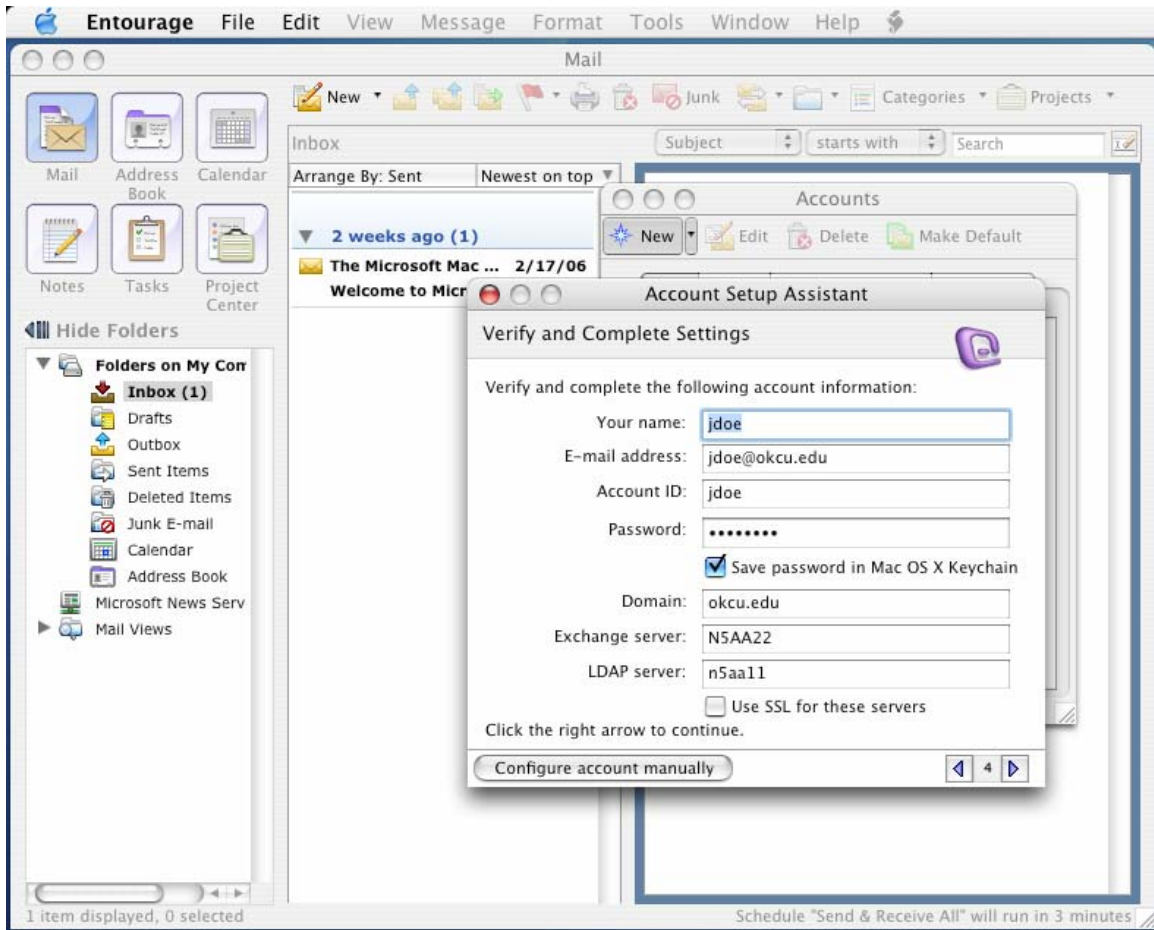


After you have done that click the blue next arrow at the bottom of the screen

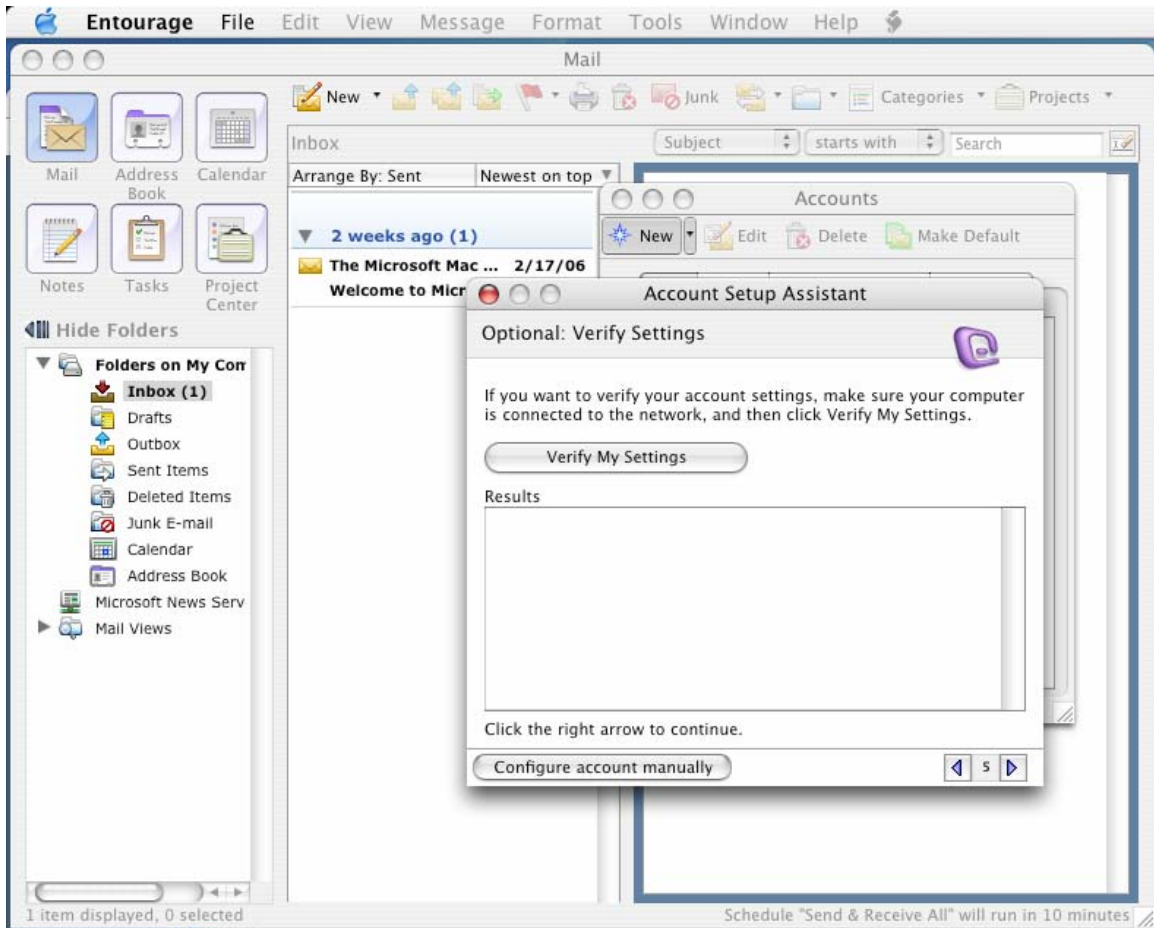
Once it has detected your settings click on the next arrow at the bottom of the window



The window will now display a lot of information about your account, however, one box in the middle of the page, the “Exchange Server:” box will be empty. In this box type email.okcu.edu and in the box that reads “Account ID:” make sure that your username appears without “@okcu.edu” after it. If this does appear after your username delete the extra parts so it looks like the picture below. Then hit the next arrow at the bottom of the screen.



When the next screen appears click on the verify button at the top of the window



Once it finishes verifying, if it completed successfully click the next arrow, if it did not click the back arrow and make sure your settings resemble those in the pictures in this document

All you have to do know is name your what you like and hit the finish button. You should now be able to get your OCU email.

