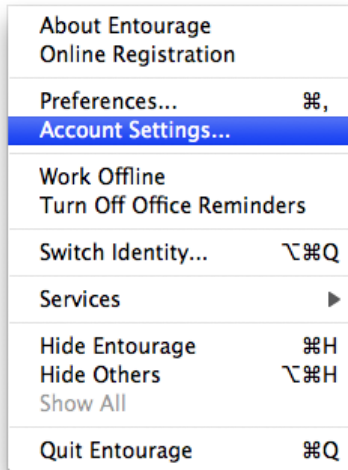


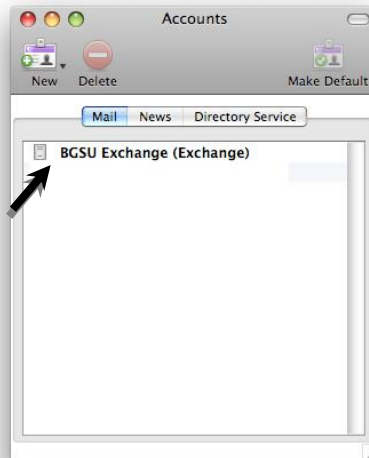
## Opening a BGSU Office Account from Entourage 2008

*Note:* Someone in your department, office or group must first apply for an Office E-mail Account on the BGSU Exchange Server, be notified that the account is set up and ready for use and you must be included in the list of group members who can access the BGSU Office Account before you can use the procedure below.

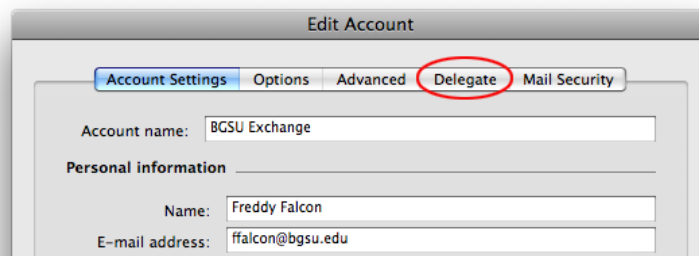
1. On the Entourage menu, select 'Account Settings...



2. Double-click on your BGSU Exchange account setup to open it.



3. Click the **Delegate** tab.

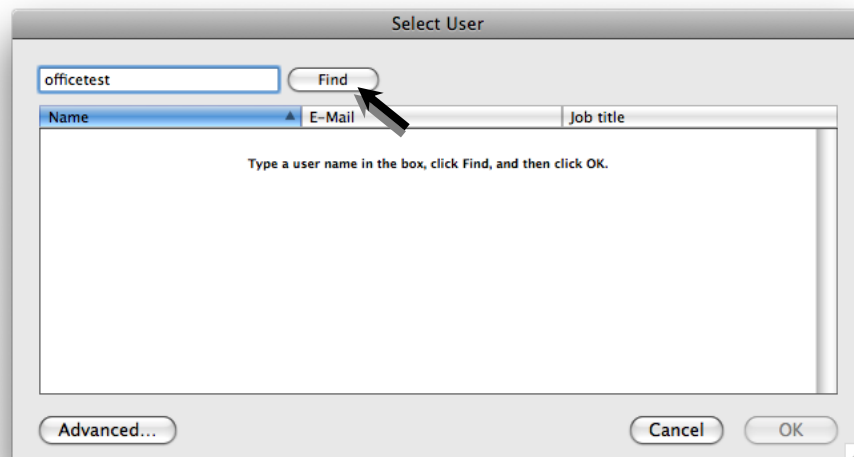


## Opening a BGSU Office Account from Entourage 2008

4. Click the **Add** button under 'Users I am a delegate for'.

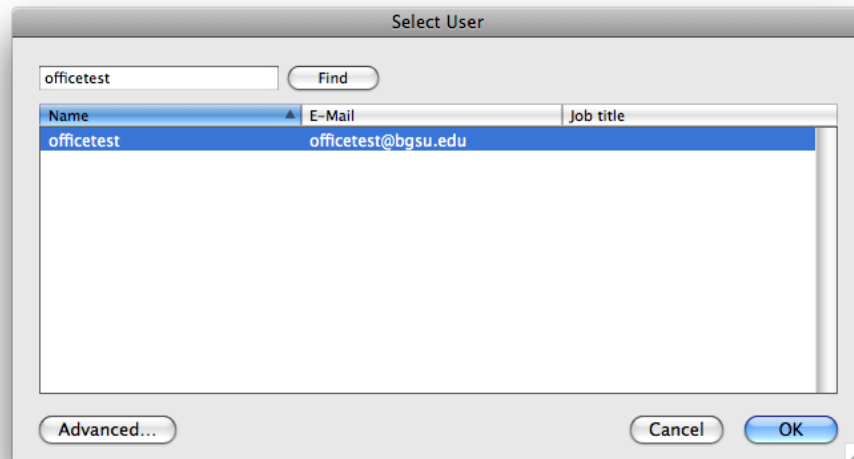


5. Type in the name of your office account and click the **Find** button

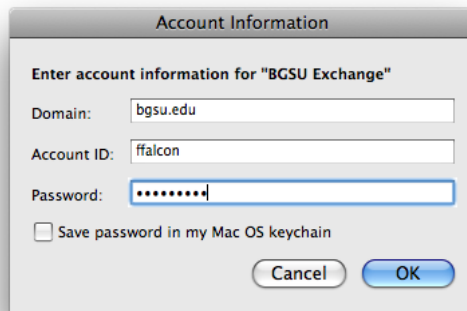


6. When your office account name appears, click on it to select it and enable the OK button. Then click **OK**.

## Opening a BGSU Office Account from Entourage 2008



7. Your office account should now appear in the left navigation pane but be listed as 'Not connected'. Because your account setup has changed, you will now be prompted to login again.



After you login successfully, the 'Not connected' message now disappears and you can now handle the correspondence that arrives through your office account.



This access will always be available in your Entourage account until you repeat this procedure, select your office account on the Delegate tab and click Remove.