

Office 365 Migration for Entourage 2008 EWS

Use these instructions to reconfigure your Entourage application once you have been migrated to Office 365 email and calendaring services.

Once you've been migrated, you will not be able to access your mailbox with Entourage until you follow these steps.

IMPORTANT NOTE:

Office 365 requires Entourage 2008 v13.1 or later to work correctly. Previous versions of Entourage, including Entourage 2004, will NOT work with Office 365.

Determining the version of Entourage installed on your computer:

- Navigate to the **Applications** folder on your hard drive.
- Look for the **Microsoft Office 2008** folder.
 - o If you see Microsoft Office 2011, then please [use the instructions for Office 2011](#).
 - o If you see Microsoft Office 2004, you cannot continue. You must have Office 2008 or later to utilize Office 365. Please contact the HMS IT Service Desk at 617-432-2000 for additional assistance.
- Open the Office 2008 folder. Look for Microsoft Entourage.
- Click **ONCE** on Entourage 2008, and then select **Get Info** from the **File** menu.
- In the General Section, you should see a field for **Version**. This should be 13.x (x is any number)
 - o If the version is 12.x, then Entourage needs to be upgraded. Please contact the HMS IT Service Desk for assistance by calling 617-432-2000 or sending email to itservicedesk@hms.harvard.edu.

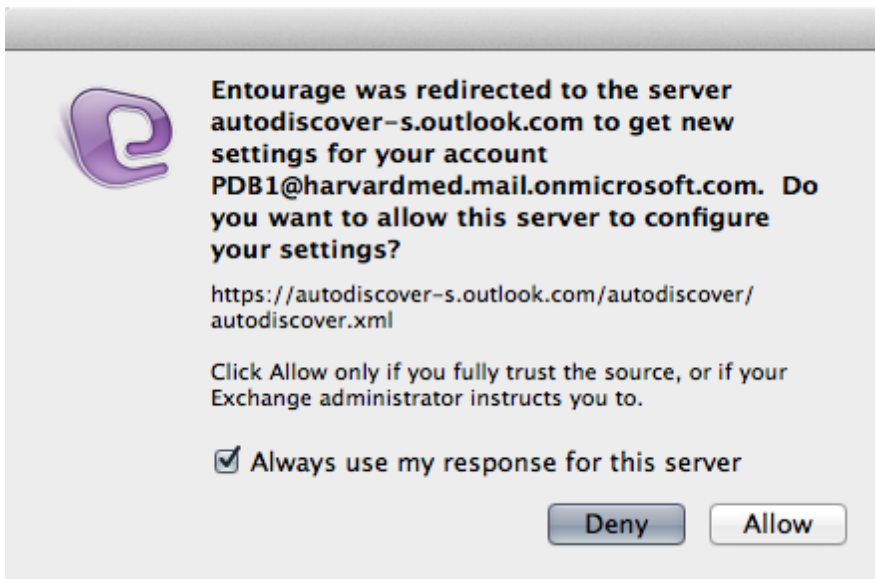
Updating Office 2008 settings for Office 365

1. Launch Entourage 2008.
2. You may see the following error:

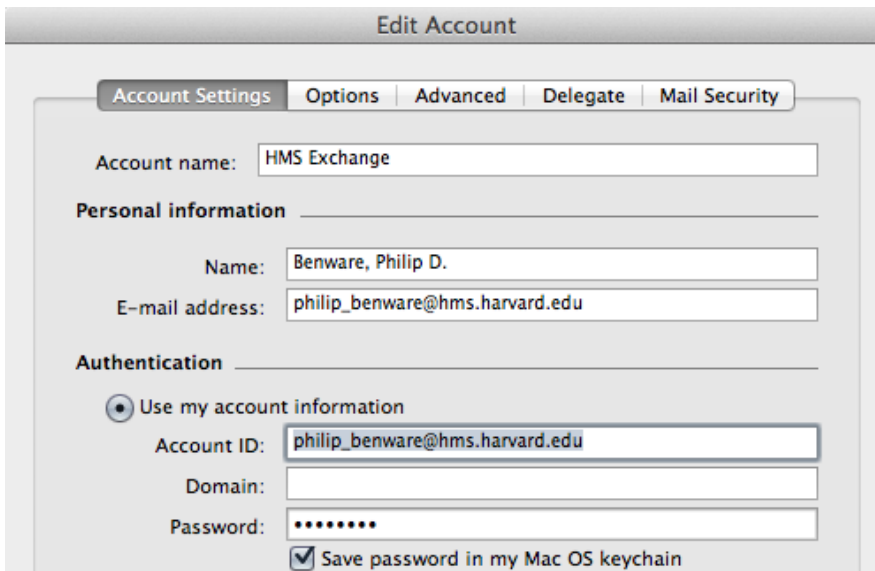


3. Click **Always Allow**.
4. You may see the following message:

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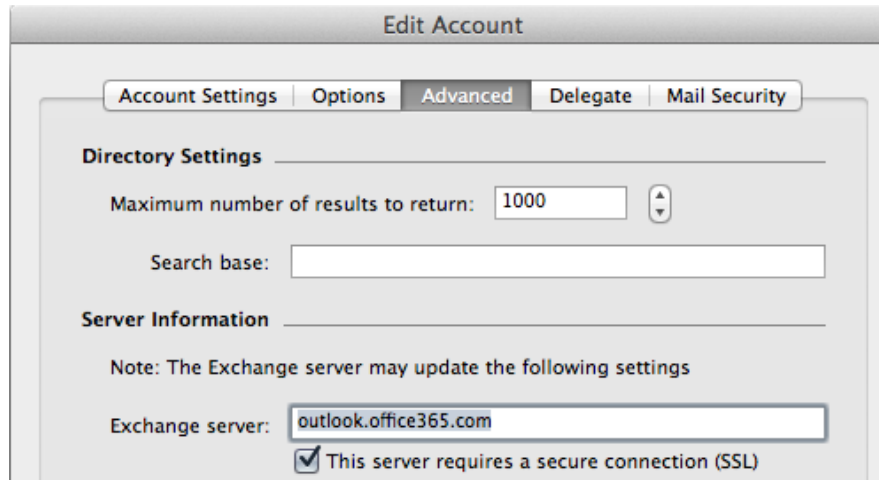
5. Check the box **Always use my response for this server**.
6. Click **Allow**.
7. Click on the **Tools** menu and select **Accounts**. A new window will open.
8. Double-click on your **HMS Exchange** account. The **Edit Account** window should open.



9. Under the **Account Settings** tab, look for the **Account ID:** field.
10. Enter your full, primary email address. Typically, your full primary email address is first_last@hms.harvard.edu. **Not sure what your primary email address is?**
 - a. Log into ecommons.med.harvard.edu
 - b. Click **Preferences**
 - c. Click **Messaging**
 - d. Your primary email address appears under the "E-Mail Options" heading

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11. Click on the **Advanced** tab.



12. Look for the **Exchange server:** field.

13. Change the existing setting to **outlook.office365.com**

14. Click **OK** to save the changes and close the window.

Entourage is now configured to connect to the Office 365 email system.

Connect from Anywhere!

Make sure to try [Outlook Web Access](#) (OWA)!

- Drag and drop email attachments
- Looks and works the same from every browser
- Online archiving
- Quickly filter new messages

Find Out More about Outlook Web App for Office 365

Read about [OWA's new features](#) and how to [get started using OWA](#).