



# CORTADO

The Business Class of Mobile Services

## Entourage 2008 for Mac for Cortado (Exchange)

## Quick Start Guide

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### Safety warning

All ThinPrint products are pure software solutions. Please note the safety warnings in the technical documentation from your hardware vendor and from the manufacturer of each device and component. Before beginning installation, we recommend closing all windows and applications and deactivating any virus scanner.

### How to use this document

The following conventions are used throughout this document to represent recurring actions and text types.

#### Conventions

Note!	Important tip, explanation, exception
SMALL CAPS	Menu, command, dialog panel, option
<i>Italic</i> "Name"	Proper name, emphasis, variable
Courier	Keyboard input
→	Consecutive menu or command
■	Enumeration, head note
Example	Example
–	Procedural steps
1.	
2.	
<a href="#">Page 5</a>	Links
<a href="http://www.cortado.com">www.cortado.com</a>	



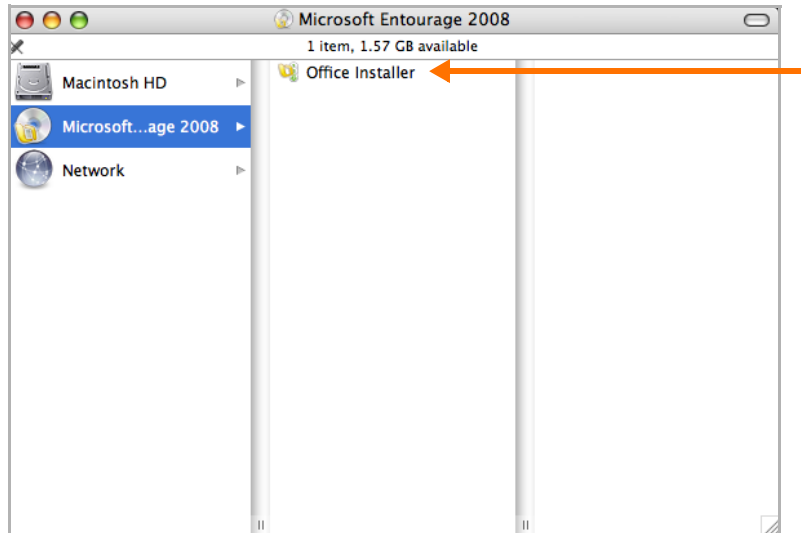
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## Installing Microsoft Entourage

1. Download the file *entourage\_mac\_EN.dmg* to your Mac and open it with a double click. Start the **Office Installer** by double clicking it (Illus. 1).



**Illus. 1** Starting the Office Installer

2. Confirm the next window with CONTINUE.
3. The Office Installer will start now. In the welcome window select CONTINUE (Illus. 2).



**Illus. 2** Welcome window

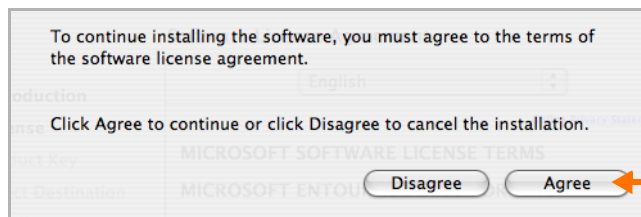


4. Please read the License Agreement and click CONTINUE (Illus. 3).



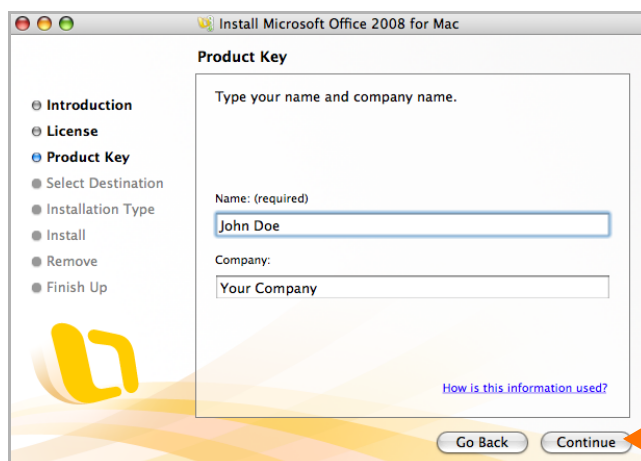
**Illus. 3** License Agreement

5. Accept the license agreement by clicking AGREE (Illus. 4).



**Illus. 4** Accepting the license agreement

6. In the next window enter your name (required) and your company (optional, see Illus. 5). Proceed with CONTINUE.



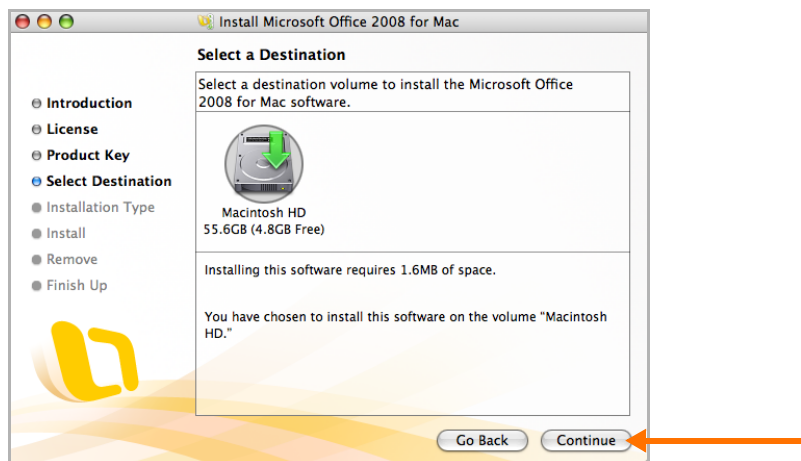
**Illus. 5** Entering your name

7. Your product identification number will be displayed (Illus. 6).  
To proceed, click CONTINUE.



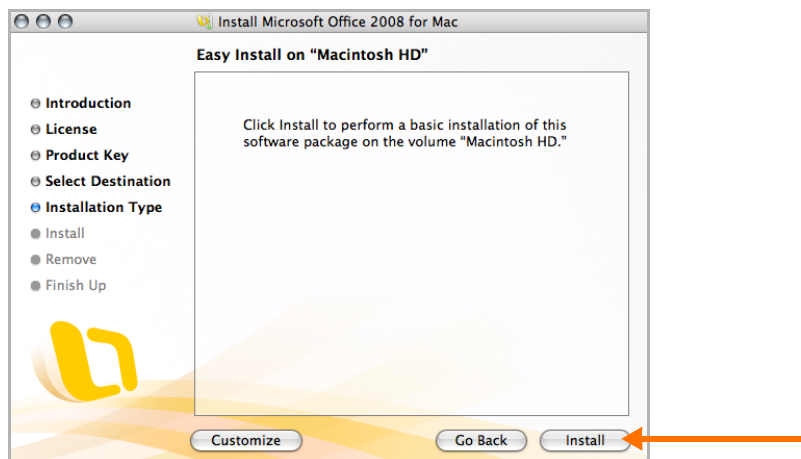
**Illus. 6** Product identification information

8. Define the destination volume and click CONTINUE (Illus. 7).



**Illus. 7** Selecting destination

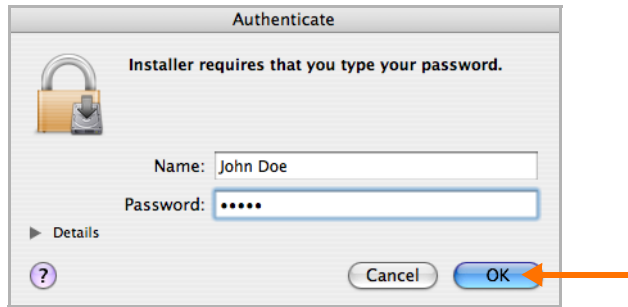
9. To perform a basic installation, click INSTALL (Illus. 8).



**Illus. 8** Starting the basic installation

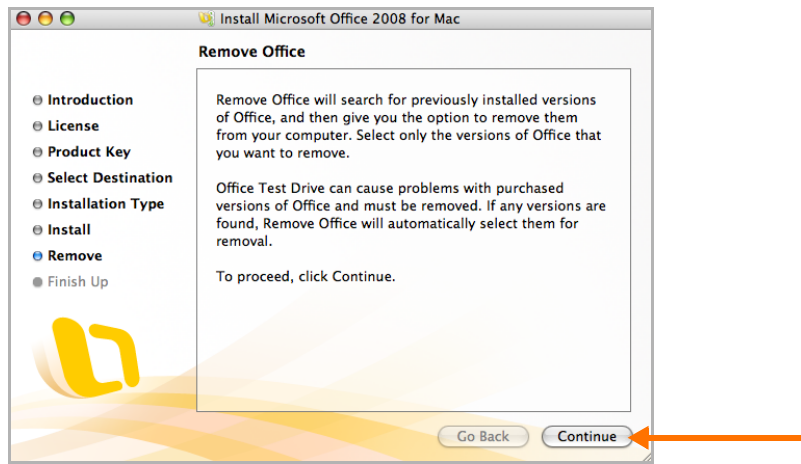


10. Type your password and click OK (Illus. 9).



**Illus. 9** Entering the password

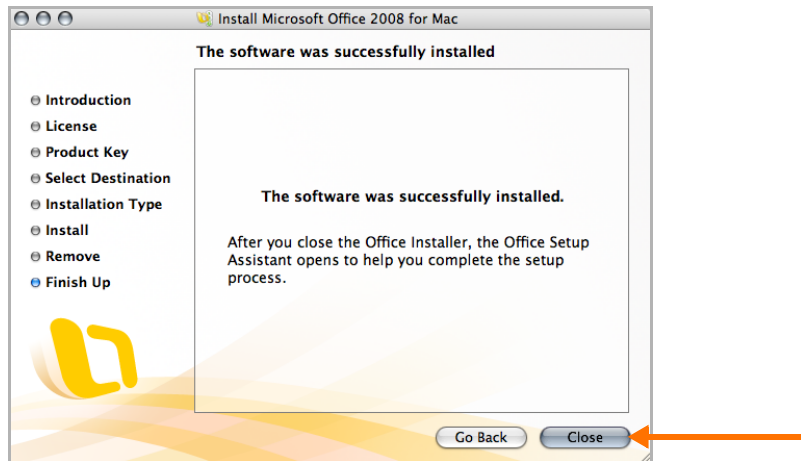
11. Remove Office will search for old Office components and remove them if needed. Start the search with CONTINUE (Illus. 10).



**Illus. 10** Searching for Office components

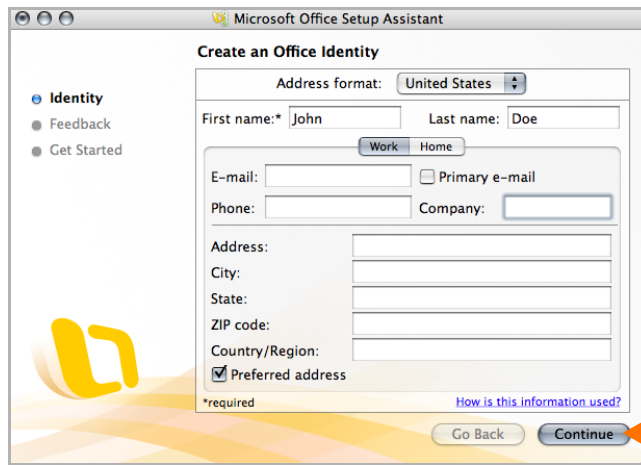
12. Proceed with CONTINUE. If no Office versions could be found, click CONTINUE twice. If Office versions had been found, you can remove them now.

13. After successful installation close the Office Installer with CLOSE (Illus. 11)



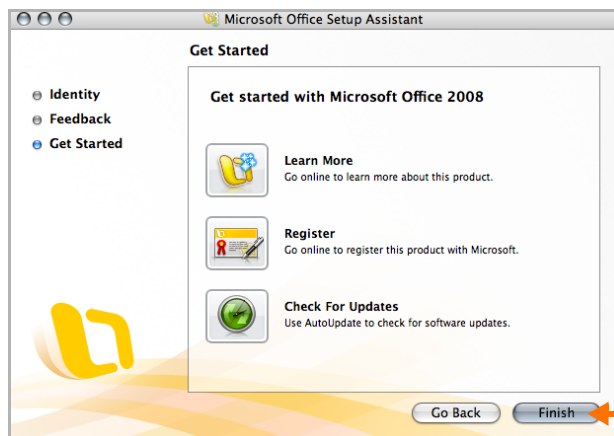
**Illus. 11** Entourage was successfully installed

14. The Microsoft Office Setup Assistant opens; click CONTINUE. Now you can create an Office identity (Illus. 12). Enter at least your name and click CONTINUE.



**Illus. 12** Creating an Office identity

15. If you like, you can give a feedback now. Click CONTINUE to proceed.  
16. In the next window Now you can learn more about Entourage, register the product or check for updates (Illus. 13). To proceed, click FINISH.



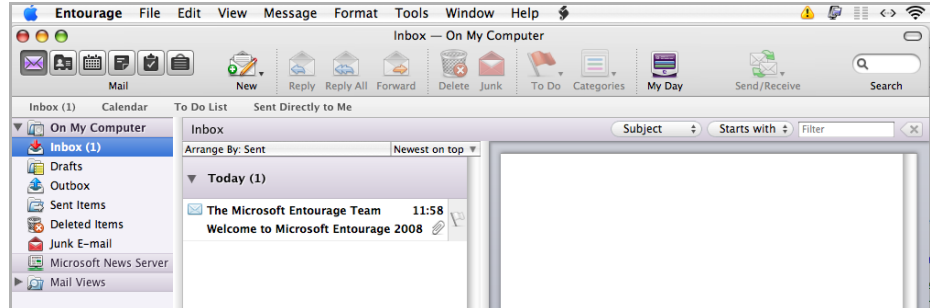
**Illus. 13** Finishing installation

17. A Microsoft Updates window opens. Here you can adjust update settings as requested.



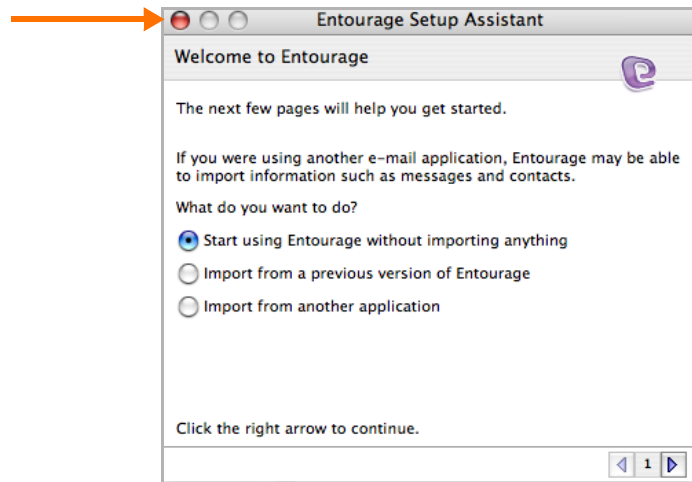
## Configuring Microsoft Entourage

1. Open Entourage for Mac from the dock or from the FINDER→ APPLICATIONS→ MICROSOFT OFFICE 2008→ ENTOURAGE (Illus. 14).



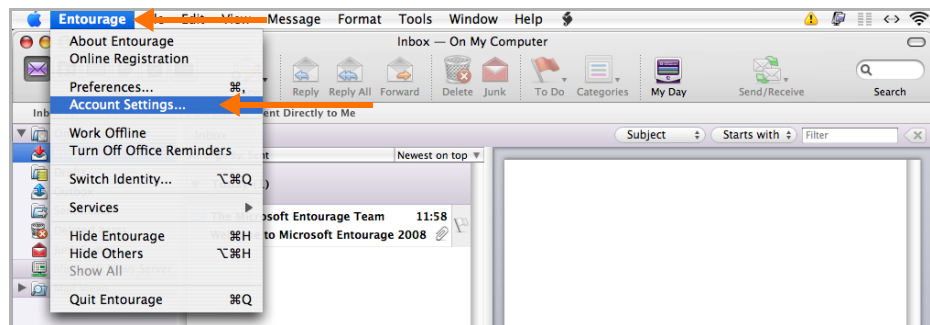
**Illus. 14** Entourage opened

2. The Setup Assistant opens automatically. Close it by clicking the red circle top left (Illus. 15).



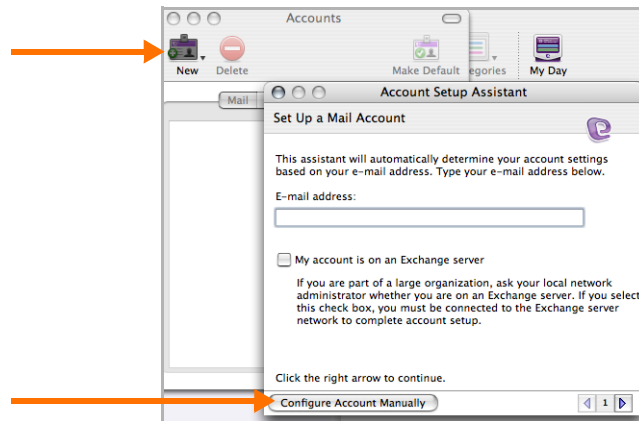
**Illus. 15** Closing the Setup Assistant

3. Select the ENTOURAGE tab and click ACCOUNT SETTINGS (Illus. 16).



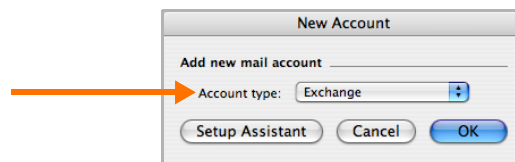
**Illus. 16** Opening the account settings

4. To set up a new account, click **NEW** and then **CONFIGURE ACCOUNT MANUALLY** (Illus. 17).



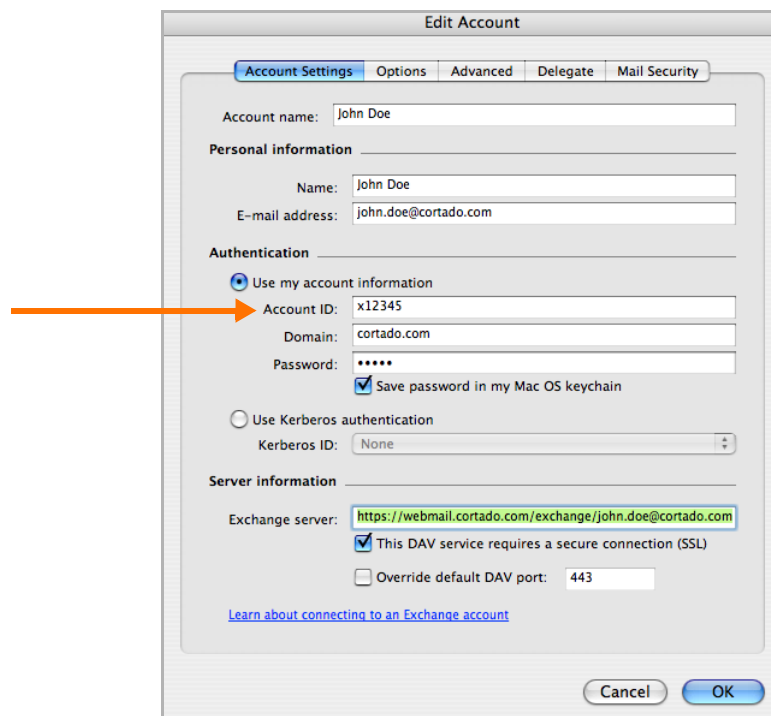
**Illus. 17** Configuring account manually

5. Select **EXCHANGE** as account type and confirm with **OK** (Illus. 18).



**Illus. 18** Selecting an account type

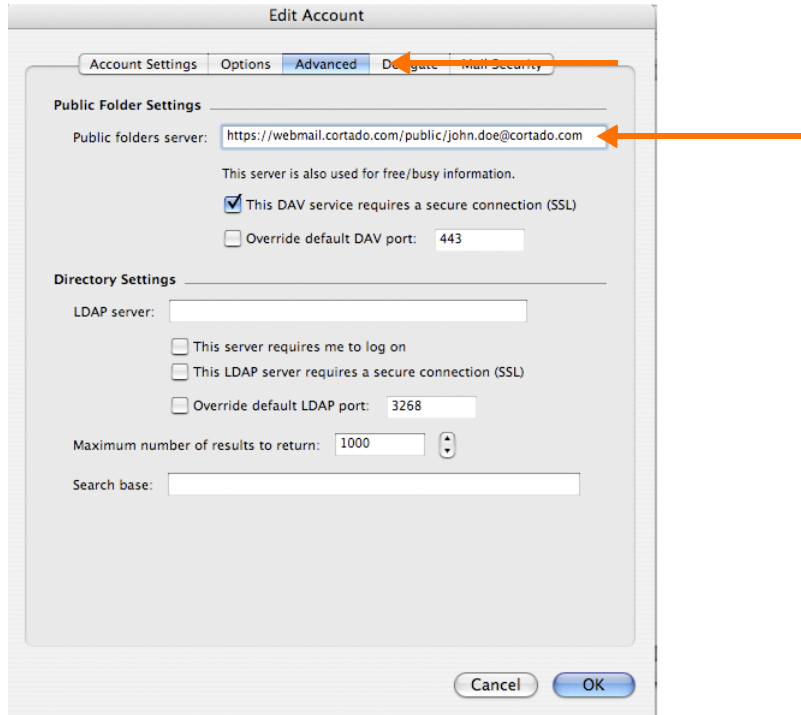
6. In the next window enter your Cortado information as shown in Illus. 19. You can find your **ACCOUNT ID** (e.g. x12345) under the „Personal data“ section of your Cortado account. Confirm with **OK**.



**Illus. 19** Entering account information



7. Select the **ADVANCED** tab (Illus. 20) and enter the public folders server. Confirm with **OK**.

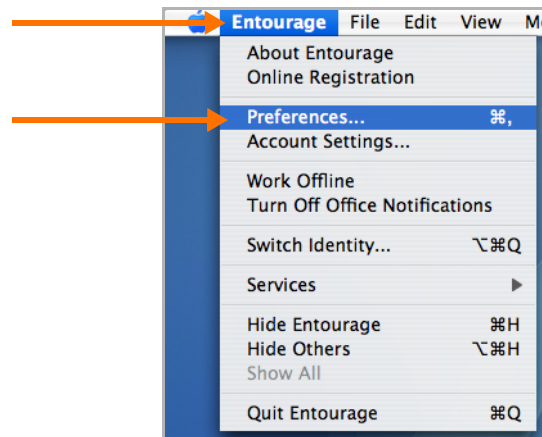


**Illus. 20** Advanced account settings

## Synchronizing Mac Address Book and iCal with the Exchange account

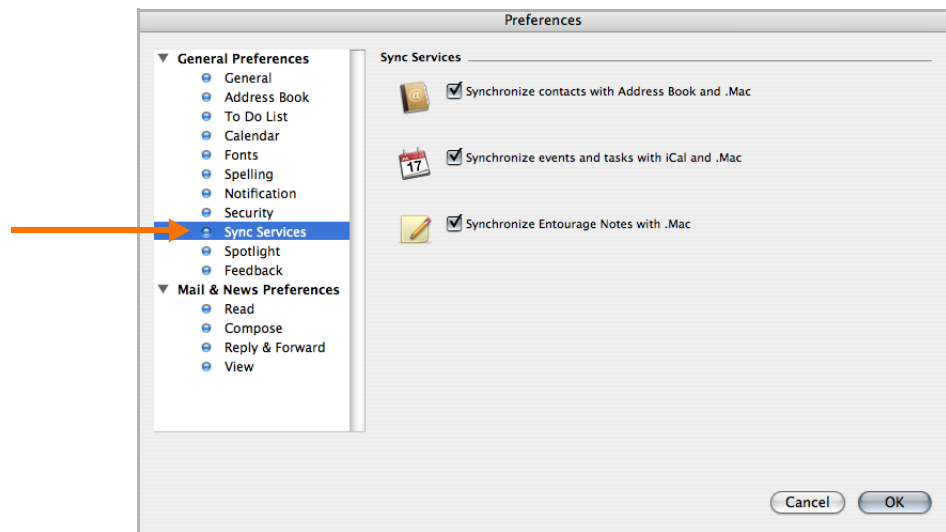
Using Entourage you have the possibility to synchronize your Exchange Calendar and your Exchange Contacts with the native Mac applications Address Book and iCal. After setting up your **Cortado Business Plus** account continue in Entourage as described below.

1. Open Entourage and select **ENTOURAGE** → **PREFERENCES** in the upper menu bar (Illus. 21).



**Illus. 21** Opening PREFERENCES

2. In the PREFERENCES window select SYNC SERVICES (Illus. 22). Contacts, events, tasks, and notes can be synchronized. Confirm your selection with OK.



**Bild 22** Enabling SYNC SERVICES

From now on, all changes you make in your Exchange Contacts and your Exchange Calendar will be synchronized automatically with the entries in your Mac applications, irrespective of the location from where you make your changes.