

This document is for sharing out your exchange mailboxes or calendar for viewing by other UCOP employees. Entourage supports the sharing and adding of additional mailboxes just the same as Outlook does on the windows platform. However the settings in the advanced tab must be set, otherwise the calendar free/busy information will not be available when scheduling events, etc. Also the LDAP server settings need to be specified for Global Address List (GAL) lookups for other employees, groups, etc.

Public Folder Settings:

The Public folder server needs to be set as: **owa.ucop.edu/public**

Also, make sure **SSL is checked** as well.

Directory Settings

LDAP Server:

p-irc-dc01.ad.ucop.edu

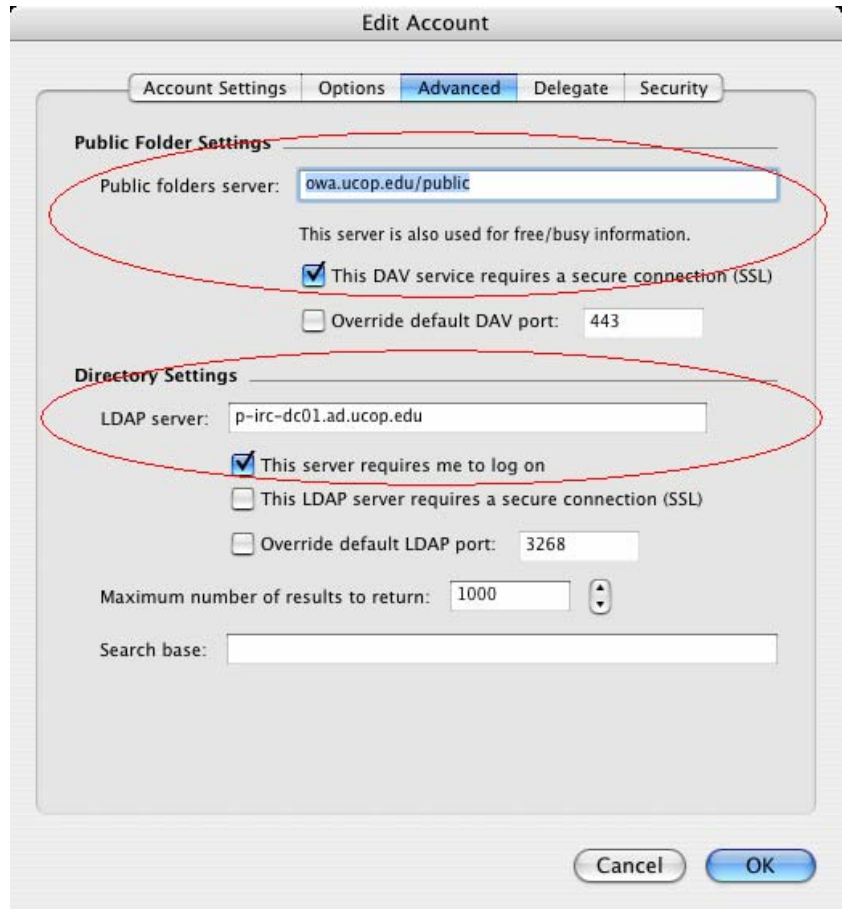
(Note: the previous documentation set the ldap server as irc-nts31.ad.ucop.edu; this server will be taken offline in the future)

Also can use these below as well:

p-irc-dc02.ad.ucop.edu

p-irc-dc03.ad.ucop.edu

Also, make “**This server requires me to log on**” is checked.

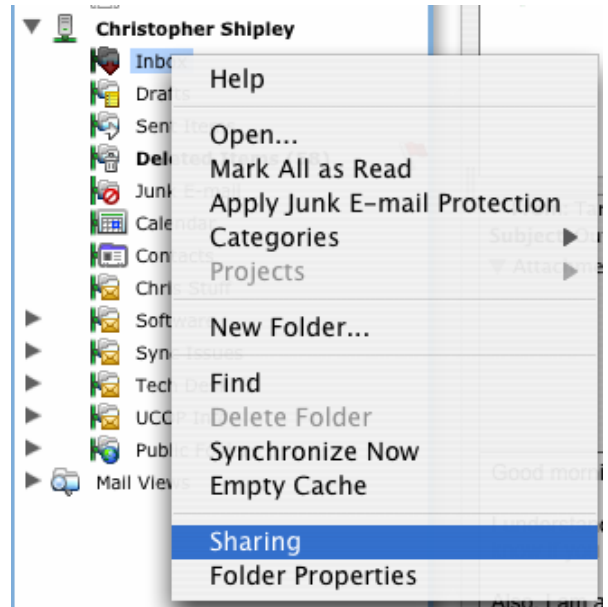


Once these settings are in place, you will be able to view other UCOP employees’ calendar free/busy information as well as search the GAL (Global Address List) for other users and groups.

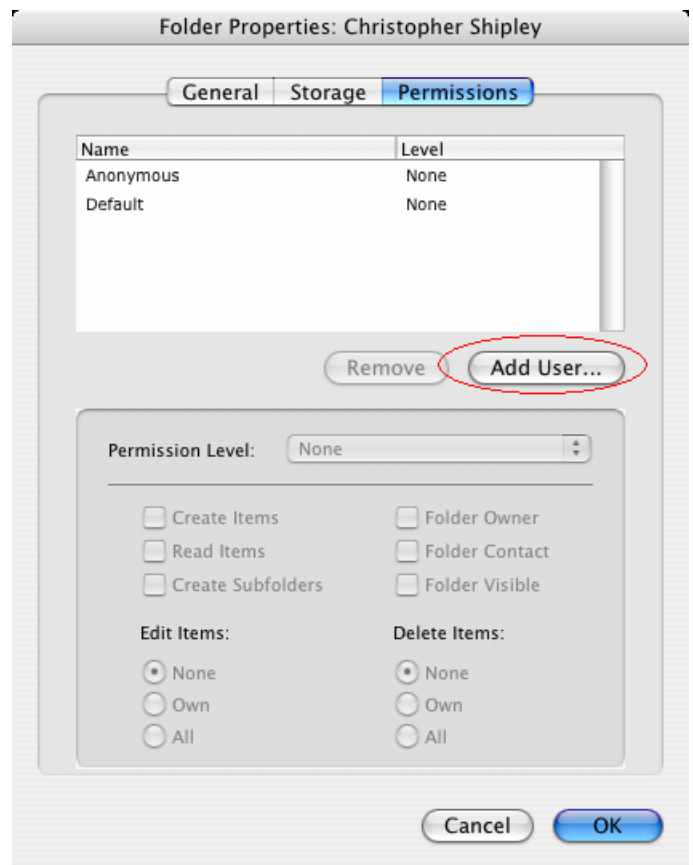
The next few steps will be showing you how to share your “inbox” and “calendar”, however you may share any mailbox, contacts, tasks, etc.

Sharing your Inbox and/or Calendar in Entourage

Step 1) In Entourage, **Ctrl + click** your “Inbox” folder and choose “**Sharing**”. (Note: Ctrl = control key).



Step 2) Next you will get the Folder Properties window, make sure the Permission tab is active and select **Add User**.

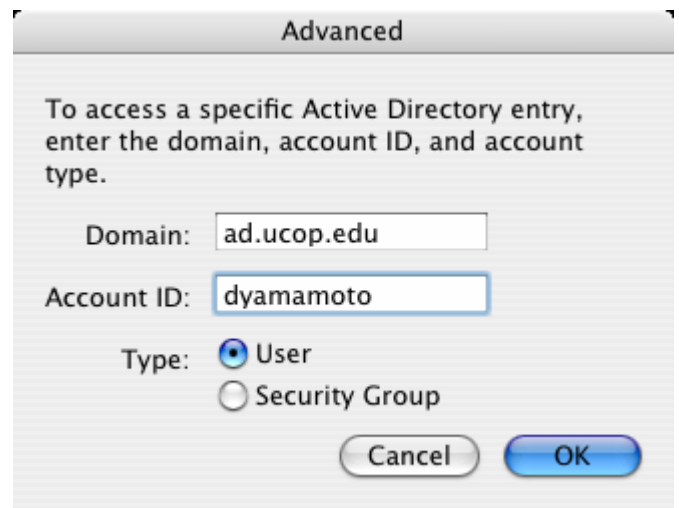


Step 3) Next will be the select user screen, select the option of **Advanced** in bottom right corner.



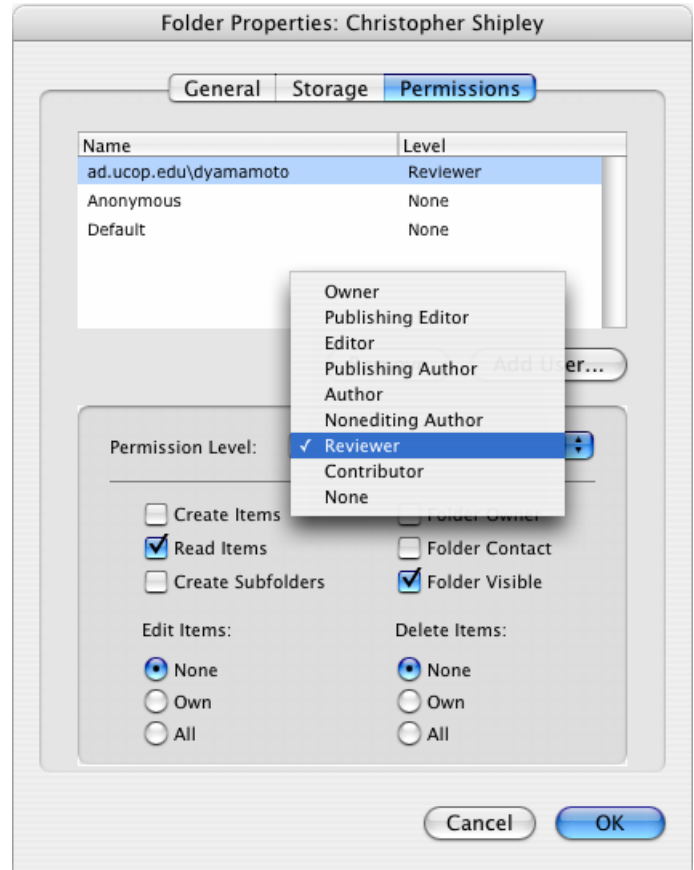
Step 4) Next in the Advanced window type in the UCOP domain (**ad.ucop.edu**) and the **Account ID** of the user you are wanting to share your inbox with. (Note: the account ID is First Name Initial, first 7 characters of last name, total 8 characters). Select what type, User or a Security Group. Select **OK**.

(Note: You can add more than one user or group into your sharing, just select Advanced again, and add the additional user(s) or groups.)

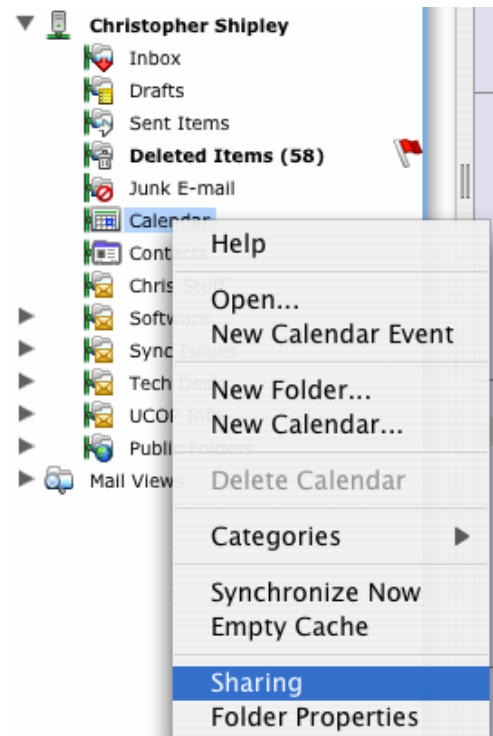


Step 5) Next, select the permission you want the user to have, below is explanation of all. *(In this example I set permission for user (dyamamoto for Reviewer, with this permission set, Daryl can view my inbox).* Once permission is set for one or all users, select **OK**.

With this permission level (or role)	You can
Owner	Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels others have for the folder. (Does not apply to delegates.)
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)
Editor	Create, read, modify, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and modify and delete items and files you create. (Does not apply to delegates.)
Author	Create and read items and files, and modify and delete items and files you create.
Contributor	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)
Reviewer	Read items and files only.
Custom	Perform activities defined by the folder owner. (Does not apply to delegates.)
None	You have no permission. You can't open the folder.



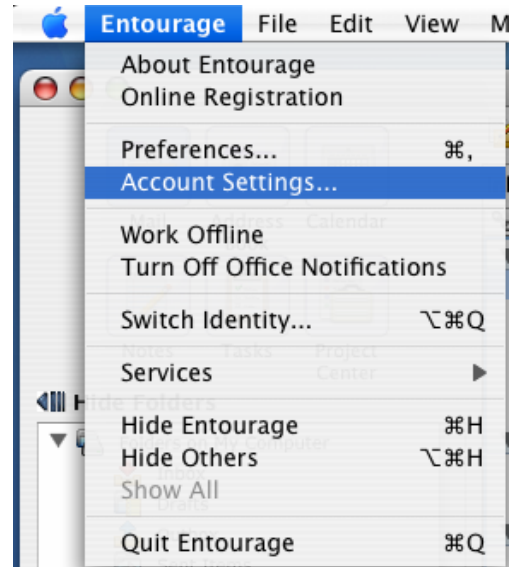
Step 6) You can setup sharing on your calendar as well, **Ctrl + click** your “Calendar” and choose “**Sharing**”. (Note: Ctrl = control key). *Follow the same steps from Step 2, for adding users and setting permissions.*



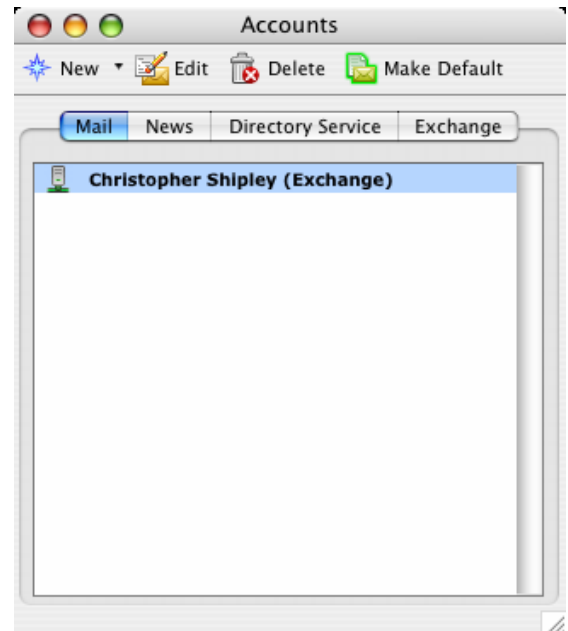
Sharing your Inbox and/or Calendar in Entourage

Now we will explain how to add additional “shared” mailboxes and calendars to the Entourage client. Prior to adding the additional mailboxes or calendars the permissions need to be set, also the advanced settings in the account setup need to be corrected for the sharing to work effectively. Please see the section prior to this “Sharing your Inbox and/or Calendar in Entourage”.

Step 1) In Entourage, go to **Entourage** and select **Account Settings**.

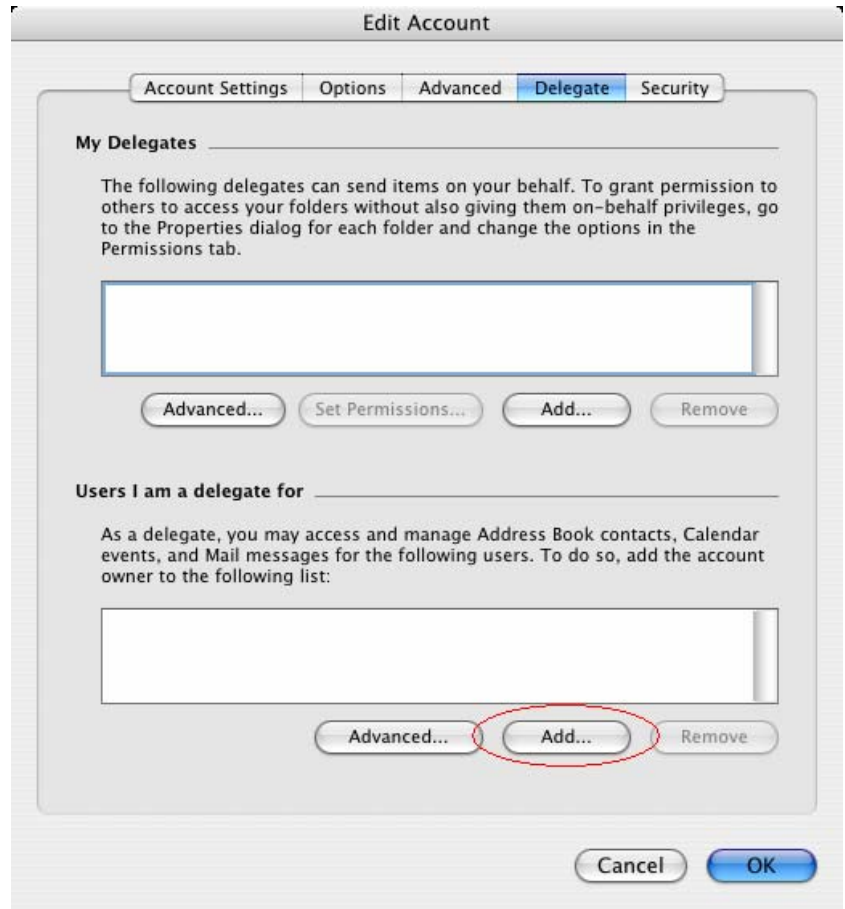


Step 2) Highlight your exchange account and select **Edit**, or just double click your exchange account.

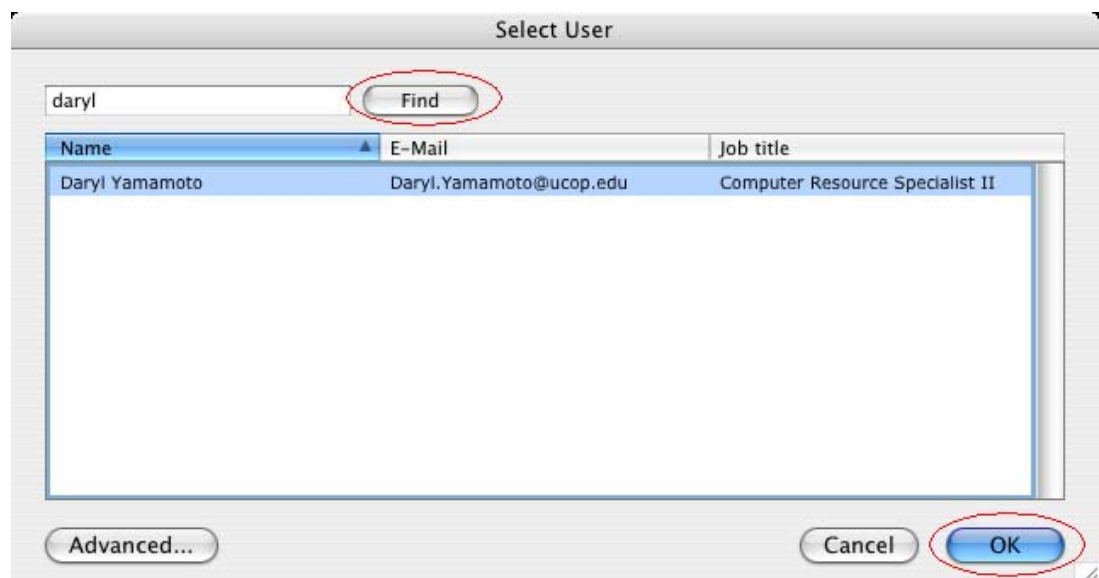


Sharing your Inbox and/or Calendar in Entourage

Step 3) The Edit Account is screen is now open, need to select the **Delegate** tab. Then under the “Users I am a delegate for”, select the “**Add**” button.



Step 4) The select user window will appear, type in the users' name of the shared mailbox or calendar, and select Find. Once the users name is found, highlight and select **OK**.



Step 5) You can also use the Advanced button in the bottom right to specify the name, email and server address.

Name: Users name (first last name)

Email address:

firstname.lastname@ucop.edu

Server address: **owa.ucop.edu**

Make sure **SSL is enabled** (checkmark)

Once done, select **OK**.

Advanced Settings

User's Identity

Name: Daryl Yamamoto

E-mail Address: daryl.yamamoto@ucop.edu

Server Options

Server address: owa.ucop.edu

You may also enter Outlook Web Access server address, such as http://mail.example.com/exchange/

Requires a secure connection (uses SSL)

Override default port 443

Cancel OK

Step 5a) If Entourage is having problems connecting to the users' calendar; you can enter the full path to the users' mailbox to resolve the problem (owa.ucop.edu/exchange/firstname.lastname). Once done, select **OK**.

Advanced Settings

User's Identity

Name: Daryl Yamamoto

E-mail Address: daryl.yamamoto@ucop.edu

Server Options

Server address: owa.ucop.edu/exchange/daryl.yamamoto

You may also enter Outlook Web Access server address, such as http://mail.example.com/exchange/

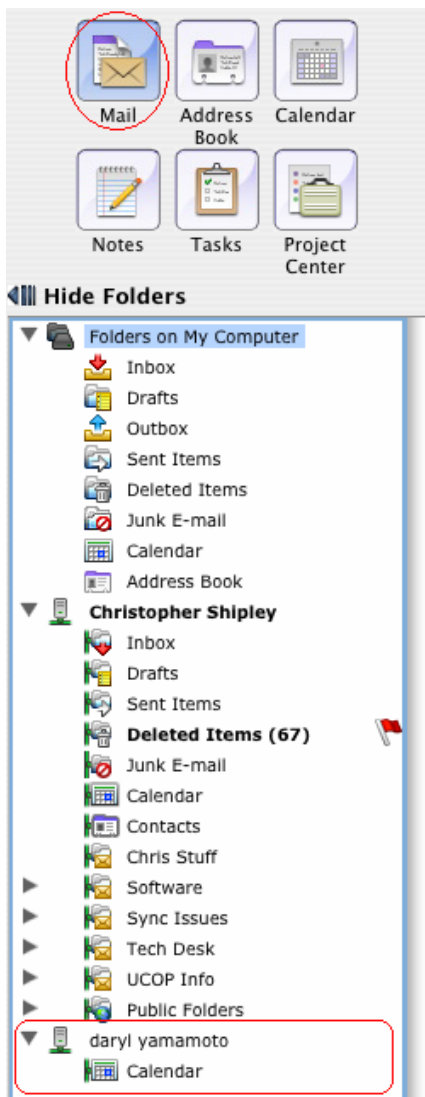
Requires a secure connection (uses SSL)

Override default port 443

Cancel OK

Step 7) In the Delegate tab, you should see the users name specified in the last few steps; select OK.

Step 8) Back in the main Entourage window, select the Mail icon at top, you will now see the additional users mailbox listed (circled in Red). *Note: Depending upon the permissions set, the list of folders will vary, Inbox, Calendar, Contacts, etc.*



Step 9) Also if you click on the Calendar icon at top, you will see the additional Calendar listed. *Note: If the calendar permissions has not been given or set, the calendar will not be listed, reviewer permission is the minimal requirement.*

