

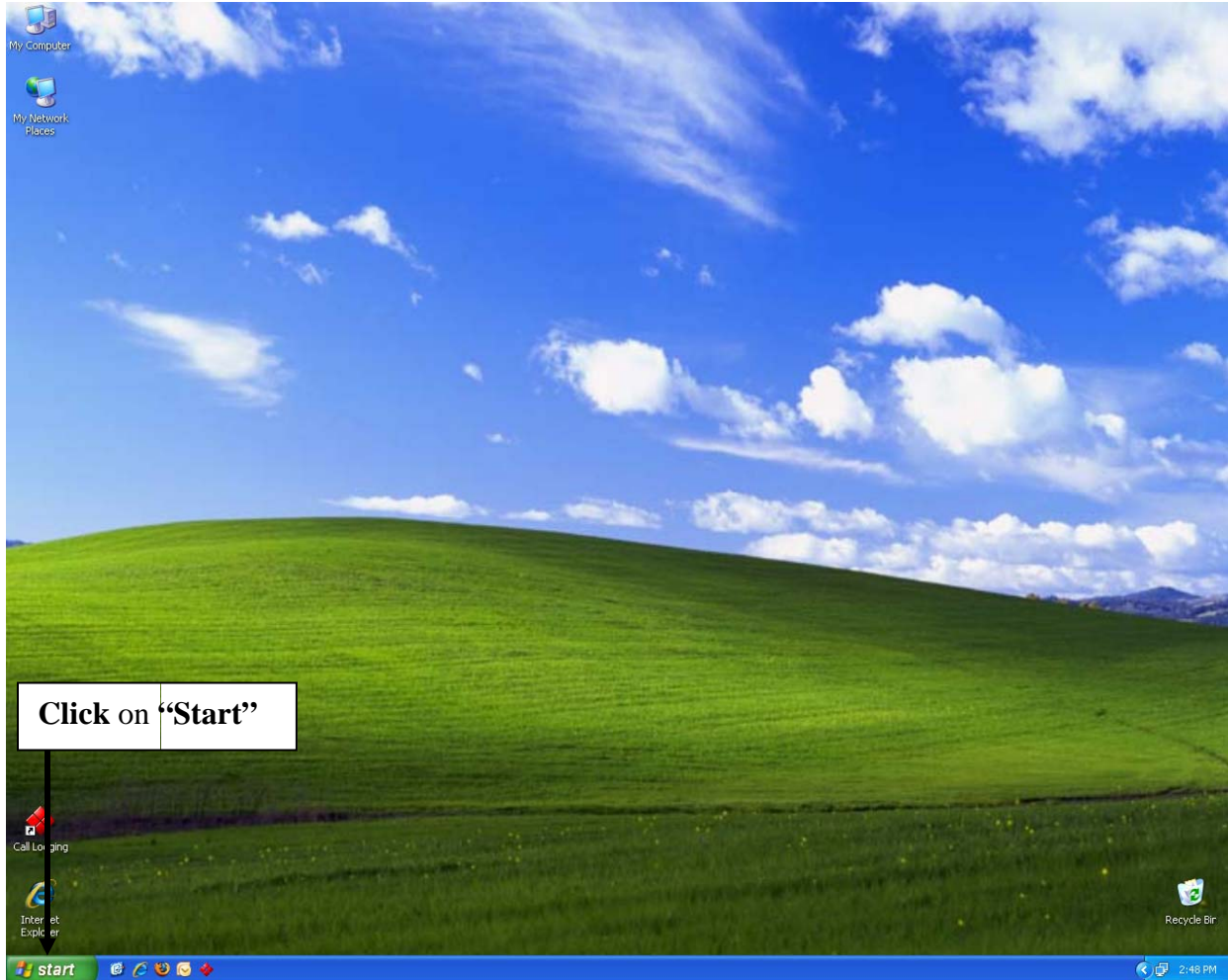


**INFORMATION & TECHNOLOGY
SERVICES HELP DESK**

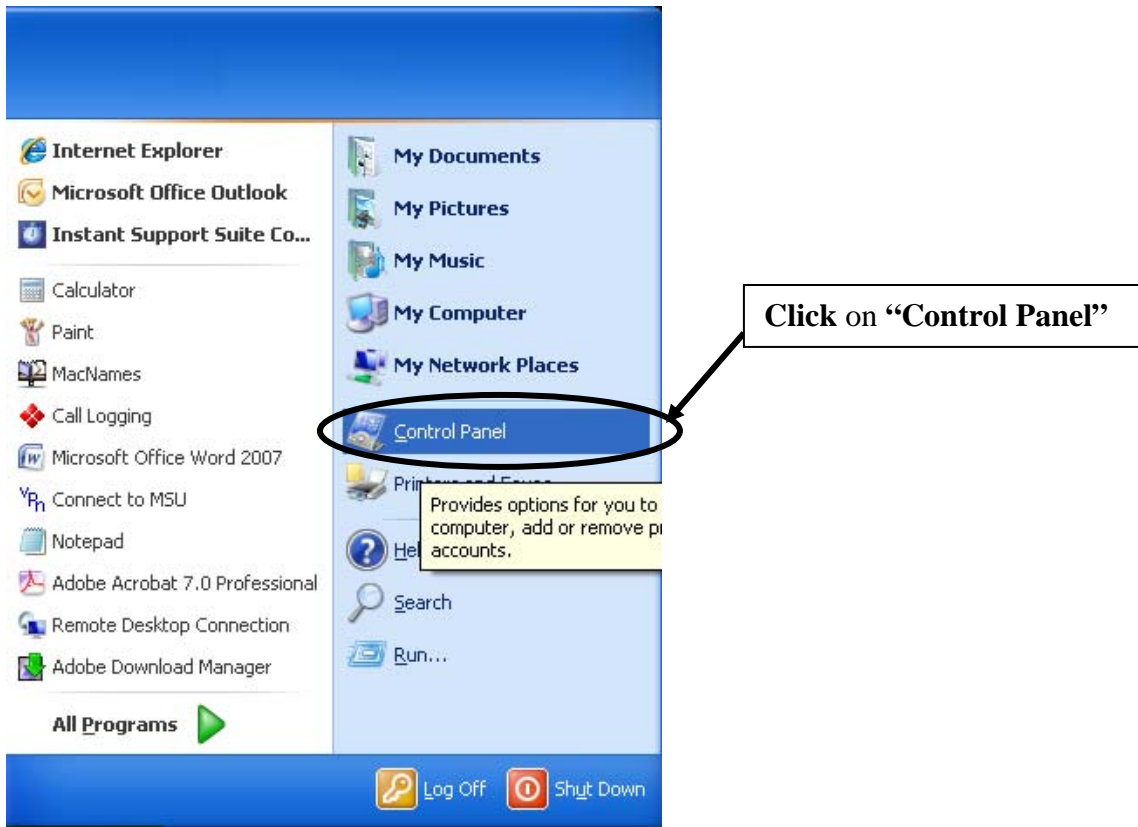
XP OR VISTA

**HOW TO SETUP OUTLOOK 2007
USING EXCHANGE OFF-CAMPUS
(INCLUDING THE RES HALLS)**

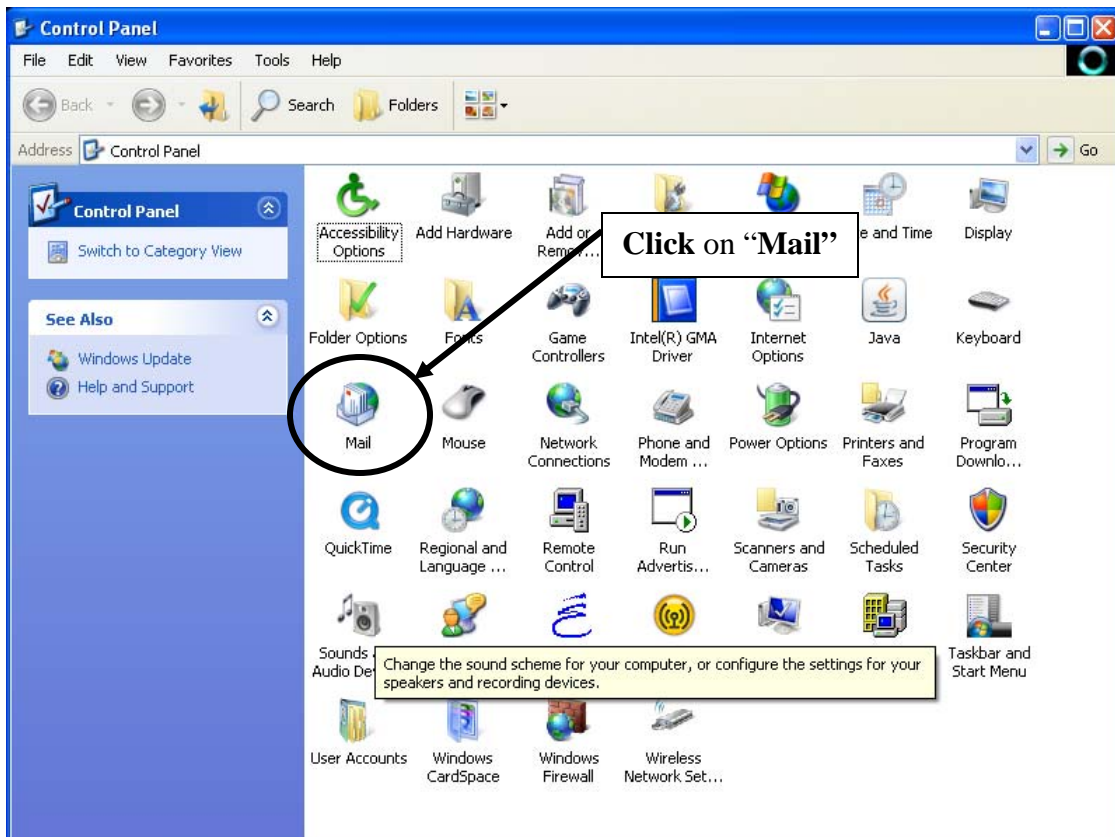
1. Click on "Start".



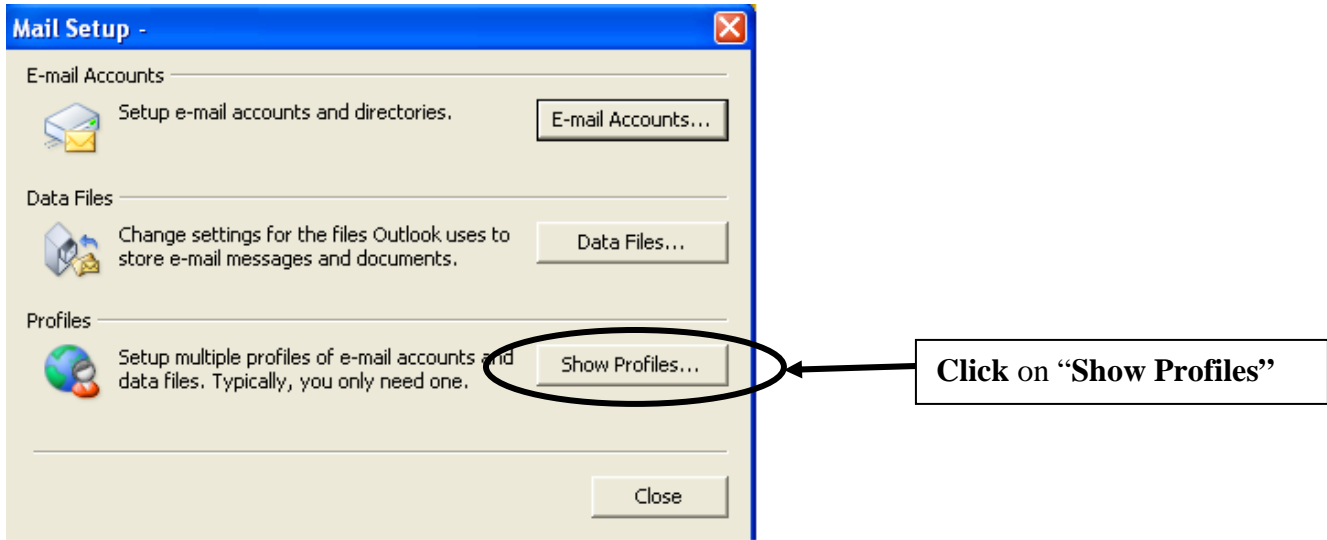
2. Click on “Control Panel”.



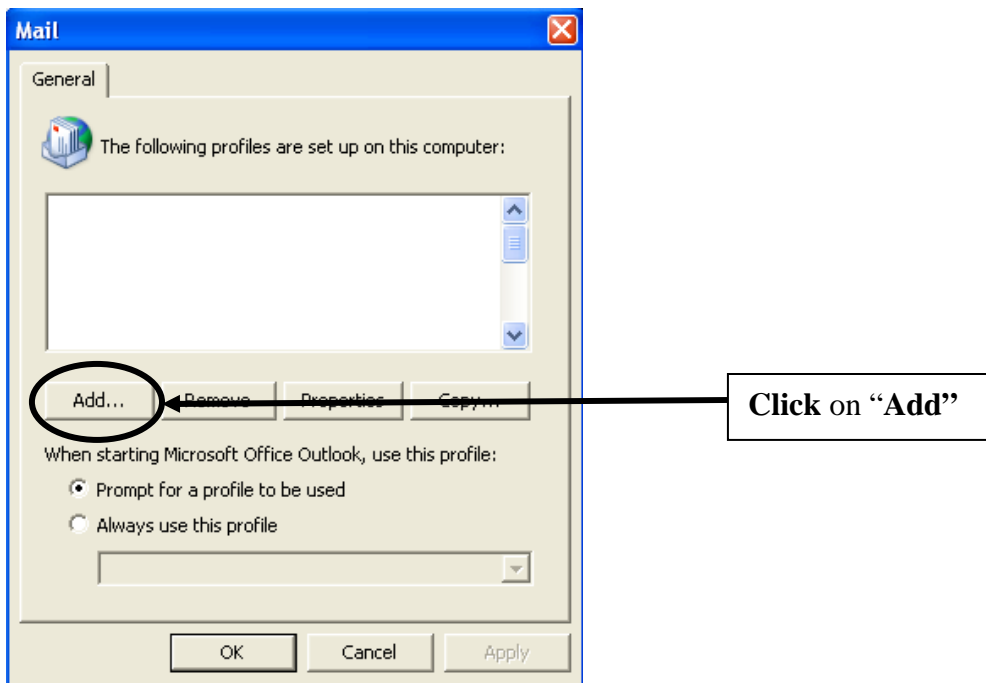
3. Click on “Mail”.



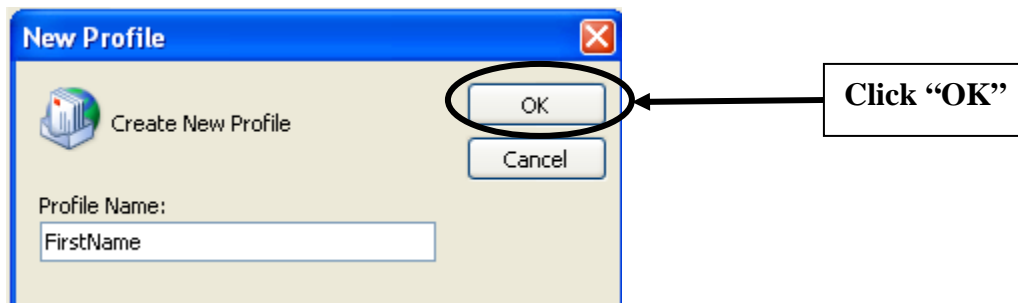
4. Then **click** on “show profiles...”



5. **Click** on “Add”.



6. **Type** in your *first name* and then **click** “OK”.



7. Fill out the information that is listed below.
 - a. In the *Your Name* field, **fill** in your **First and last name**.
 - b. In the *Email Address* field, **fill in your Full MSU Email Address**.
 - c. In the *Password: and Retype Password* field, **enter your campus password**.
 - d. Then **click “Next”**.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

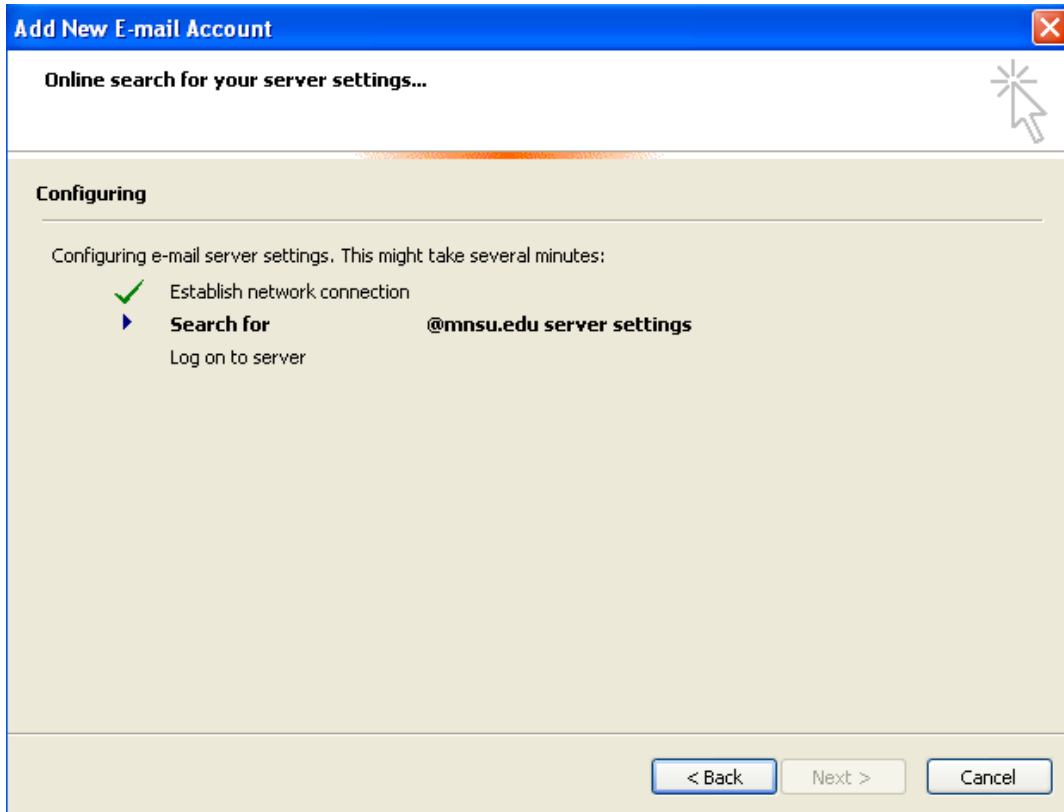
Password:
Example: barbara@contoso.com

Retype Password:
Type the password your Internet service provider has given you.

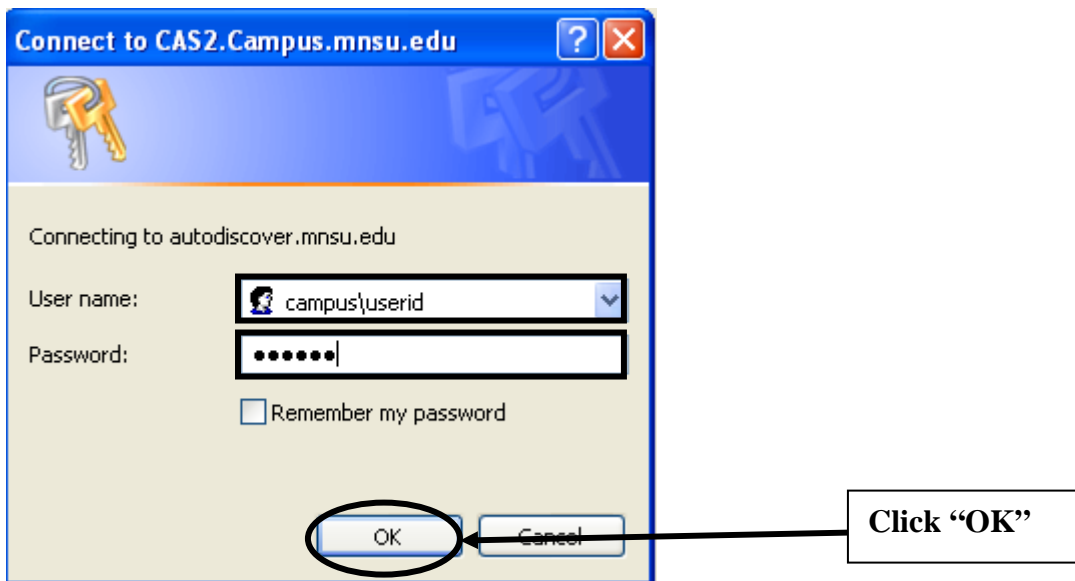
Manually configure server settings or additional server types

< Back **Next >** Cancel

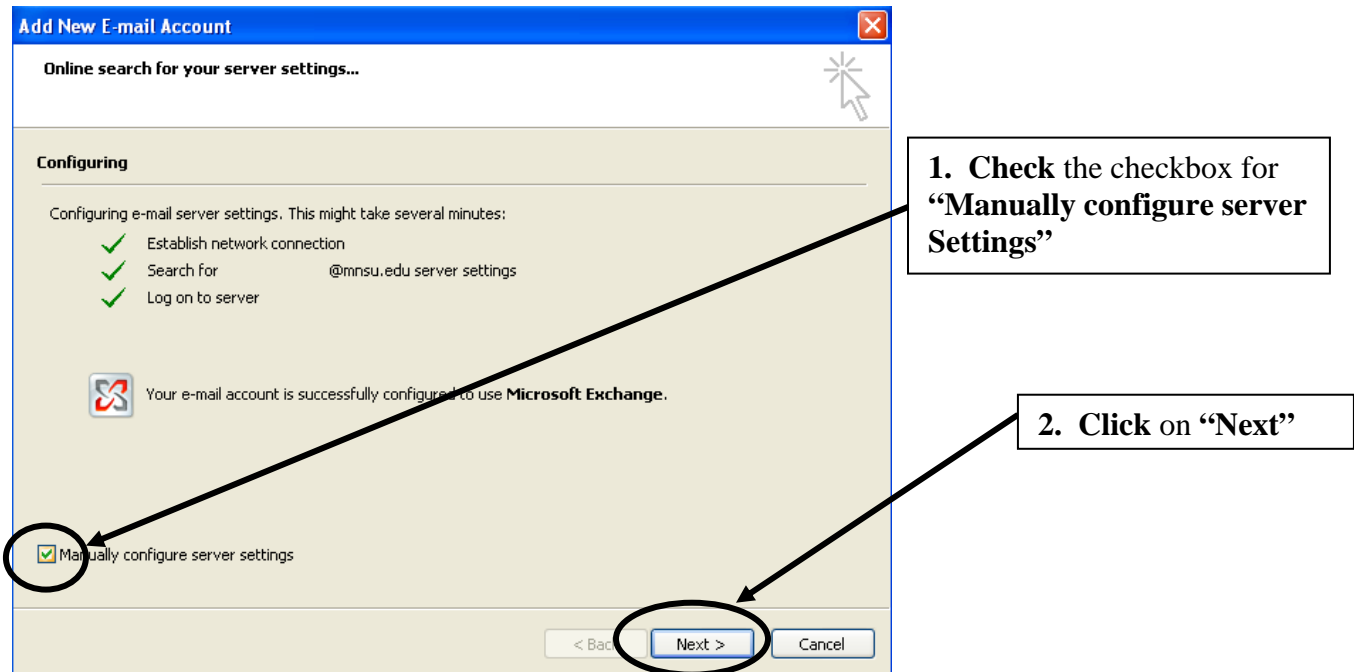
8. You should get the following screen. This means that Outlook is trying to communicate with the Exchange server to get the correct settings.



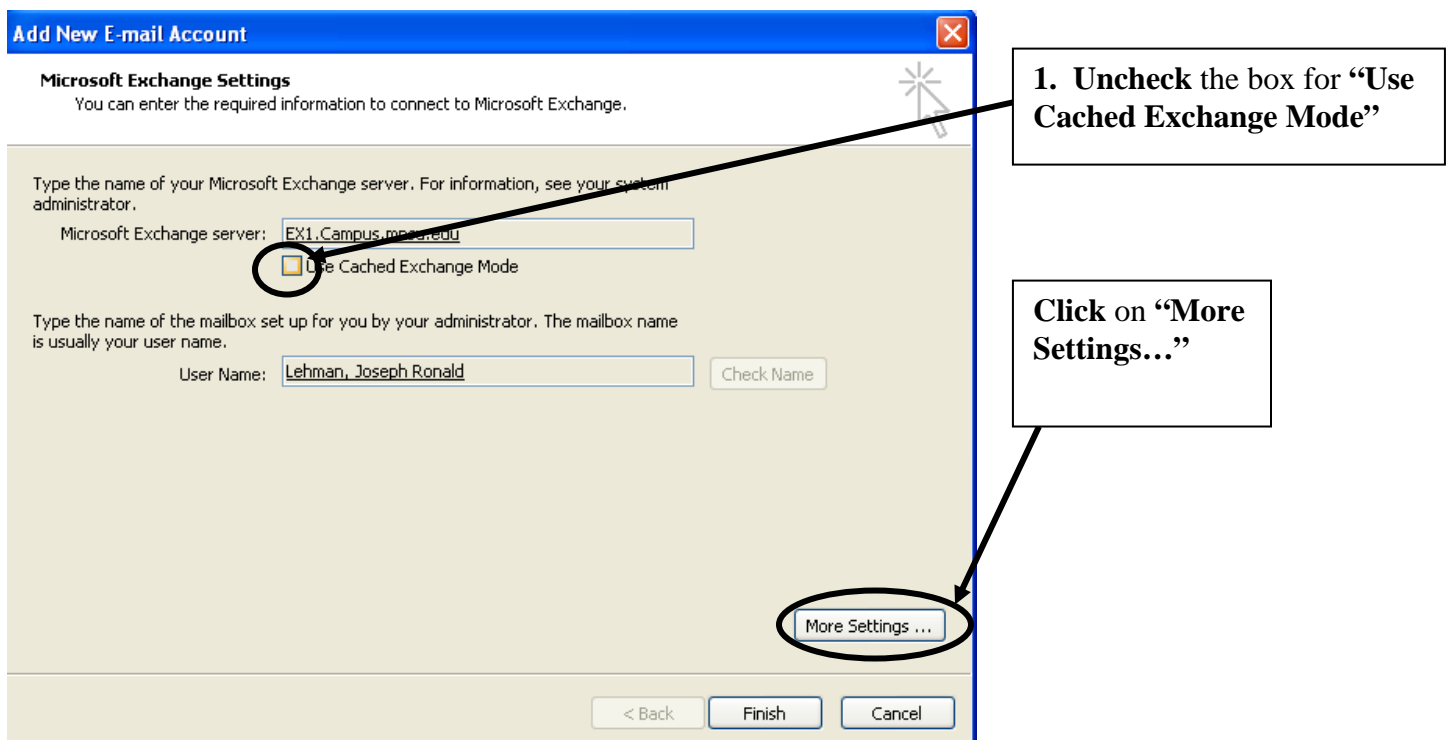
9. During the process you may be asked to authenticate with the server. You will need to fill out the information like it is listed below:
- Username: “**campus\userid**”
 - Then **fill-in** your campus **password**
 - Then **click** “**OK**”



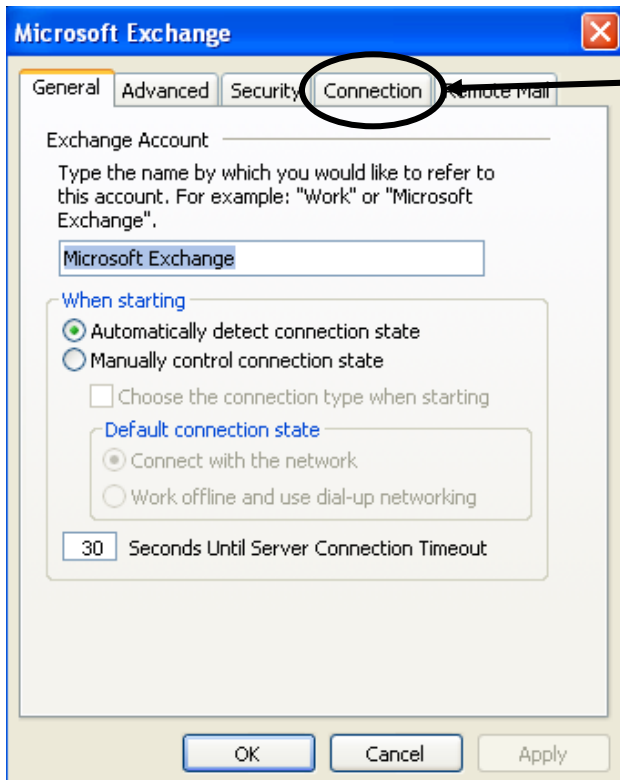
10. Once Outlook has finished getting the data there are a few settings that need to be changed. You will need to **check** the checkbox for **“Manually configure server settings”**. Then click **“Next”**.



11. **Uncheck** the box for **“Use Cached Exchange Mode”**.
12. Then **click** on **“More Settings...”**

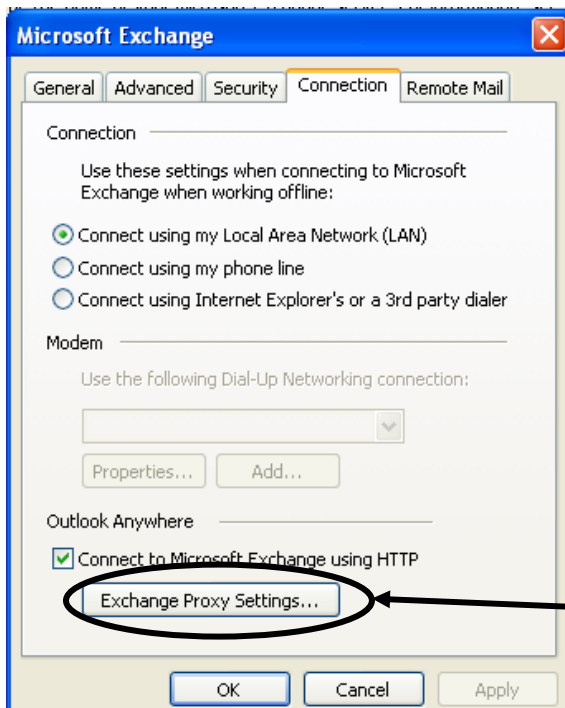


13. **Click** on the **“Connection”** tab.



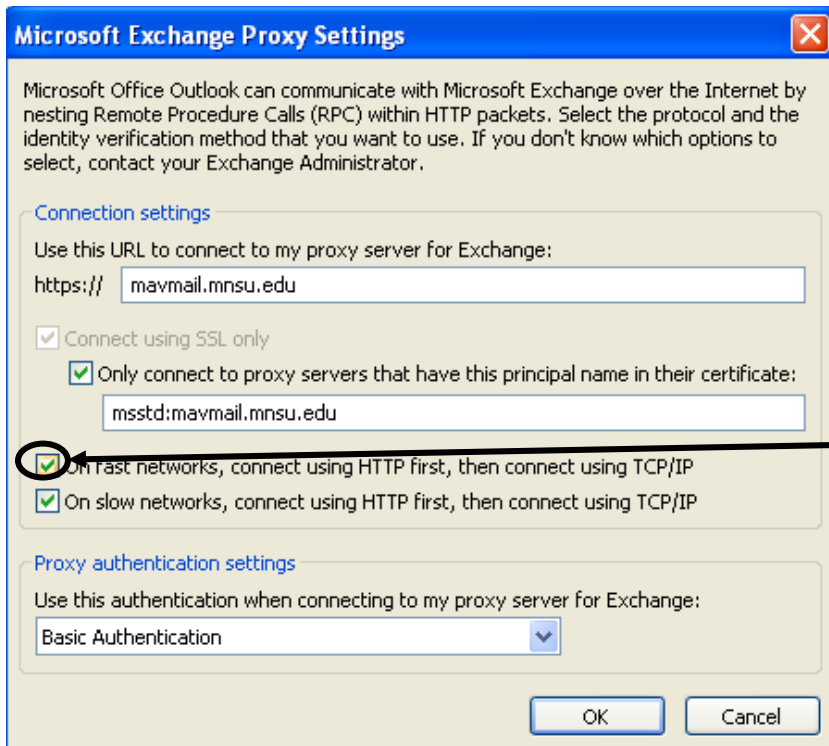
Click on the “Connection” tab

14. Click on “Exchange Proxy Settings...”



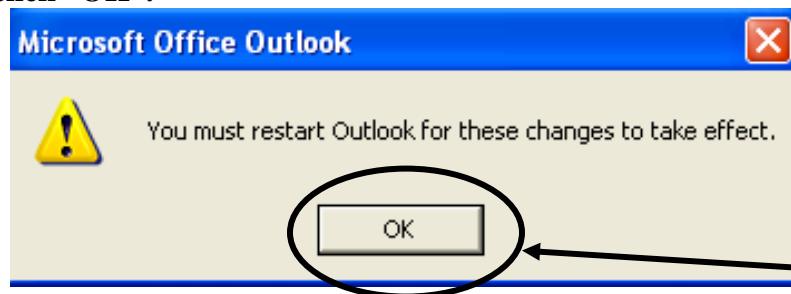
Click on “Exchange Proxy Settings...”

15. Check the checkbox for “On fast networks, connect using HTTP first, then connect using TCP/IP”.



Check the checkbox for “On fast networks, connect using HTTP first, then connect using TCP/IP”

16. Then click “OK”.



Click “OK”

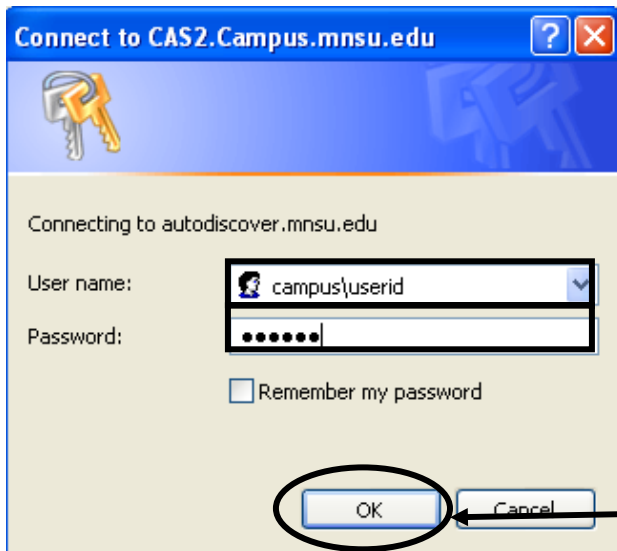
Launching Outlook

1. Double click on the Microsoft Outlook icon located on your desktop or in your start menu.



2. Fill out the following information in the login box:
 - a. User name: “**campus\userid**”
 - b. Password: Your campus **password**

- c. Leave **“Remember my password”** unchecked.
- d. Then click **“OK”**



Click **“OK”**