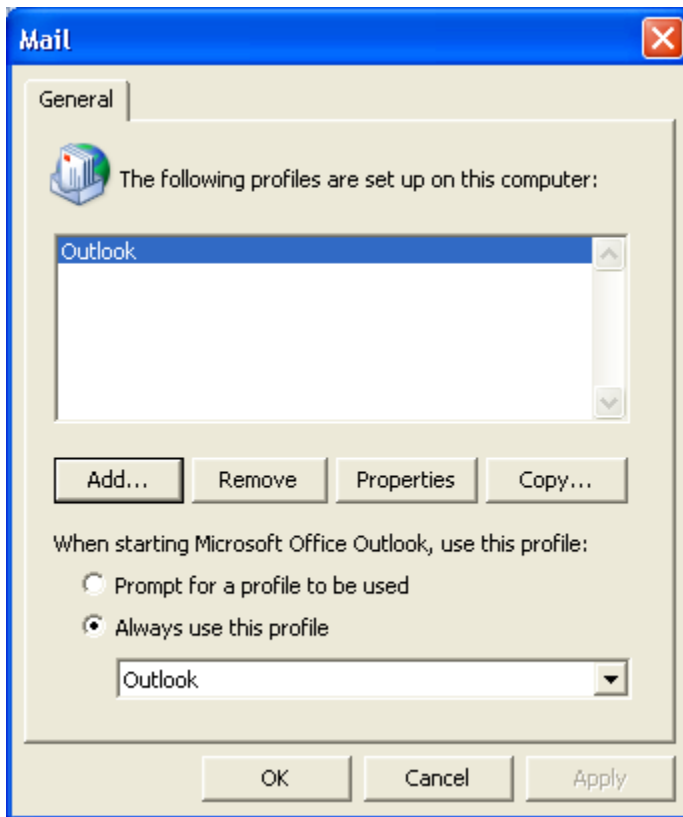


Setting up Outlook 2007

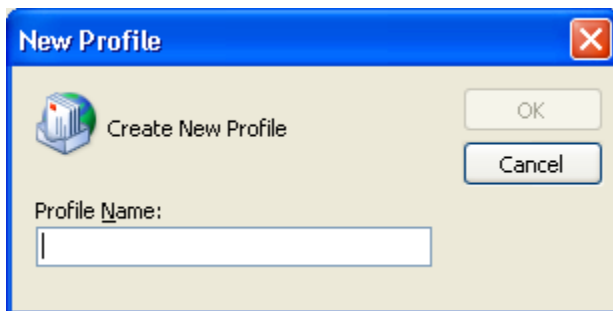
1. Click on Start > Control Panel
2. Double click on 'Mail'

You may automatically go into the wizard (step 4) or you may get this screen.

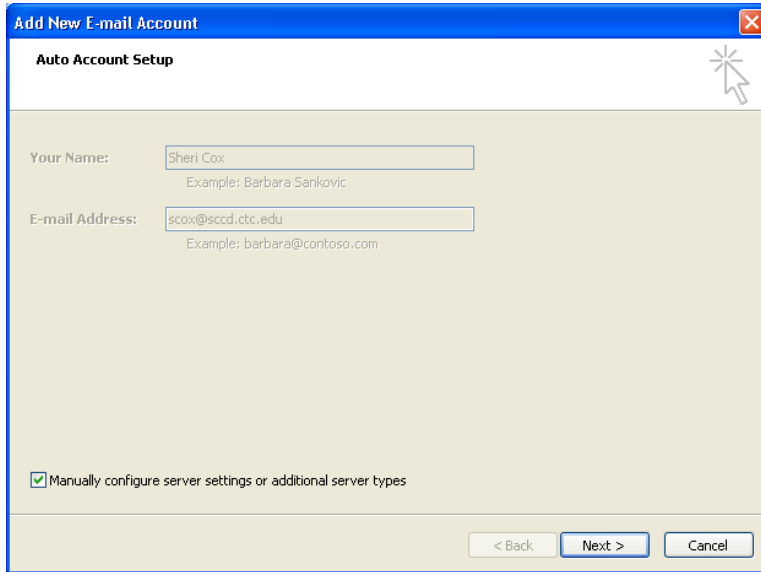
3. Click Add.



4. Give the New profile a name, like Harriet or George. Then click OK

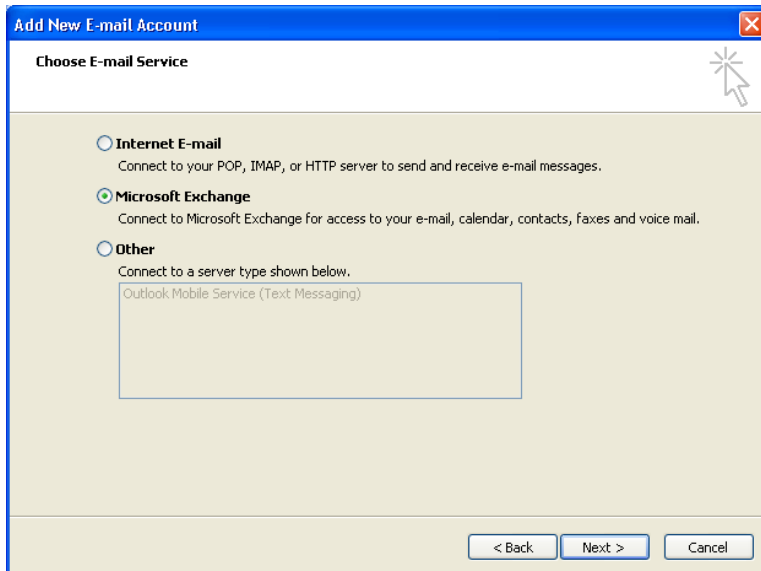


5. Check the “manually configure server settings or additional server types” box. Click Next.



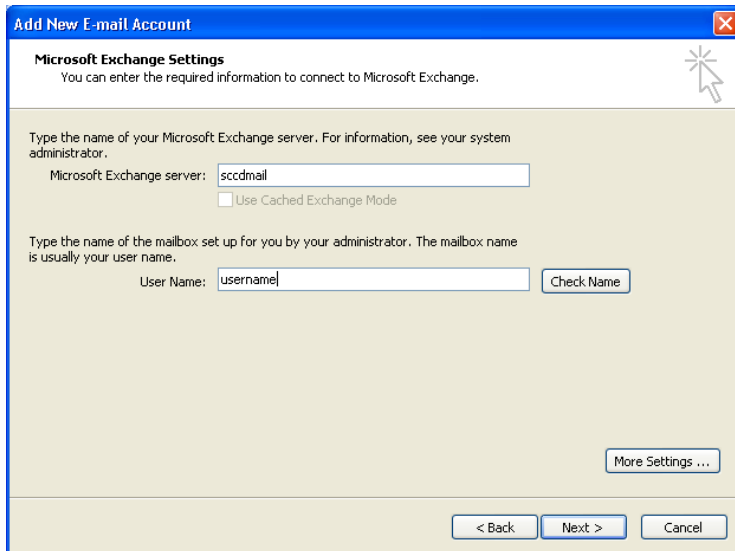
The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The window title is 'Add New E-mail Account'. The tab title is 'Auto Account Setup'. There are two text input fields: 'Your Name:' with the value 'Sheri Cox' and 'E-mail Address:' with the value 'scox@sccd.ctc.edu'. Below each field is an example: 'Example: Barbara Sankovic' and 'Example: barbara@contoso.com' respectively. A checkbox labeled 'Manually configure server settings or additional server types' is checked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the dialog box.

6. Choose “Microsoft Exchange” and click Next.

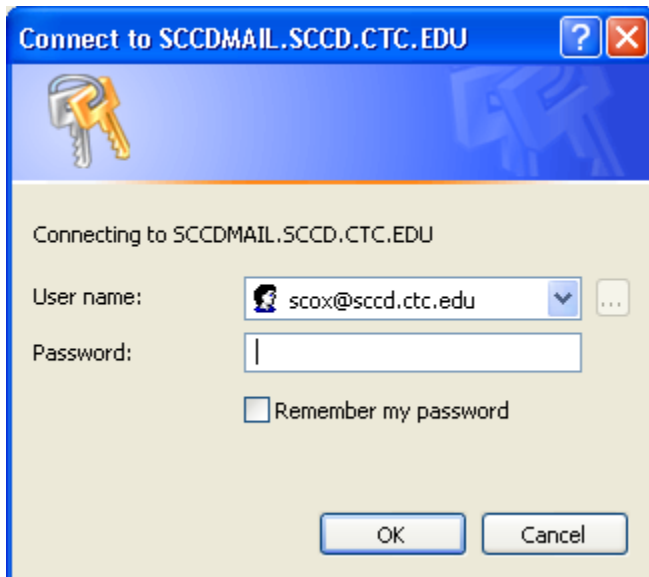


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The window title is 'Add New E-mail Account'. The tab title is 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (unselected), 'Microsoft Exchange' (selected), and 'Other' (unselected). Below 'Internet E-mail' is the text 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Below 'Microsoft Exchange' is the text 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Below 'Other' is the text 'Connect to a server type shown below.' and a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the dialog box.

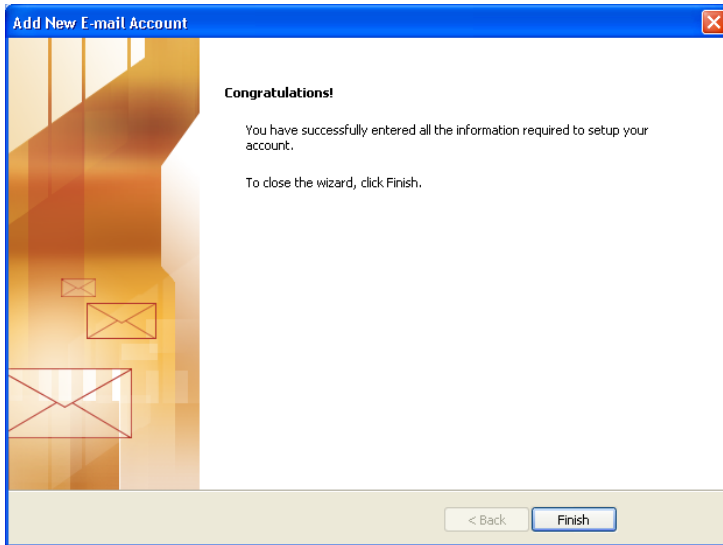
7. The Microsoft Exchange server is 'sccdmail'. Enter your username. This is everything before the @ symbol of your email address. Click Check Name. Make sure that "Use Cached Exchange Mode" is unchecked or grayed out.



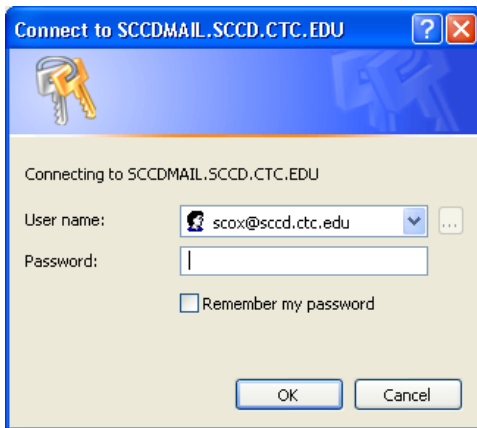
8. You will be prompted for your user name and password. **The username in this screen is your Full Email Address.** Click OK. *Note: You may be prompted multiple times, If your information is correct, click cancel after the second time.*



9. Click Finish.

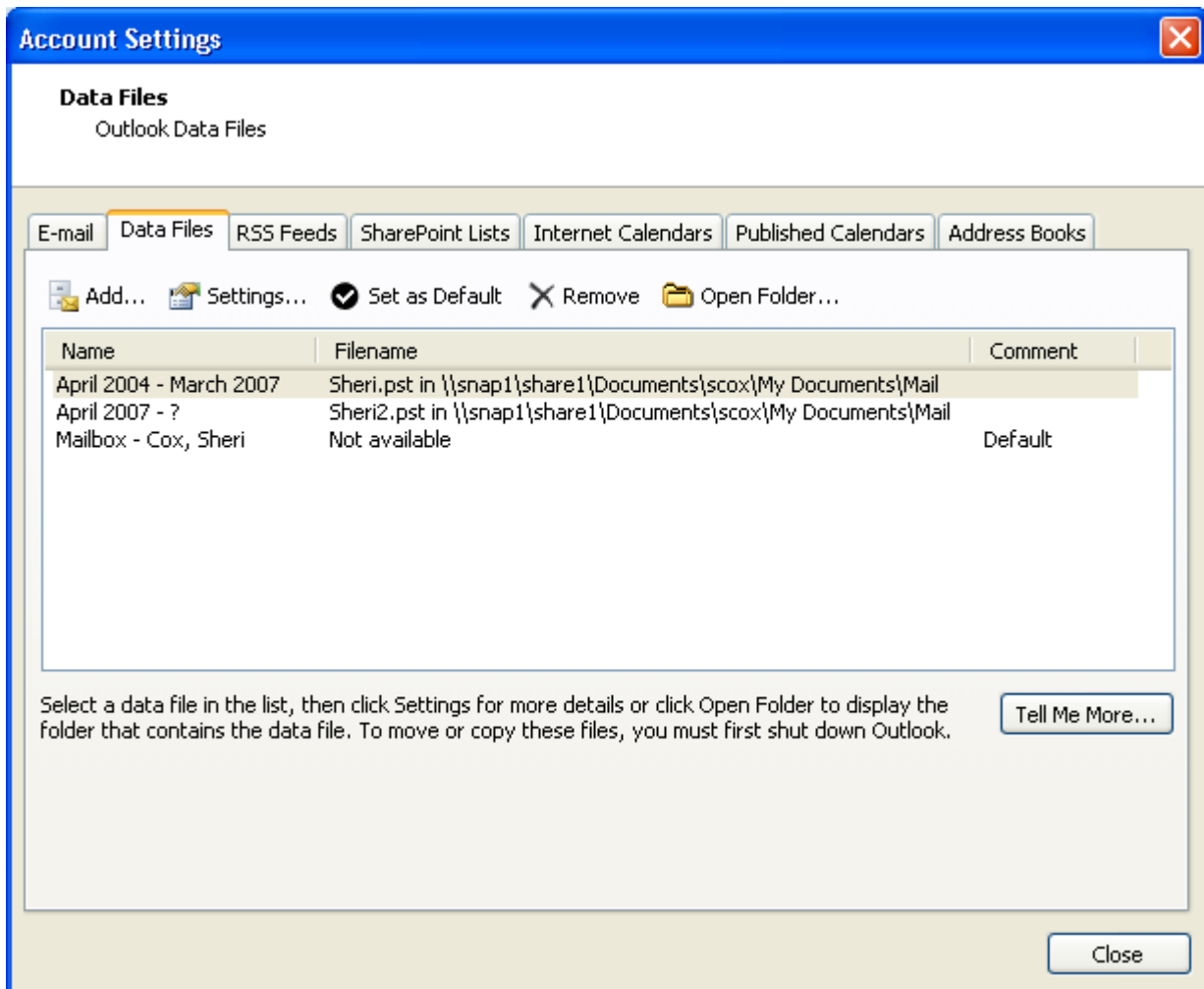


10. When you go to open your email you will be prompted for the username and password again.
From here on out you use **the full email address as the username**.

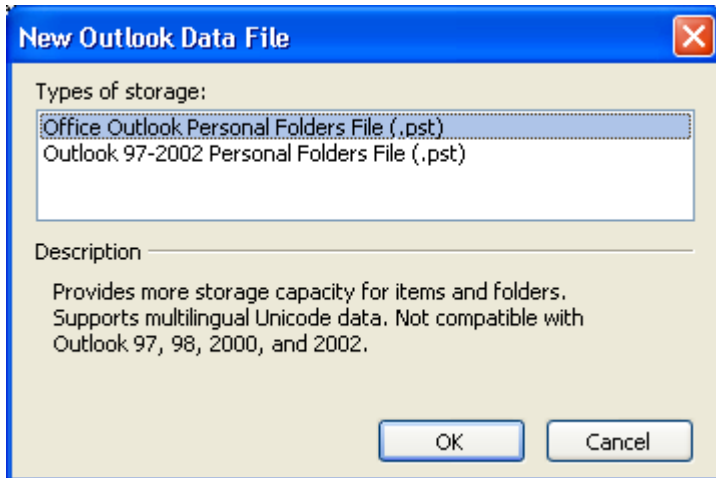


To attach a PST file.

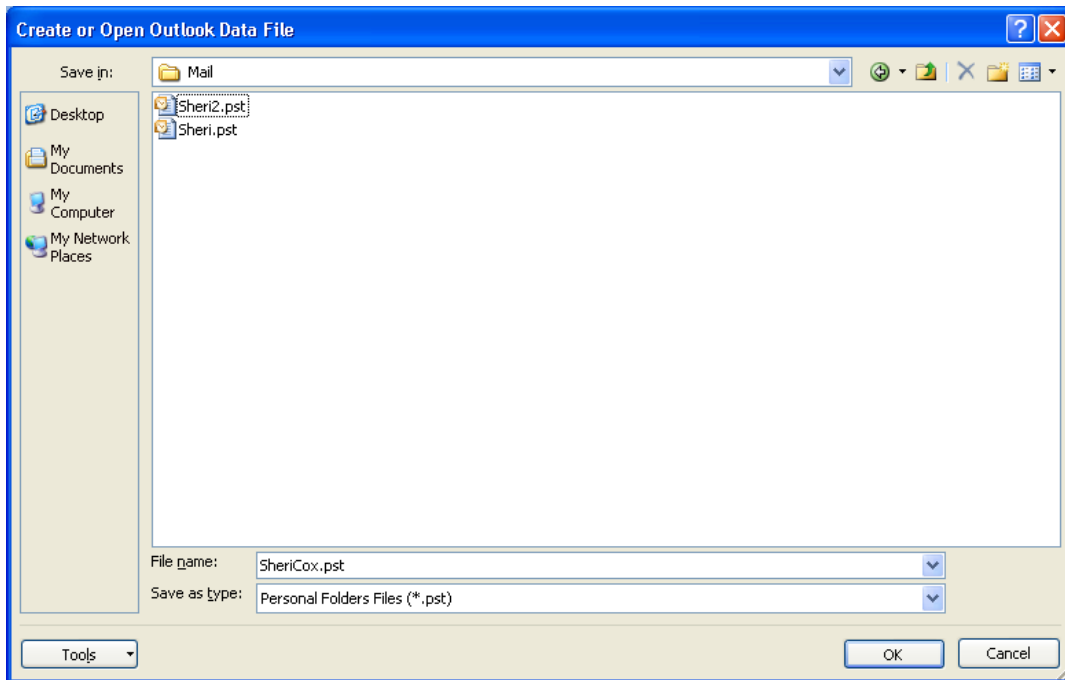
1. Sign into Outlook
2. Click on Tools > Account Settings >



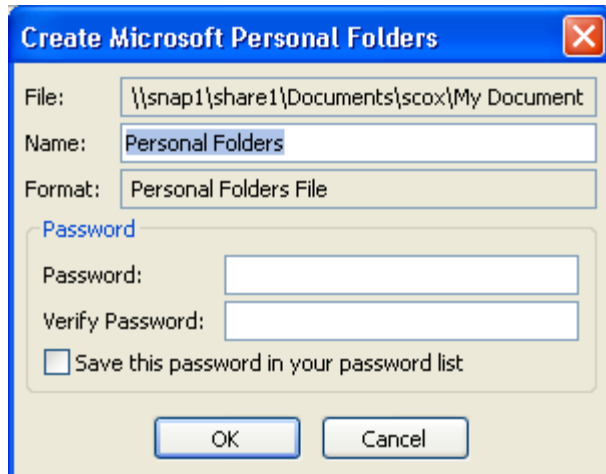
3. Select the Data Files tab
4. Click "Add"
5. Choose "Office Outlook Personal Folders File and click OK.



6. Browse to the location where you PST file is stored. We recommend keeping them in My Documents\Mail. Select the PST file you want to attach and lick OK>
 - a. If you do not already have a PST and are setting one up for the first time, browse to MY Documents and create a mail folder. Save your new PST file as yourname.pst



7. If you have password protected your pst file, it will prompt you to enter it now.
 - a. If you are creating a new pst file, and wish to protect your email with a password this is when you choose that. Please note, this password does not sync with your email and there is no prompt to change it. **DO NOT LOSE THIS PASSWORD.**



8. Click OK
9. Click Close

Please note, if you use the Mail view in Outlook 2007 you will not see your personal or public folders. You must use the folder view. Also, by default the personal folder is in a collapsed state and you will need to expand it.

