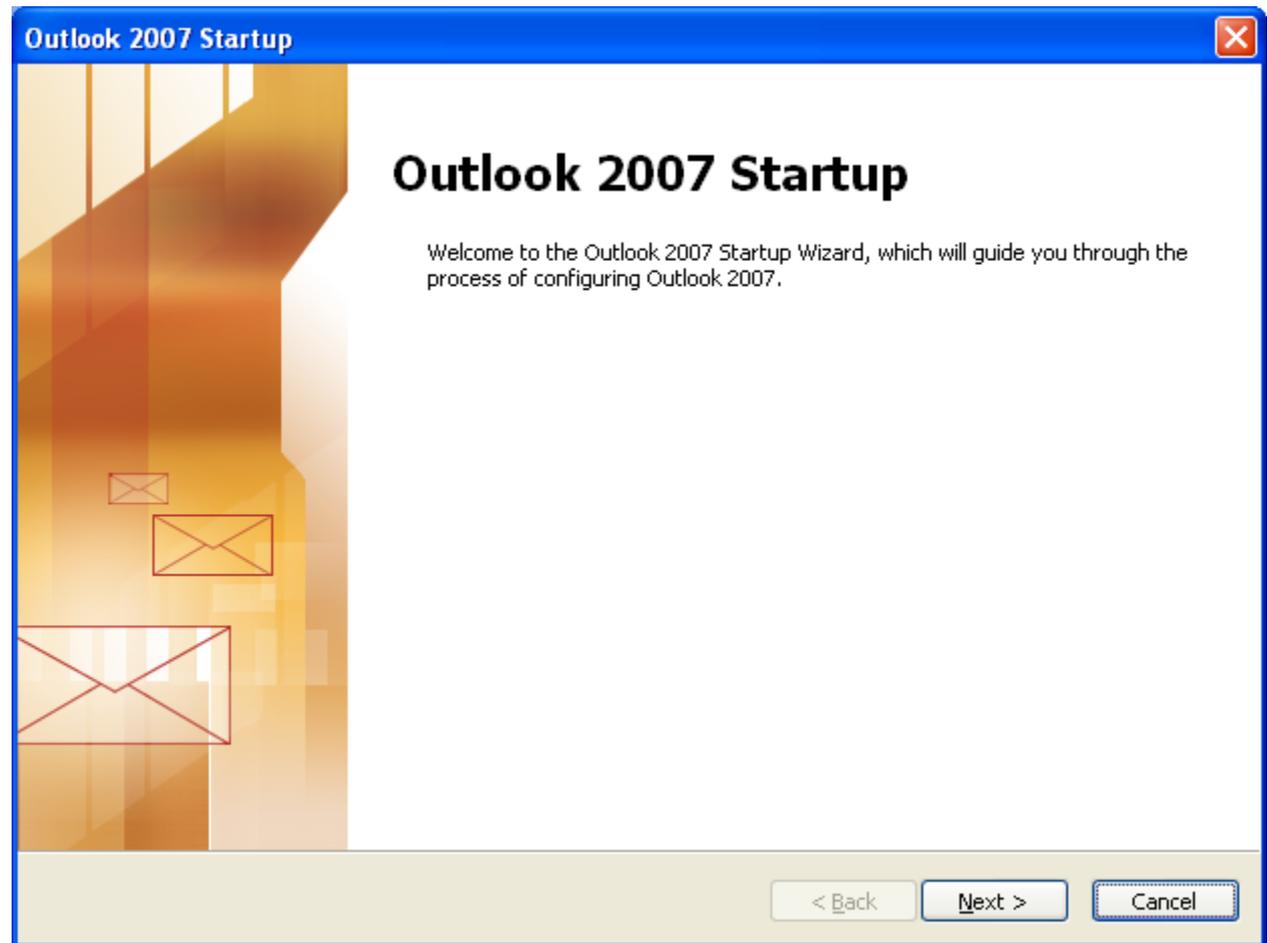


Setting Up an Outlook 2007 Account on an Exchange Server

September 26, 2010

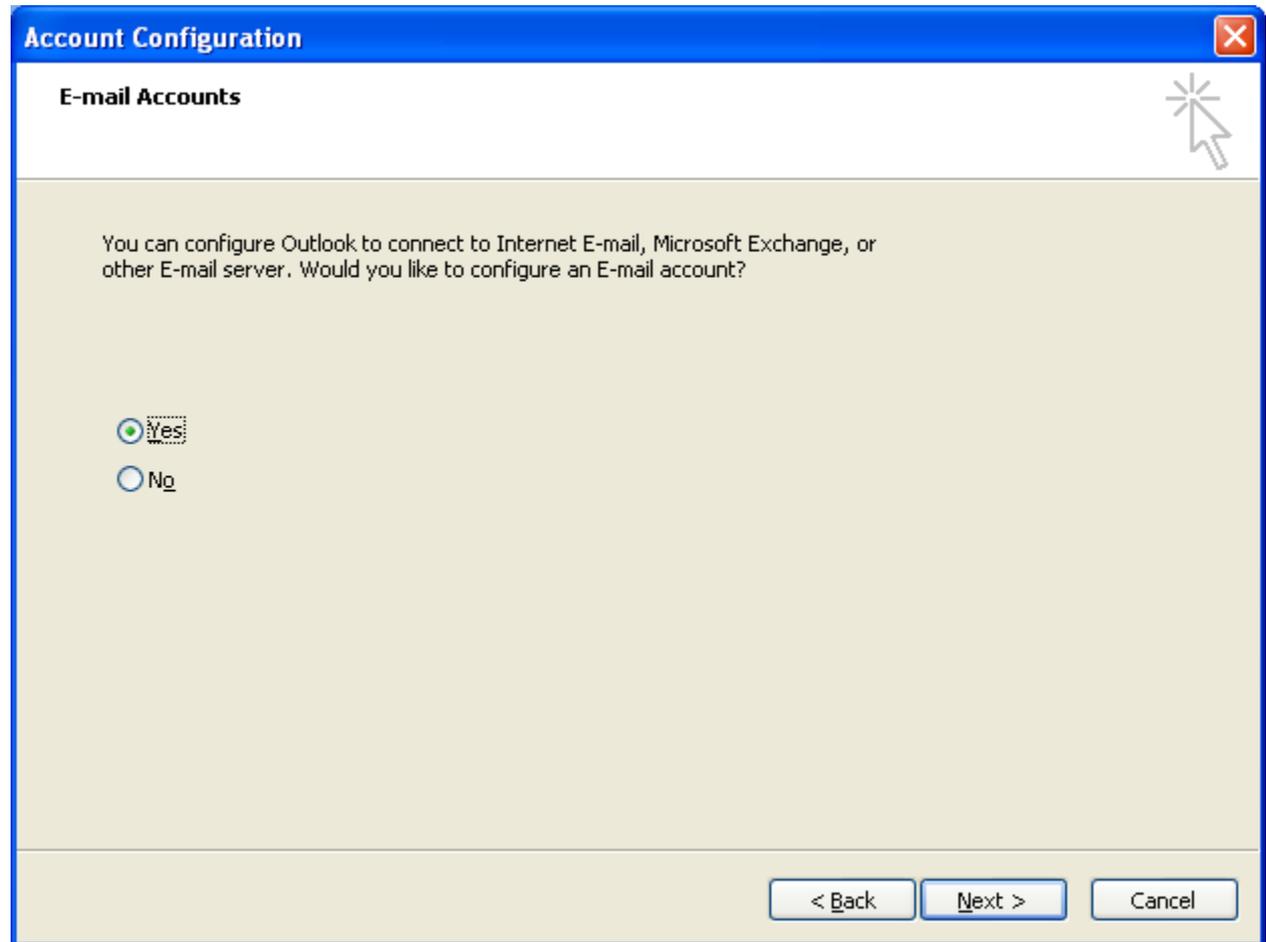
Logging onto the Domain and Starting Outlook

We begin by logging onto the domain and starting Outlook 2007. We choose the Next button to continue.



Email Accounts

We can configure Outlook to connect to an Internet Email server or an Exchange server by opting for the Yes radial button. We pick the Next button to continue.



Manually Configure Server Settings

We need to annotate the manually configure server settings checkbox and choose the Next button to advance.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

Password:

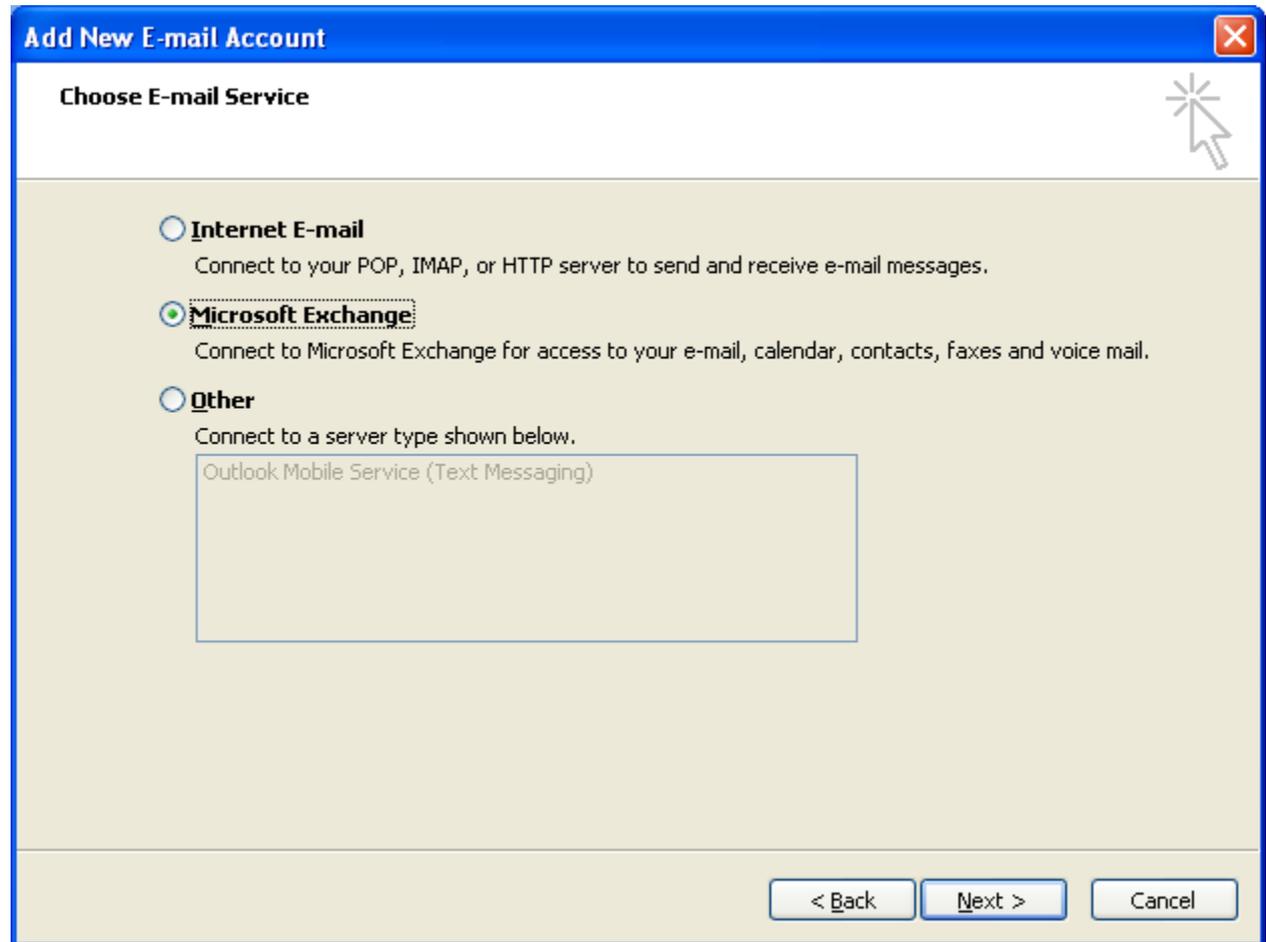
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

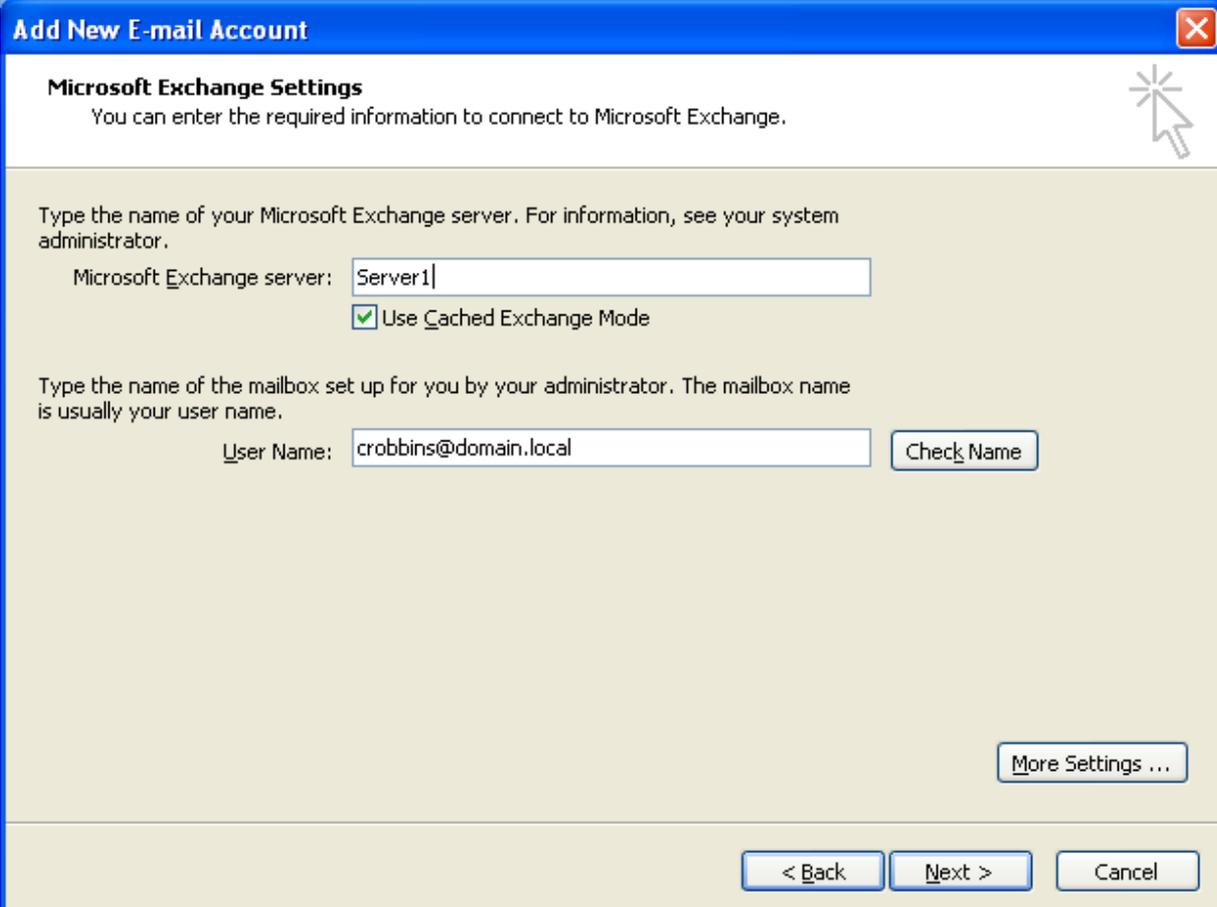
Choose Email Services

We then choose our email services and we will opt to select our organization's Exchange server. We push the Next button to carry on.



Microsoft Exchange Server Settings

Our Exchange Server name is Server1 and our username is crobbins@domain.local. We select the Check Name button to verify the account.



The screenshot shows a Windows dialog box titled "Add New E-mail Account". The main heading is "Microsoft Exchange Settings" with a sub-heading "You can enter the required information to connect to Microsoft Exchange." Below this, there are two text input fields. The first is labeled "Microsoft Exchange server:" and contains the text "Server1". Below this field is a checked checkbox labeled "Use Cached Exchange Mode". The second text input field is labeled "User Name:" and contains the text "crobbins@domain.local". To the right of this field is a button labeled "Check Name". At the bottom right of the dialog is a button labeled "More Settings ...". At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

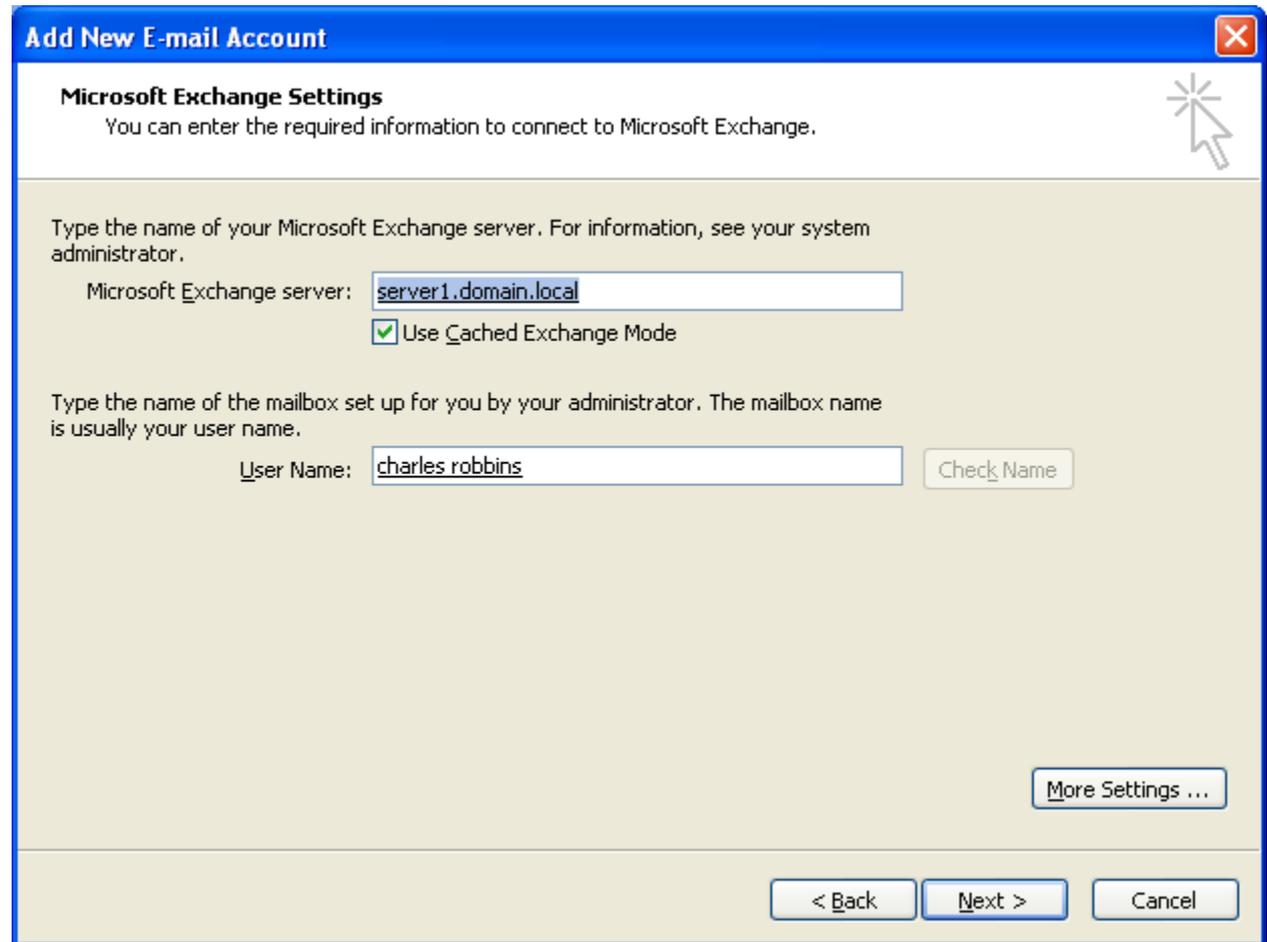
Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

Account Verification

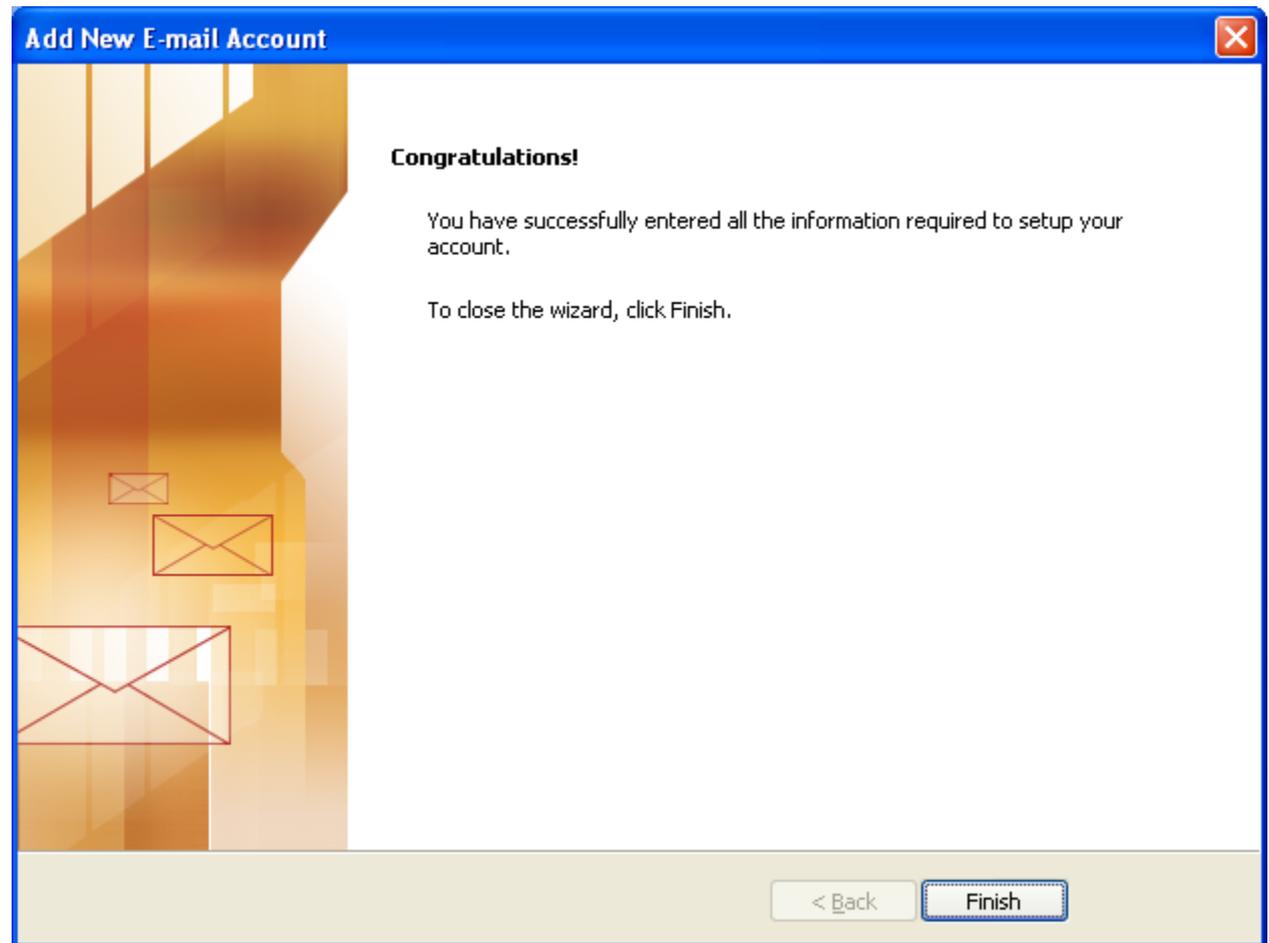
The server name comes back as server1.domain.local and underlined meaning the Exchange Server is valid. The username comes back as Charles Robbins and is underlined to demonstrate that the test is positive. We click on the Next button to go on.



The screenshot shows a Windows dialog box titled "Add New E-mail Account" with a close button in the top right corner. Below the title bar, the text "Microsoft Exchange Settings" is displayed, followed by the instruction "You can enter the required information to connect to Microsoft Exchange." A mouse cursor is pointing at a help icon in the top right. The main area contains two sections of input fields. The first section is for the Microsoft Exchange server, with the text "Type the name of your Microsoft Exchange server. For information, see your system administrator." and a text box containing "server1.domain.local". Below this is a checked checkbox labeled "Use Cached Exchange Mode". The second section is for the mailbox name, with the text "Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name." and a text box containing "charles robbins". To the right of this text box is a "Check Name" button. At the bottom right of the main area is a "More Settings ..." button. At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

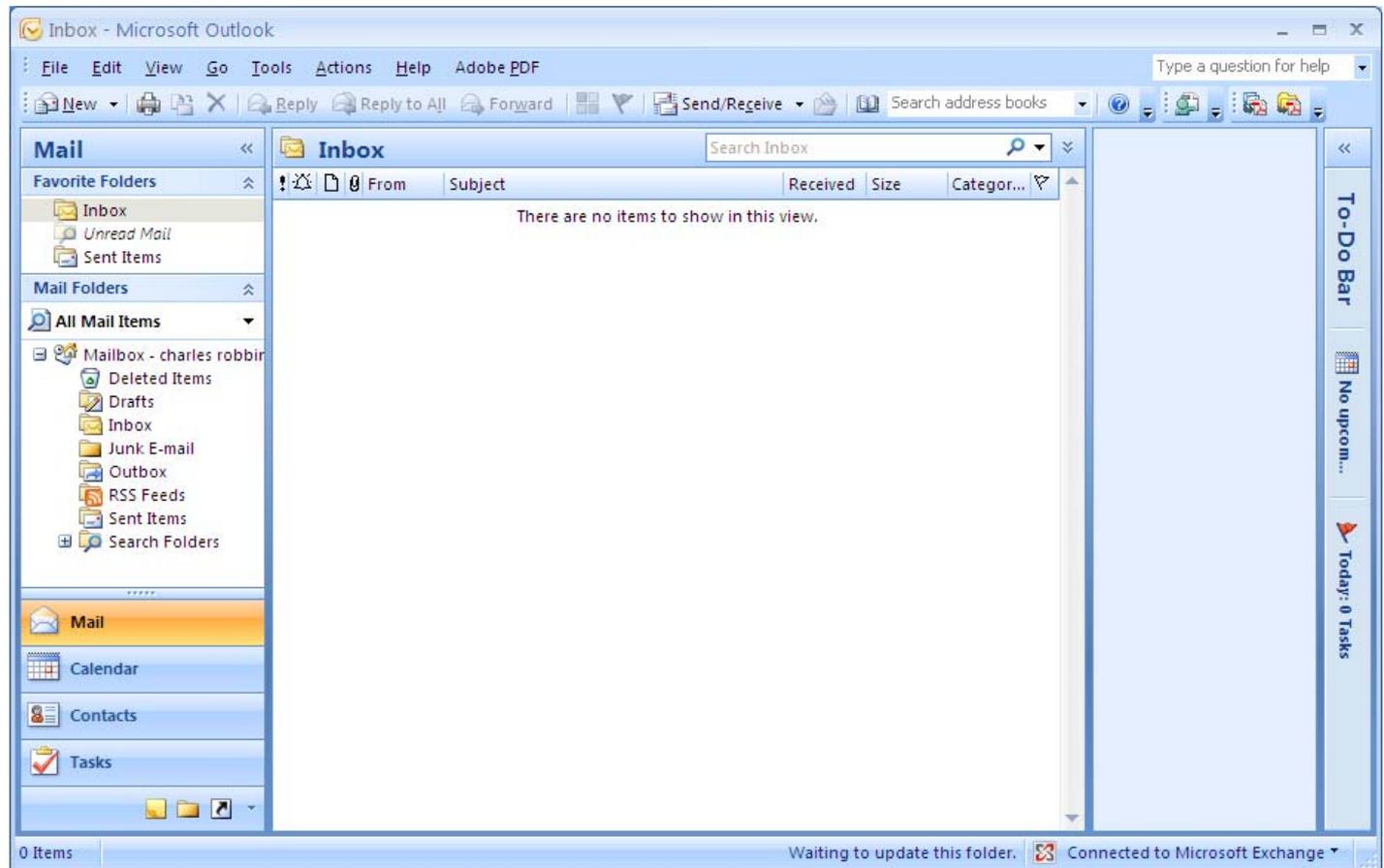
New Outlook Account Made

Our new Outlook account is made and we click on the Finish button to enter our email application.



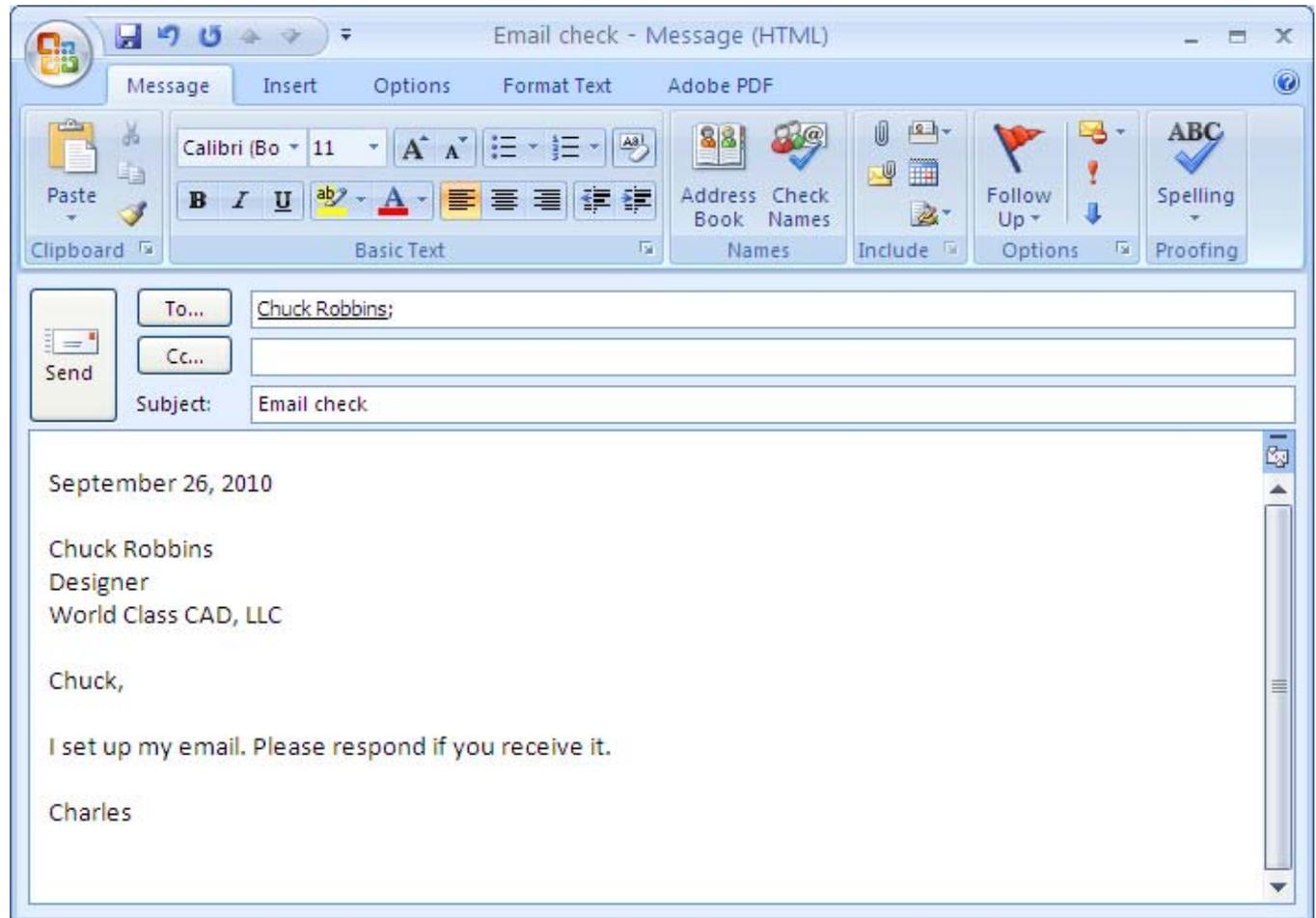
Microsoft Outlook

We select the New hyperlink to send our test email.



Test Email

We write a test email and select the send button to send it to another user on our domain and the Exchange server.



Return of the Test Email

A few minutes later, our co-worker returns the email and we are now established on the organization's domain and Exchange server.

