

# Outlook 2007 Configuration

These instructions will work for Outlook 2007 running on Windows XP with Service Pack 2, or Windows Vista (32 or 64-bit editions). You must have a JTSA Exchange account in order to use this feature.

**Note:** If you see a dialog box that asks if you want to "Allow this website to configure..." while you set up Outlook, check the **Don't ask me about this website again** check box, and click the **Allow** button.

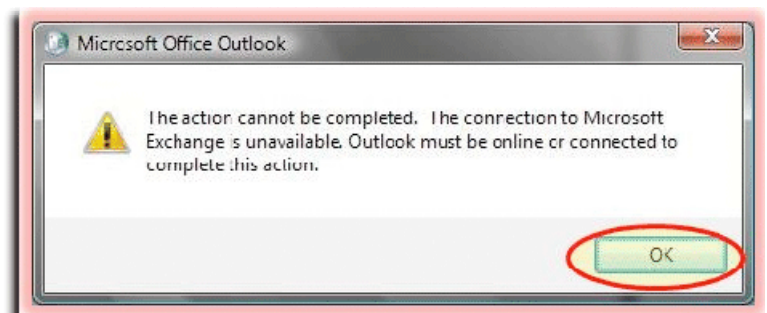
1. Close Microsoft Outlook if it's running.
2. Click the **Start** Menu and choose **Control Panel**.
3. Double-click on **Mail**. If you don't see the Mail icon, click the link to switch to **Classic View**.

**Hint:** If you are running a 64-bit version of Windows Vista, the Mail icon will be in the **View 32-bit Control Panel Items** folder.

4. At the bottom of the dialog box, select **Prompt** for a profile to be used.
5. Click the **Add** button.
6. Enter a name to describe the new profile, such as JTSA Exchange Account and click **OK**.
7. Place a check next to **Manually** configure server settings or additional server types and click **Next**.
8. Select **Microsoft Exchange** and click **Next**.
9. In the Microsoft Exchange server field, enter: **Exchange.campus.jtsa.edu**

**Note:** The Exchange server name that you enter in step nine does not matter. Your correct Exchange server name will be automatically entered for you during the next few steps.

10. Ensure that **Use Cached Exchange Mode** is checked.
11. In the User Name field, enter your name exactly as it appears in the Global Address List in Outlook. If you are not sure what your Display Name is, you can search for your name using Outlook Web Access. The JTS Help Desk can also assist you if you are not sure what your Display Name is.
12. Do not click Check Name.
13. Click the **More Settings** button.
14. If you are following these directions from off-campus, you will see the following error message approximately 30 seconds after you click the More Settings button. When you see this error message, click **OK**.



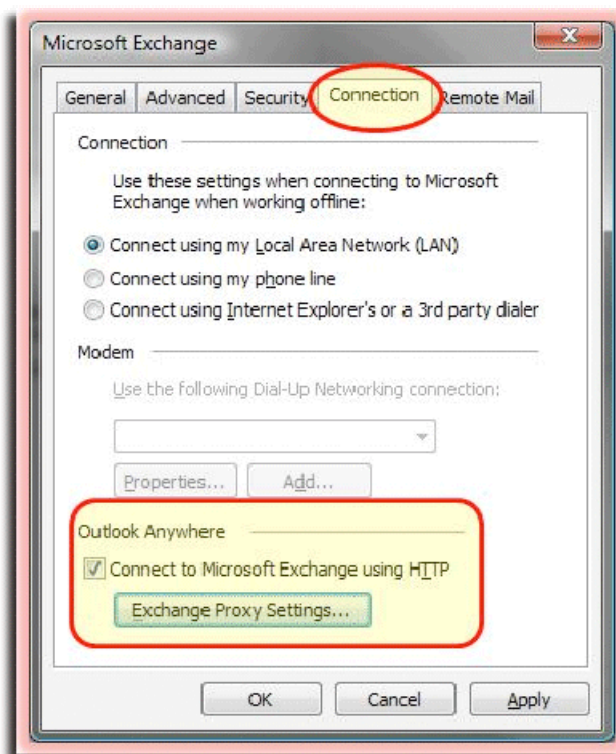
15. You will then see the following dialog box. Click **Cancel**.



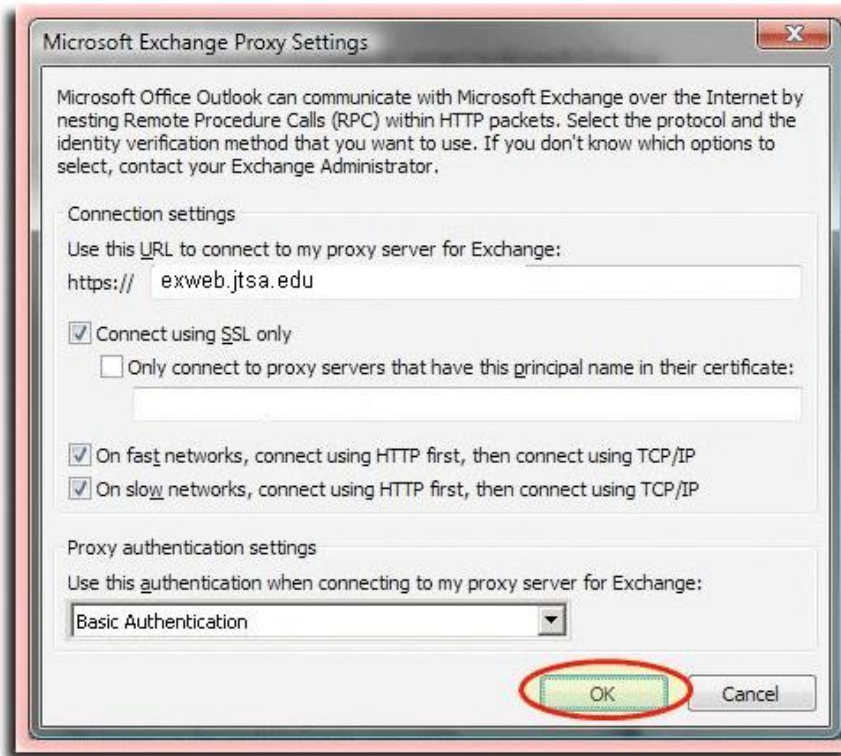
16. The More Settings dialog box will now appear. Click the **Connection** tab.

17. Place a check next to **Connect to Microsoft Exchange using HTTP**.

18. Click the **Exchange Proxy Settings** Button.



19. Fill in the dialog box so that it matches the following, and then click **OK**.



20. Click the **Check Name** button.

21. You will then be prompted to enter your username and password. If your JTSA network UserID is "rsmith" you would enter: CAMPUS\rsmith. The password is your normal JTSA network password.

22. Your name and server name should become underlined.

23. Click **Next**, and then click **Finish**

24. Outlook will then synchronize with your Exchange account. This process may take some time, depending on how fast your internet connection is, and how much mail your account holds.

You can now access your JTSA Exchange account from any location.

