

# Configuring Outlook 2007

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## I. Overview

Microsoft Outlook 2007, configured properly, can provide the end user the same experience where their computer is on the OCU campus network, using a wireless network connection, or accessing email from anywhere else over the Internet. What follows are the steps to get this done.

*Note: Your machine MUST meet the prerequisites for this configuration to work.*

## II. Prerequisites

Windows 2007, Windows XP, Windows Vista

Outlook 2007

A high speed Internet connection is highly recommended.

### III. Configuration (Quick Start)

1. Click the "Start" button and open the "Control Panel".
2. Double-click the "Mail" icon.
3. Click the "Show Profiles" button.
4. Click the "Add" button.
5. Enter a profile name and click "OK". This profile name can be any descriptive name for the mailbox you are configuring.
6. Check the box labeled "Manually configure server settings or additional server types" and click "Next".
7. Choose "Microsoft Exchange" and click "Next".
8. On the next form, do the following:
  - a. Enter the "Microsoft Exchange Server" name associated to your mailbox: "n5aa20".
  - b. Check the box titled "Use Cached Exchange Mode".
  - c. Enter the username associated to the mailbox to be opened.
  - d. DO NOT click the "Check Name" button. It is not necessary.
  - e. Click the "More Settings" button.

*Note: You will experience a delay at this point while Outlook attempts to resolve the username. This may take up to a couple of minutes, depending on your Internet speed. Eventually this will fail and you will be given a dialog box to alter your information. Simply click the "Cancel" button to proceed on.*
9. Click the "Connections" tab.
10. Check the "Connect to Microsoft Exchange using HTTP" checkbox.
11. Click the "Exchange Proxy Settings..." button.
12. Several settings need to be set on the subsequent form.
  - a. The URL setting for the proxy server should be set to "email.okcu.edu".
  - b. "Connect using SSL only" should be checked.
  - c. "On fast networks, connect using HTTP first, then connect using TCP/IP" should be checked.
  - d. "On slow networks, connect using HTTP first, then connect using TCP/IP" should be checked.
  - e. The proxy authentication setting should be set to "Basic Authentication".
  - f. Click the "OK" button.
13. You will be given a dialog box congratulating you on a successful configuration. Click the "Finish" button on this form.
14. You will now see your new profile listed. At this point you have two options:
  - a. Choose "Always use this profile" and select your new profile in the drop down list.
  - b. Or, choose "Prompt for a profile to be used" which causes Outlook to prompt you each time it is opened of the profile you wish to open.
15. Click "OK" and close "Control Panel".

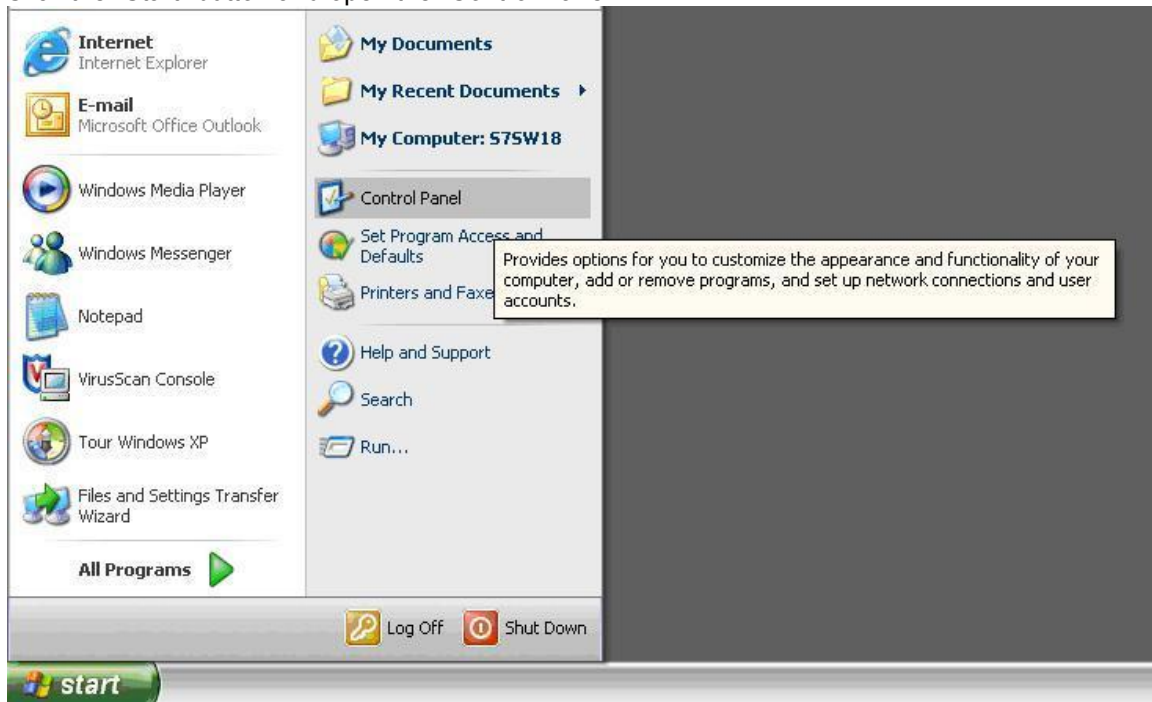
At this point you have Outlook configured. You can now open Outlook and ensure your settings are correct. Keep in mind, if you chose to have Outlook prompt you for a profile, you may be offered a list of profiles to choose from. In this case, select your new profile and choose "OK".

To connect to the mailbox, you will be required to enter the username and password combination which has rights to the mailbox. As always, make sure to precede your username with "ocu".

Once authenticated, Outlook will proceed to retrieve information from the mail server regarding your mailbox. Depending on the size of your mailbox, this may take some time. This delay should only occur the first time you access your mailbox this way.

#### IV. Configuration (illustrated)

1. Click the "Start" button and open the "Control Panel".



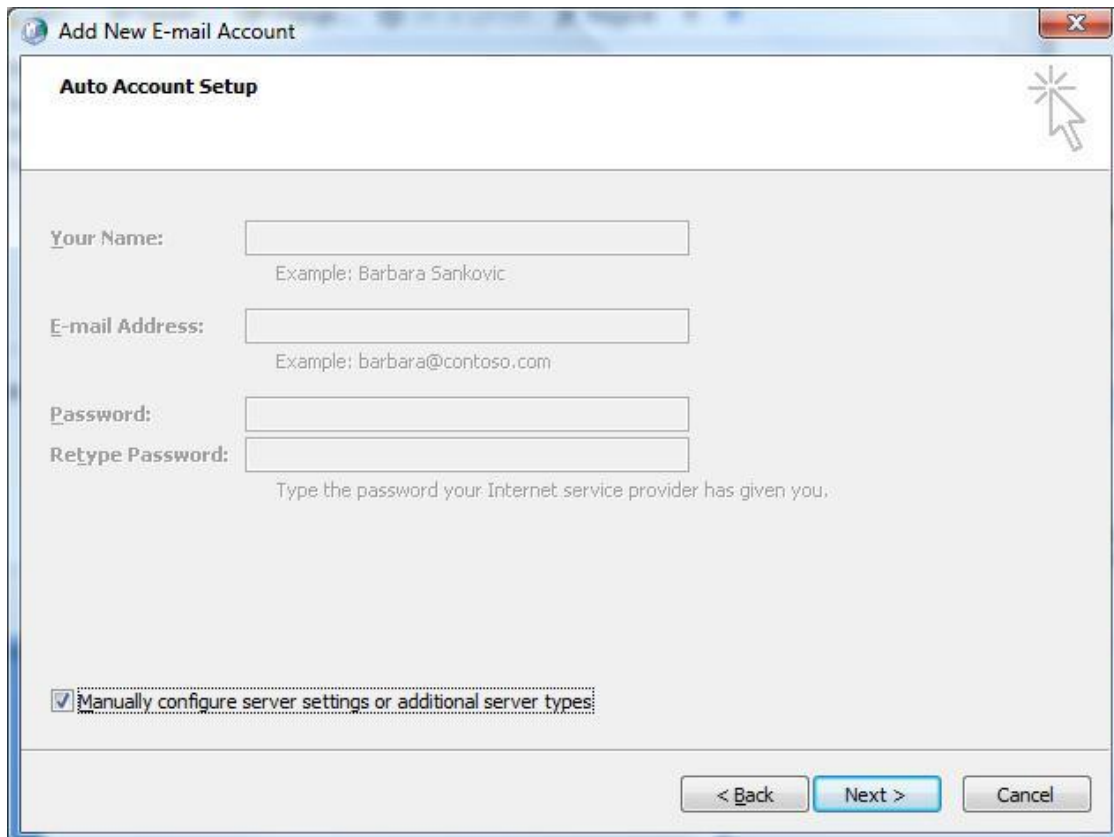
2. Double-click the "Mail" icon.



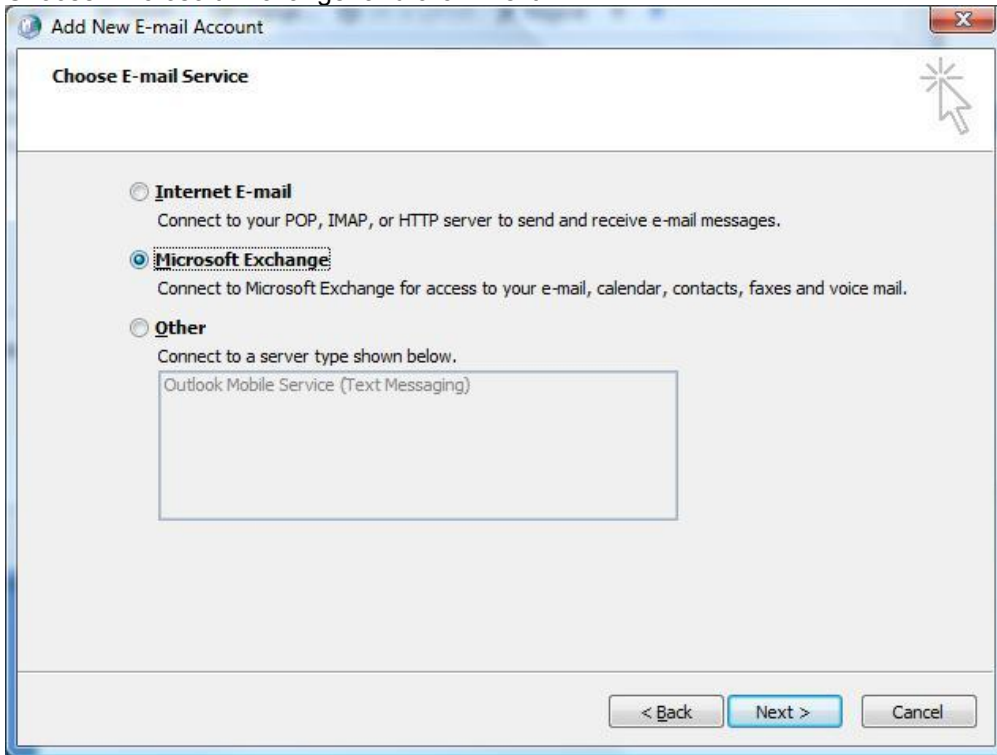
3. Click the "Show Profiles" button.
4. Click the "Add" button.
5. Enter a profile name and click "OK". This profile name can be any descriptive name for the mailbox you are configuring.



6. Check the box labeled "Manually configure server settings or additional server types" and click "Next".



7. Choose "Microsoft Exchange" and click "Next".



8. On the next form, do the following:

- a. Enter the "Microsoft Exchange Server" name associated to your mailbox: "n5aa21"
- b. Check the box titled "Use Cached Exchange Mode".
- c. Enter the username associated to the mailbox to be opened.
- d. DO NOT click the "Check Name" button. It is not necessary.
- e. Click the "More Settings" button.

*Note: You will experience a delay at this point while Outlook attempts to resolve the username. This may take up to a couple of minutes, depending on your Internet speed. Eventually this will fail and you will be given a dialog box to alter your information. Simply click the "Cancel" button to proceed on.*

**E-mail Accounts**

**Exchange Server Settings**  
You can enter the required information to connect to your Exchange server.

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

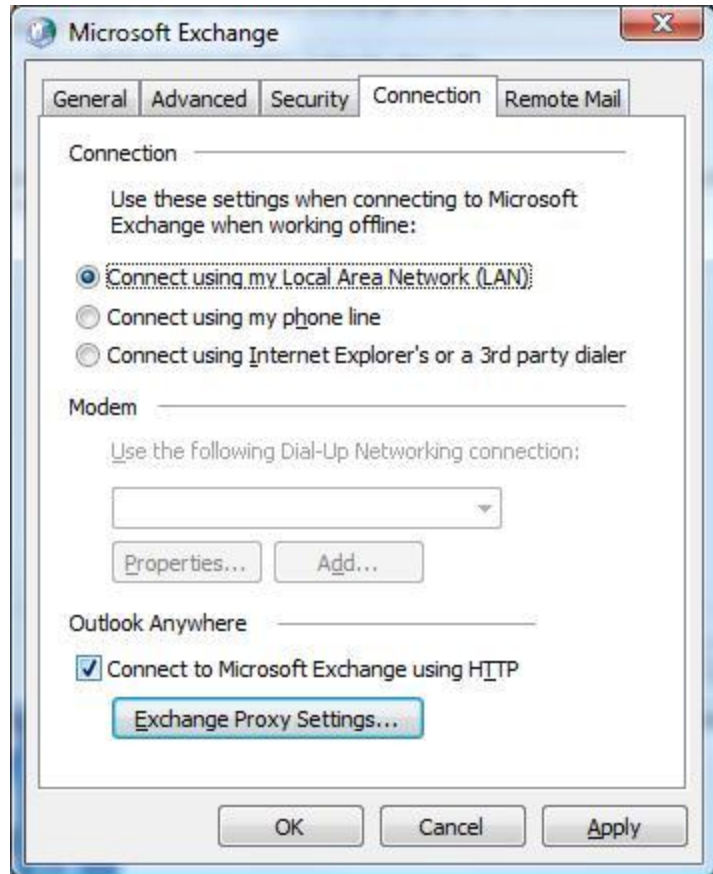
Microsoft Exchange Server:

Use Cached Exchange Mode

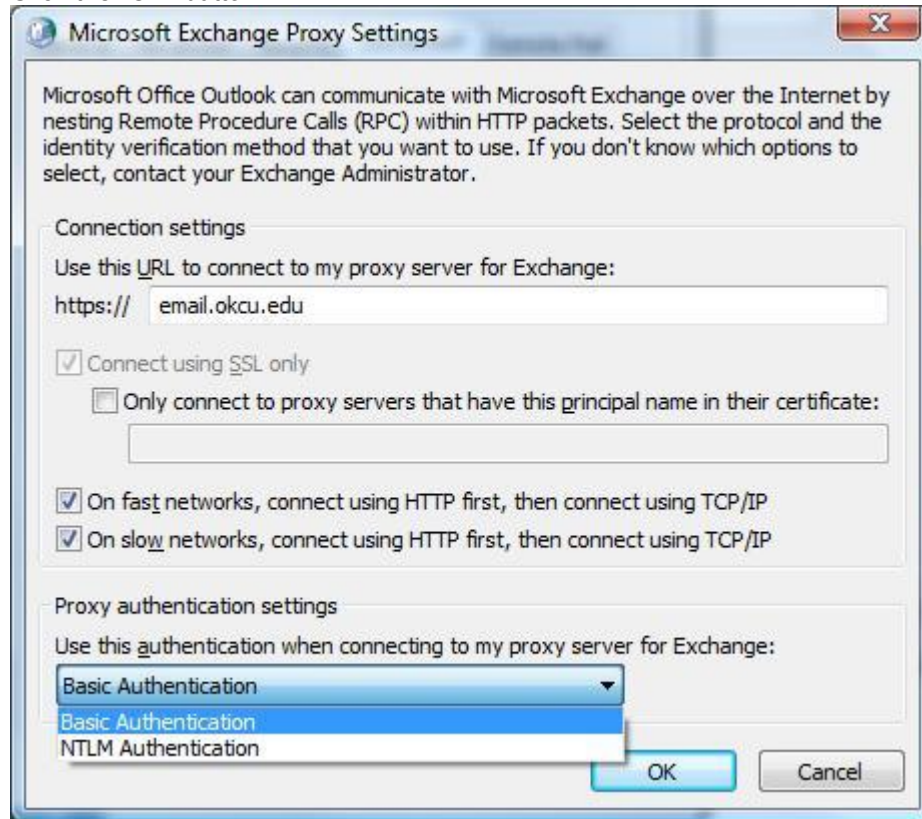
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

9. Click the "Connections" tab.
10. Check the "Connect to Microsoft Exchange using HTTP" checkbox.
11. Click the "Exchange Proxy Settings..." button.



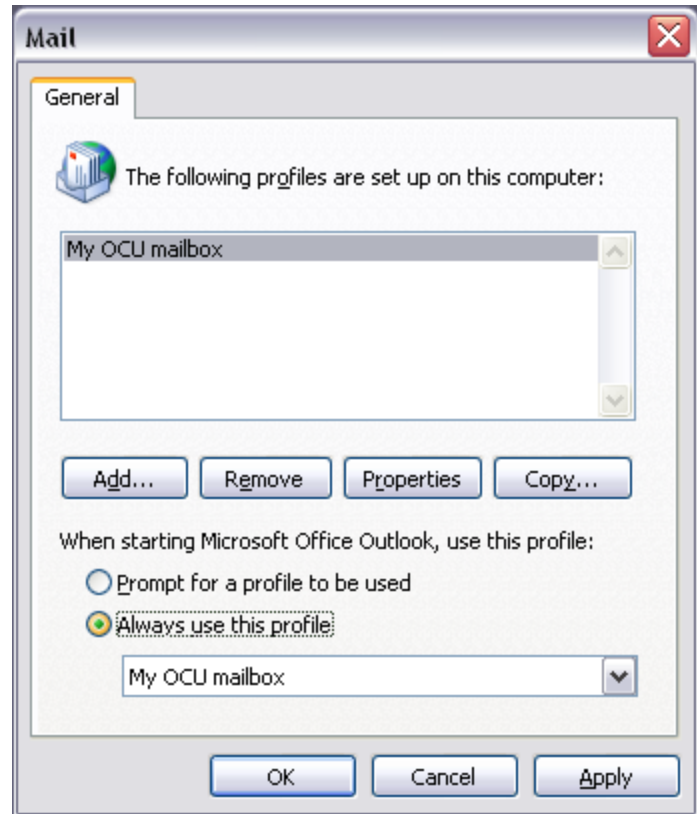
12. Several settings need to be set on the subsequent form.
  - a. The URL setting for the proxy server should be set to “email.okcu.edu”.
  - b. “Connect using SSL only” should be checked.
  - c. “On fast networks, connect using HTTP first, then connect using TCP/IP” should be checked.
  - d. “On slow networks, connect using HTTP first, then connect using TCP/IP” should be checked.
  - e. The proxy authentication setting should be set to “Basic Authentication”.
  - f. Click the “OK” button.



13. You will be given a dialog box congratulating you on a successful configuration. Click the “Finish” button on this form.

14. You will now see your new profile listed. At this point you have two options:

- g. Choose “Always use this profile” and select your new profile in the drop down list.
- h. Or, choose “Prompt for a profile to be used” which causes Outlook to prompt you each time it is opened of the profile you wish to open.



15. Click “OK” and close “Control Panel”.

At this point you have Outlook configured. You can now open Outlook and ensure your settings are correct. Keep in mind, if you chose to have Outlook prompt you for a profile, you may be offered a list of profiles to choose from. In this case, select your new profile and choose “OK”.

To connect to the mailbox, you will be required to enter the username and password combination which has rights to the mailbox. As always, make sure to precede your username with “ocu\” as can be seen in the example to the right.

Once authenticated, Outlook will proceed to retrieve information from the mail server regarding your mailbox. Depending on the size of your mailbox, this may take some time. This delay should only occur the first time you access your mailbox this way.

Congratulations! You now have Outlook 2007 configured to access your e-mail from off campus with all the bells and whistles you have grown accustomed to while on campus.

