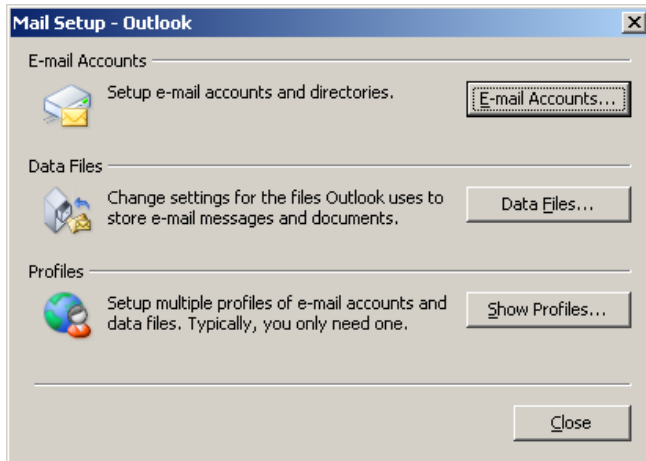
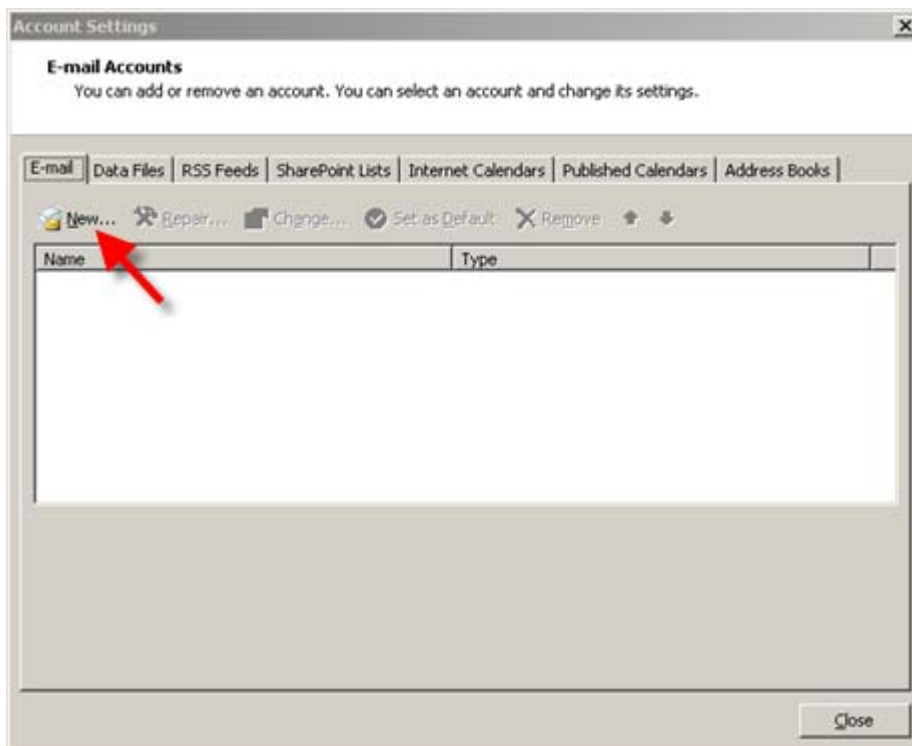


Setting up Outlook 2007 with the Wabash College Exchange Server

1. If Outlook is currently running, you must close it before continuing.
2. Open the “Mail” control panel (click Start | Settings | Control Panel | Mail). From the Mail dialog box, click “E-mail Accounts...”



3. From the “E-mail” tab, click “New...”



4. The “Auto Account Setup” box will appear. Check the box next to “Manually configure server settings...” and click “Next”. You DO NOT need to fill out the information in this form.

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

5. Select “Microsoft Exchange” and click “Next”

Add New E-mail Account

Choose E-mail Service

☐ **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

☒ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

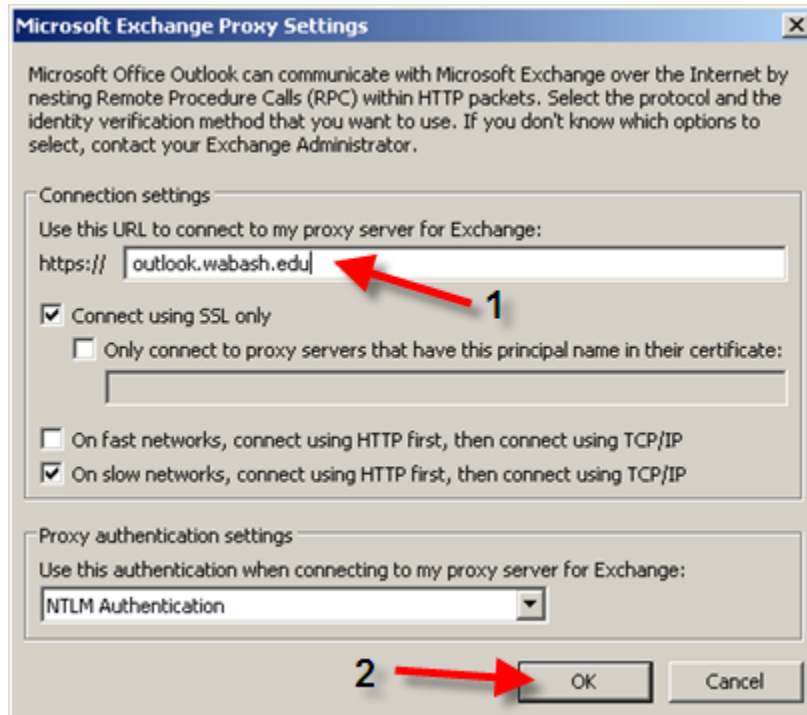
6. The “Microsoft Exchange Settings” dialog box will appear. Enter **exstore.wabash.main** in the “Microsoft Exchange server” field, and enter your regular Wabash username in the “User name” field, then click “More Settings...”

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Microsoft Exchange Settings' tab selected. The dialog box has a title bar with a close button. Below the title bar, there is a sub-header 'Microsoft Exchange Settings' and a note: 'You can enter the required information to connect to Microsoft Exchange.' The main area contains two text input fields. The first field is labeled 'Microsoft Exchange server:' and contains the text 'exstore.wabash.main'. A red arrow labeled '1' points to this field. Below this field is a checked checkbox labeled 'Use Cached Exchange Mode'. The second field is labeled 'User Name:' and contains the text 'weaverb'. A red arrow labeled '2' points to this field. To the right of the 'User Name' field is a 'Check Name' button. At the bottom right of the dialog box is a 'More Settings ...' button. A red arrow labeled '3' points to this button. At the very bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click on the “Connection” tab, check the box next to “Connect to Microsoft Exchange using HTTP”, and click “Exchange Proxy Settings...”

The screenshot shows the 'Microsoft Exchange' dialog box with the 'Connection' tab selected. The dialog box has a title bar with a close button. Below the title bar, there are five tabs: 'General', 'Advanced', 'Security', 'Connection', and 'Remote Mail'. The 'Connection' tab is active. The main area contains several sections. The first section is 'Connection' with a sub-header 'Use these settings when connecting to Microsoft Exchange when working offline:'. Below this are three radio buttons: 'Connect using my Local Area Network (LAN)' (selected), 'Connect using my phone line', and 'Connect using Internet Explorer's or a 3rd party dialer'. The second section is 'Modem' with a sub-header 'Use the following Dial-Up Networking connection:'. Below this is a dropdown menu, a 'Properties...' button, and an 'Add...' button. The third section is 'Outlook Anywhere' with a sub-header 'Connect to Microsoft Exchange using HTTP'. Below this is a checked checkbox and a button labeled 'Exchange Proxy Settings...'. A red arrow labeled '1' points to the 'Connection' tab. A red arrow labeled '2' points to the 'Exchange Proxy Settings...' button. A red arrow labeled '3' points to the 'Connect to Microsoft Exchange using HTTP' checkbox. At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Apply'.

8. In the Proxy Settings dialog box, enter **outlook.wabash.edu** in the “URL to connect to my proxy server for Exchange” field, and click “OK”.



9. Click “OK” to close the “Microsoft Exchange” settings box.

10. Click “Next” to continue on the “Add New Email Account” box.

11. You’ll see a login box. Enter **username@wabash.main** in the “User name” field (e.g. weaver@wabash.main), enter your regular network password in the “Password” field, and click “OK”.



12. You may see a notice that some settings have changed. Click OK to continue as necessary. Your Outlook 2007 is now set up to connect to the Wabash Exchange server, and you will connect the next time you start Outlook.