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.

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

7. Click on the “Connection” tab, check the box next to “Connect to Microsoft Exchange using HTTP”, and click “Exchange Proxy Settings...”.
8. In the Proxy Settings dialog box, enter \textit{outlook.wabash.edu} in the “URL to connect to my proxy server for Exchange” field, and click “OK”.

![Image of Microsoft Exchange Proxy Settings dialog box]

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 \textit{username@wabash.main} in the “User name” field (e.g. \textit{weaver@wabash.main}), enter your regular network password in the “Password” field, and click “OK”.

![Image of Connect to exstore.wabash.main]

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.