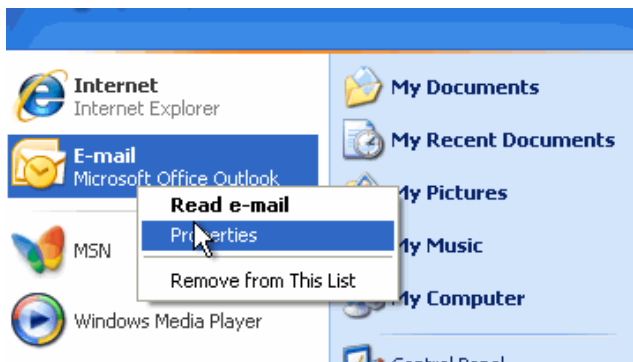


## Mail Set-up Instructions for Outlook 2007 in Windows XP

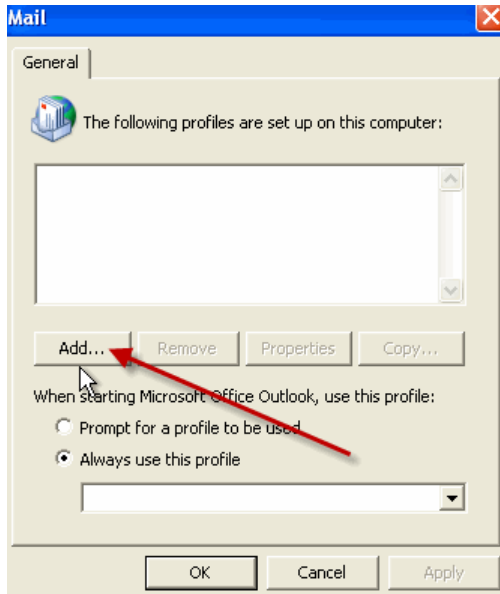
1. Click on the Start button in the lower left corner of your screen.
2. Slide your mouse pointer over the icon that says “E-mail” and shows the yellow Microsoft Outlook icon.



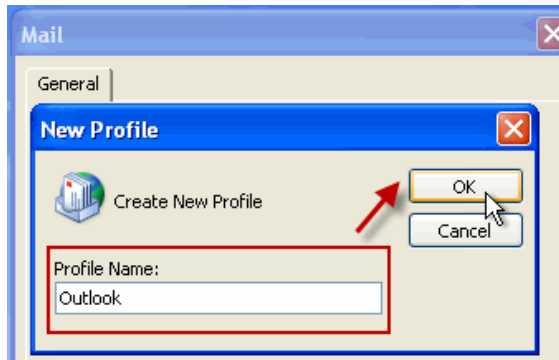
3. Slide the mouse pointer down to choose “Properties”.



4. In the Mail window, click on the **Add** button.



5. In the New Profile window, under **Profile Name** type in: Outlook and click OK.



6. In the Auto Account Setup window, click to place a checkmark next to the text: “Manually configure server settings or additional server types” then click on Next.

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

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

Manually configure server settings or additional server types

< Back   **Next >**   Cancel

7. In the Choose E-mail Service window click to place a green dot next to “Microsoft Exchange”, then click on Next.

**Add New E-mail Account**

**Choose E-mail Service**

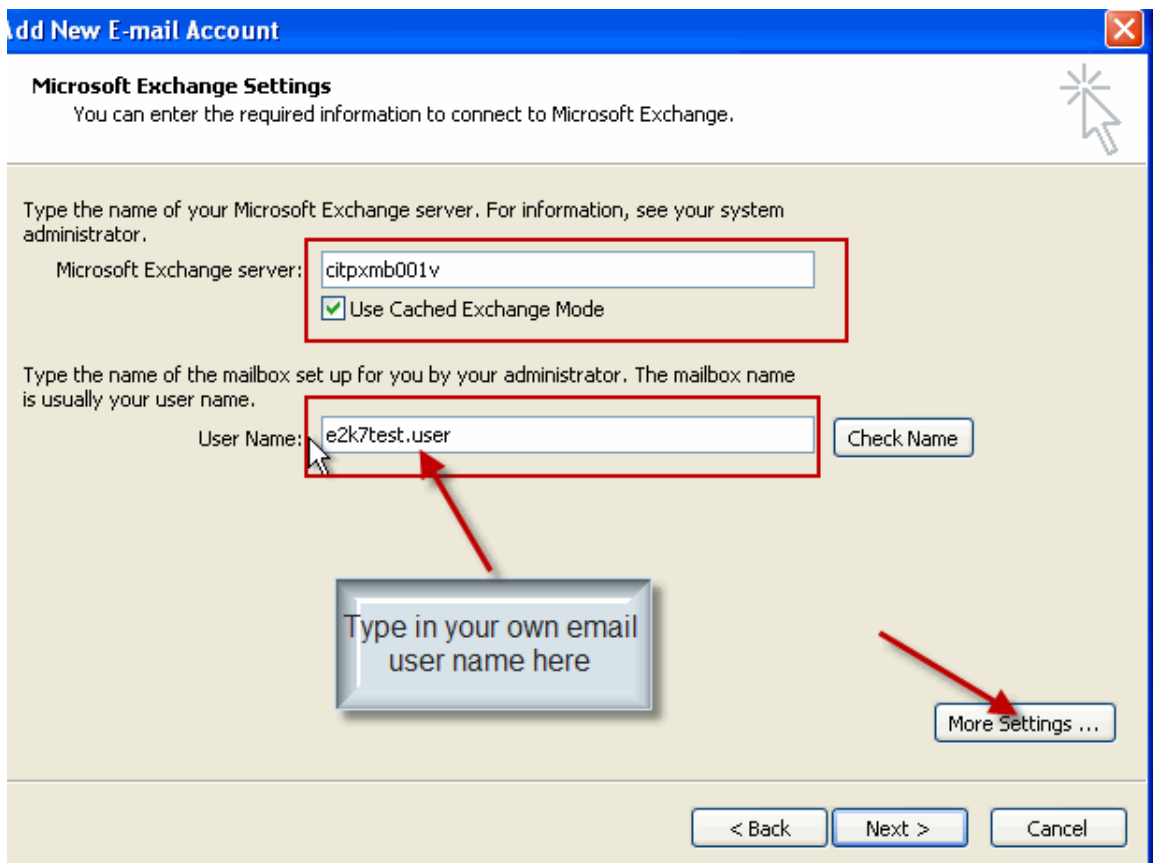
**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

**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)

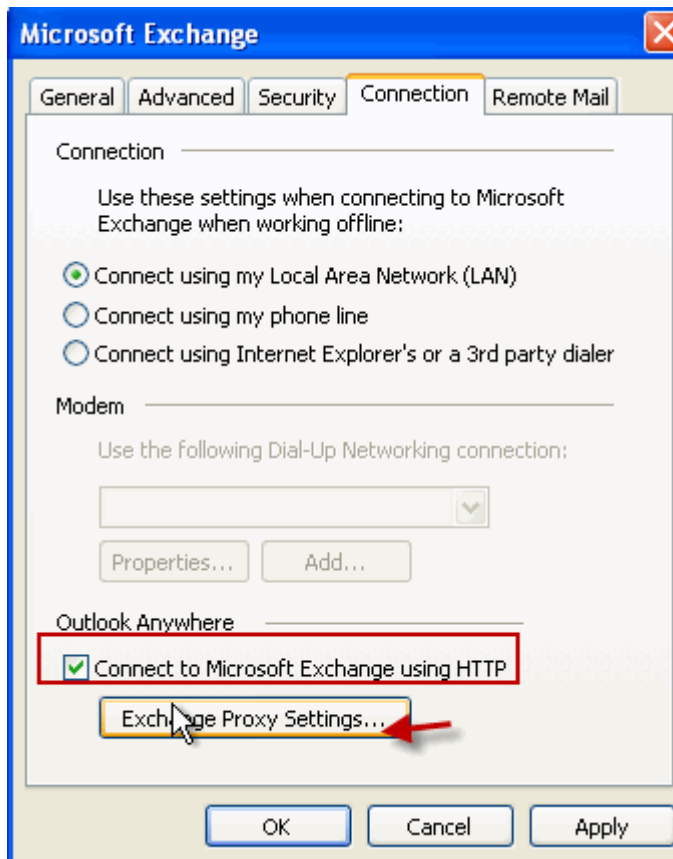
< Back   **Next >**   Cancel

8. In the Microsoft Exchange Settings window, next to the text “Microsoft Exchange Server” type in: **citpxmb001v**. Be sure to click to place a checkmark next to the text: “Use Cached Exchange Mode”. Also be sure to type in your user name next to “User Name”. Your user name is the same as the part of your email address before the “@” symbol. Ex: jsmi4539



9. Click on the **More Settings** button.
10. The Connect window will briefly appear. Click the Cancel button.

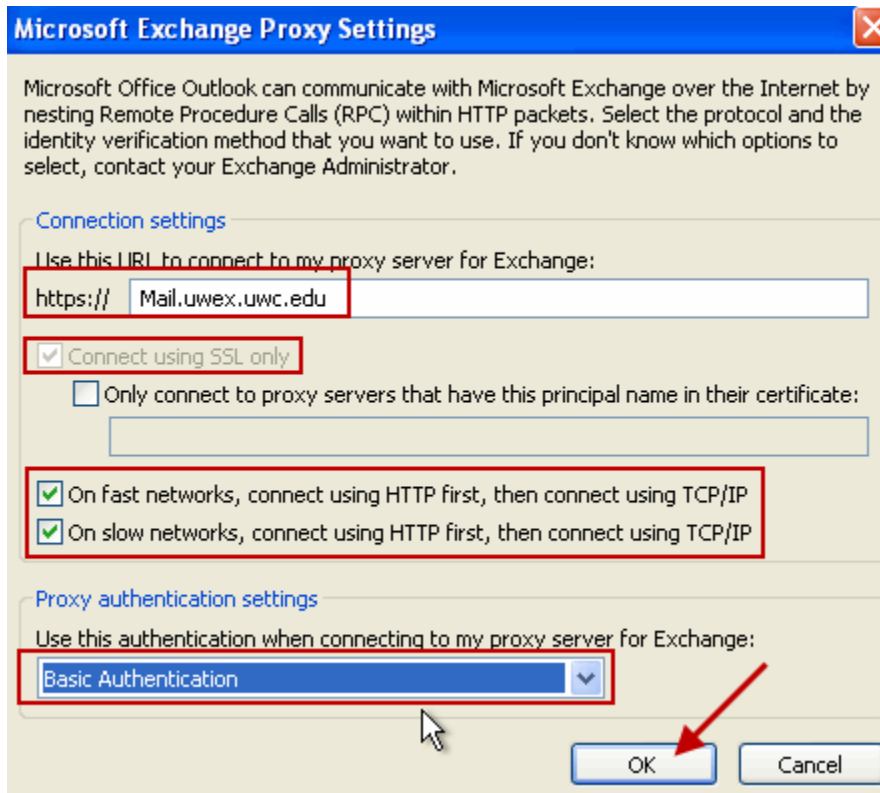
11. In the Microsoft Exchange window, click on the **Connection** tab.



12. Also in the Microsoft Exchange window, under "Outlook Anywhere" click to place a green checkmark next to "Connect to Microsoft Exchange using HTTP".

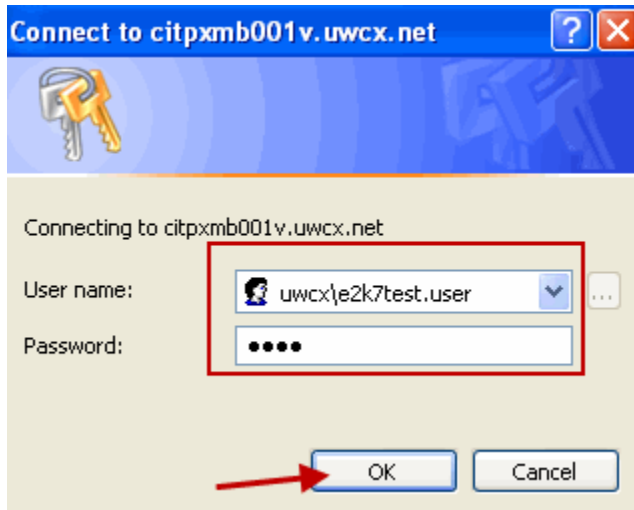
13. Next click on the "Exchange Proxy Settings" button.

14. In the Microsoft Exchange Proxy Settings window next to <https://> type in: Mail.uwex.uwc.edu

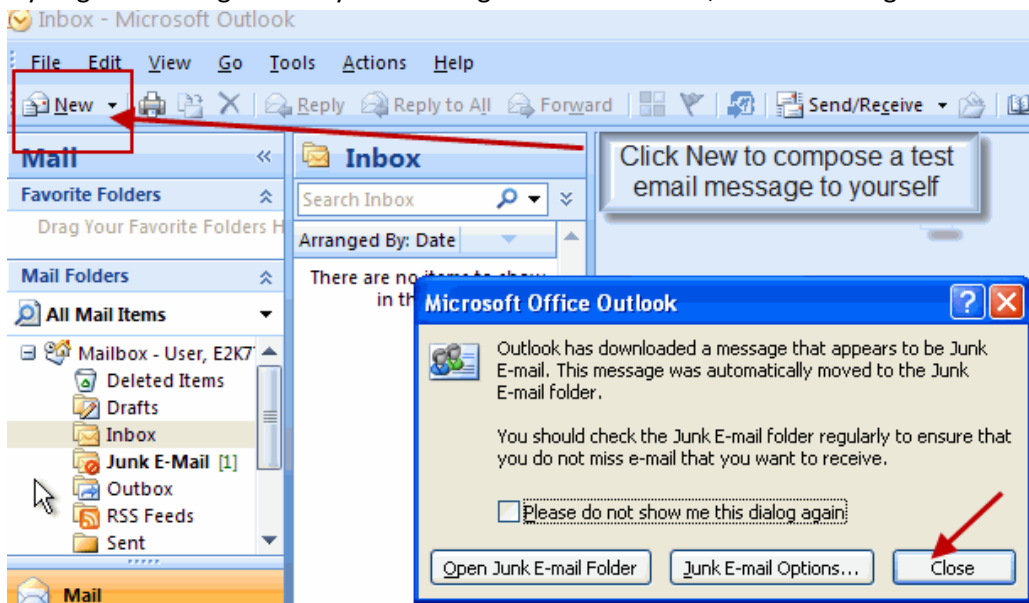


15. Click to place a checkmark next to “Connect using SSL only”.
16. Click to place checkmarks next to “On fast networks, connect using HTTP first, then connect using TCP/IP” and next to “On slow networks, connect using HTTP first, then connect using TCP/IP”.
17. Under Proxy Authentication Settings, use your mouse pointer to click on the down-pointing arrow. Highlight the words “**Basic Authentication**” then click on OK.
18. In the Microsoft Exchange window click **OK**.
19. In the “Add New E-mail Account” window click on **Next**.
20. In the Congratulations window click on **Finish**.
21. In the Mail window click on **OK**.
22. Go to the Start menu and use your mouse pointer to move up and select “E-mail Microsoft Office Outlook”.

23. In the “Connect to” window, for username type in “uwcx\your username” (same username as the part of your email address before the “@” symbol. Ex: uwcx\jsmit2341



24. Type in your email password, then click **OK**.
25. Your Outlook inbox will now load with messages.
26. If you get a message that says something about Junk E-mail, click Close to get rid of the window.



27. Go to New on the upper left corner of the window and click on the down-pointing black arrow to select **New Message**.
28. Compose a new message to yourself and click on **Send** to send it.
29. The new message will show up in your inbox so you know that your email account is working.