



Outlook 2010 or 2007 E-mail Configuration

If you are opening Outlook 2010 or 2007 for the very first time, **Auto Account Setup** should launch and begin the process of verifying your e-mail account information.

****In some cases, you may get prompted to create a new Profile first. If so, enter a name for the Profile and click OK. You should then be directed to the Auto Account Setup****

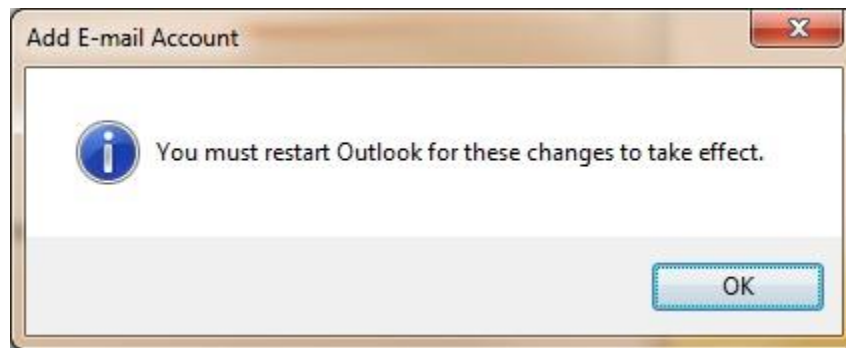
The screenshot shows the 'Add New Account' dialog box. At the top, it says 'Add New Account' with a close button. Below that is the 'Auto Account Setup' section with the instruction 'Click Next to connect to the mail server and automatically configure your account settings.' There are three radio button options: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' section has two text boxes: 'Your Name:' with 'Chris Scholts' and 'Example: Ellen Adams', and 'E-mail Address:' with 'Chris.Scholts@ccci.org' (highlighted with a red box) and 'Example: ellen@contoso.com'. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

The Username and E-mail Address will populate automatically *if Windows is joined to the NET domain*, and you are logging onto Windows with a “firstname.lastname” account. Click next...

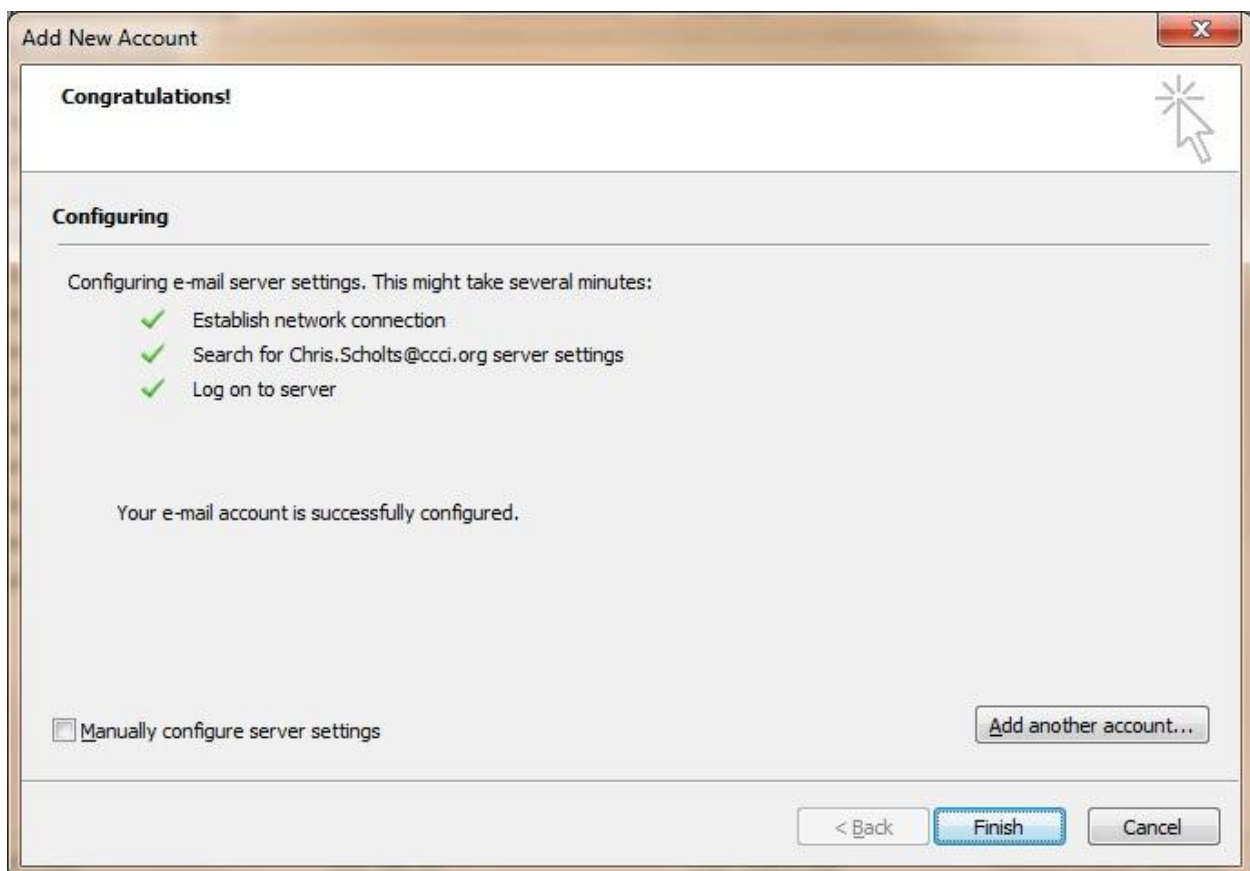
NOTE: If the Auto Account Setup does not launch, or does not ask you to create a new Profile, you can manually create a new Profile by going into the Windows Control Panel, and choosing the Mail icon.

(If you do not see a Mail icon in the Control Panel, change “View by” in the upper-right corner to “small icons”)

You may receive a message stating “You must restart Outlook for these changes to take effect”. Just click OK.



Click on Finish and your e-mail data will begin importing into Outlook the next time it is opened.



Continue below for setting up Outlook from an offsite location...

If you are attempting to set up Outlook from an offsite (non-domain network) location, you will need to enter some information manually during Auto Account Setup.

Enter your **name, E-mail Address, and password** twice. Click Next...

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Outlook will now search for the server settings. This may take a few minutes...

Add New Account

Online search for your server settings...

Configuring

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ➔ **Search for chris.scholts@ccci.org server settings**
Log on to server

< Back Next > Cancel

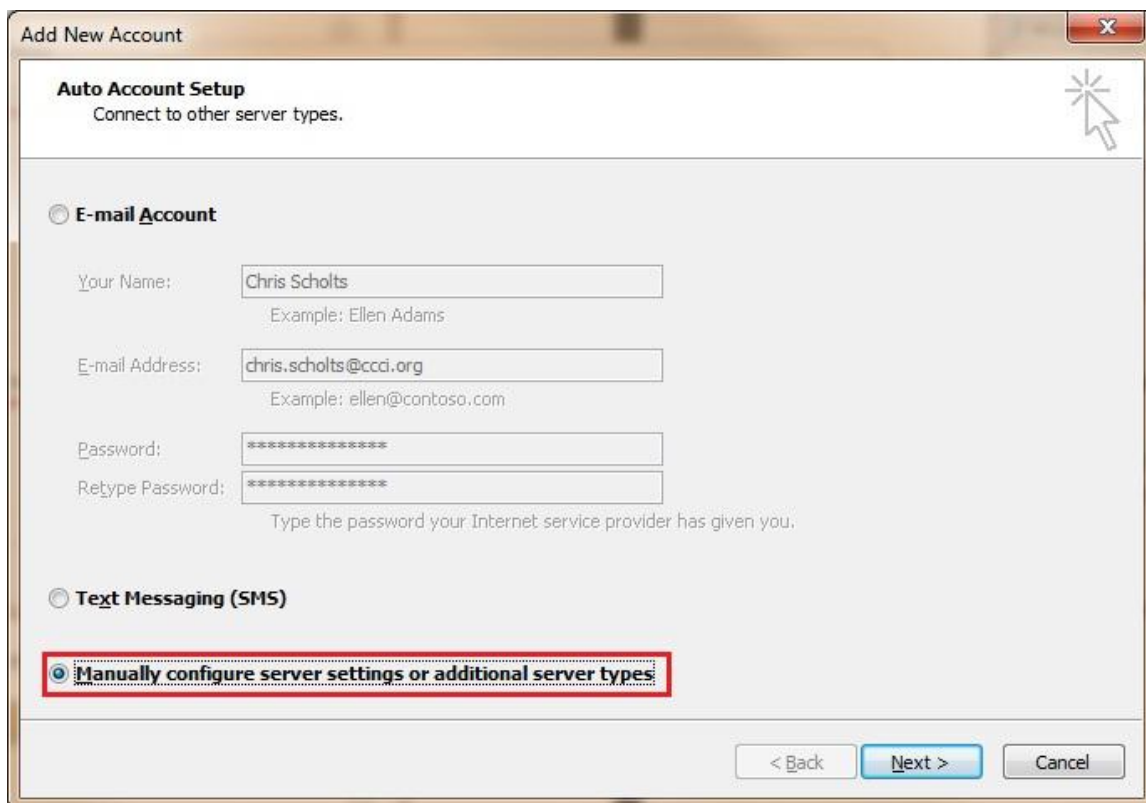
You may receive a message stating “You must restart Outlook for these changes to take effect”. Just click OK.

If the server was detected successfully, you will be prompted to authenticate to the server.

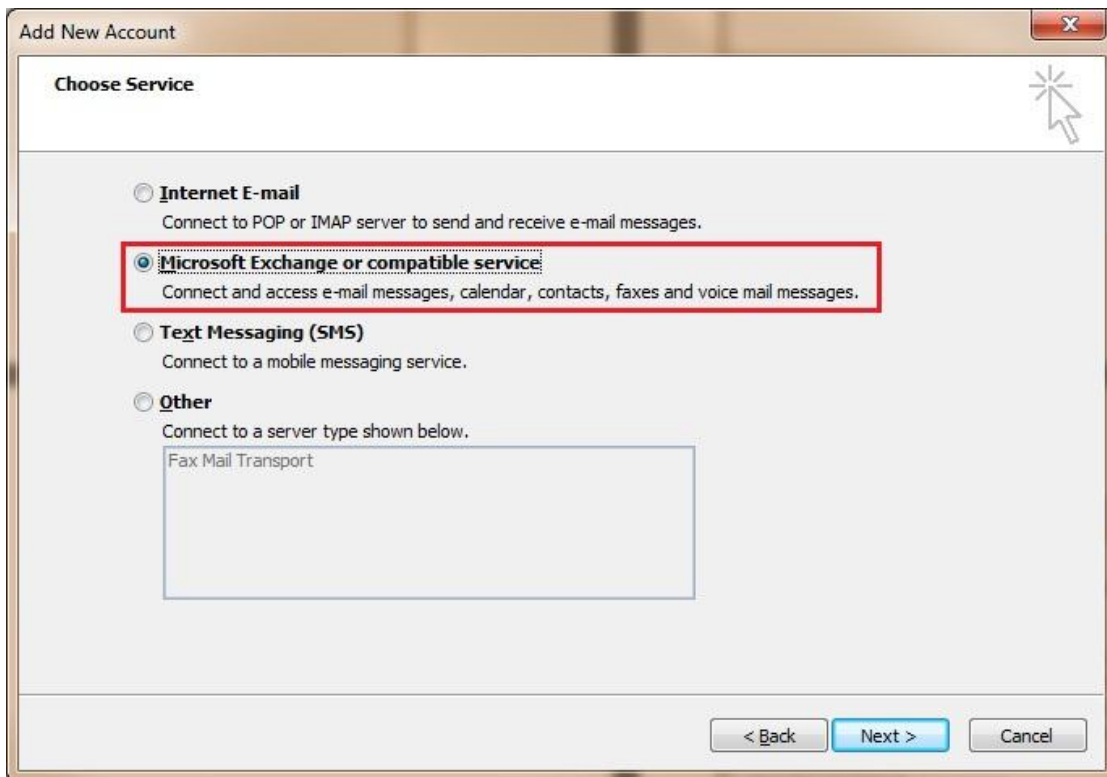
Enter either your e-mail address as the username, or use “NET\firstname.lastname”, then enter your password below. Be sure to place a checkmark in the box next to “Remember my credentials”.



If Outlook was unable to detect the server settings automatically, click the Back button and place a check next to the box that says “Manually configure server settings”.

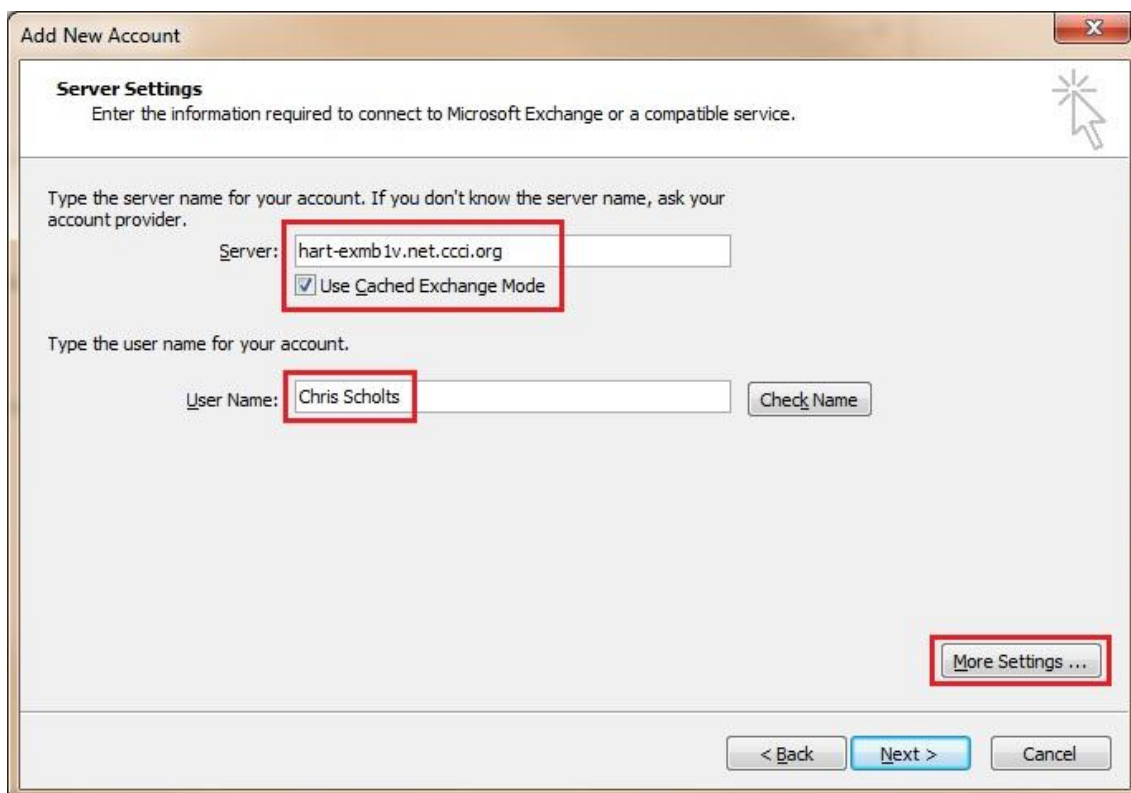


Select "Microsoft Exchange or compatible service".



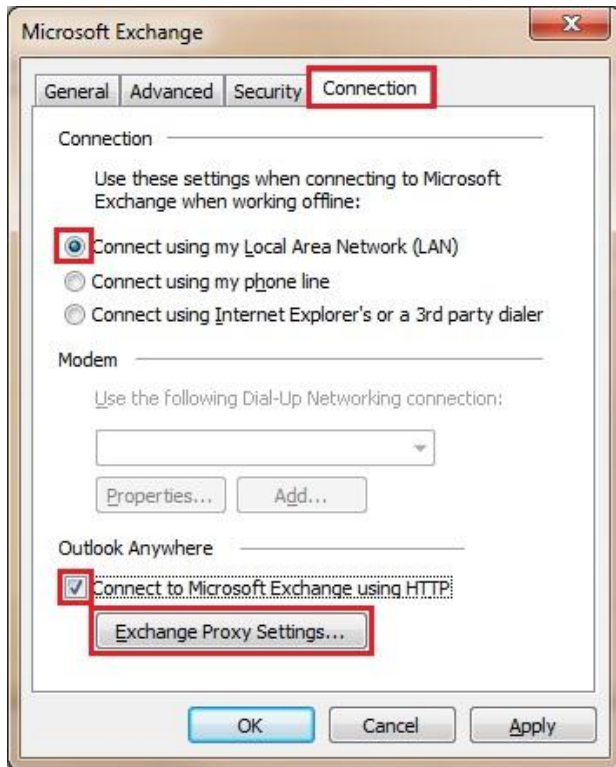
Enter the following information: for server name: **hart-exmb1v.net.ccci.org**.

Enter your User Name, but DO NOT click Check Name. Instead, click on **More Settings...**



Click on the Connection tab, and leave the default setting that says “Connect using my LAN”.

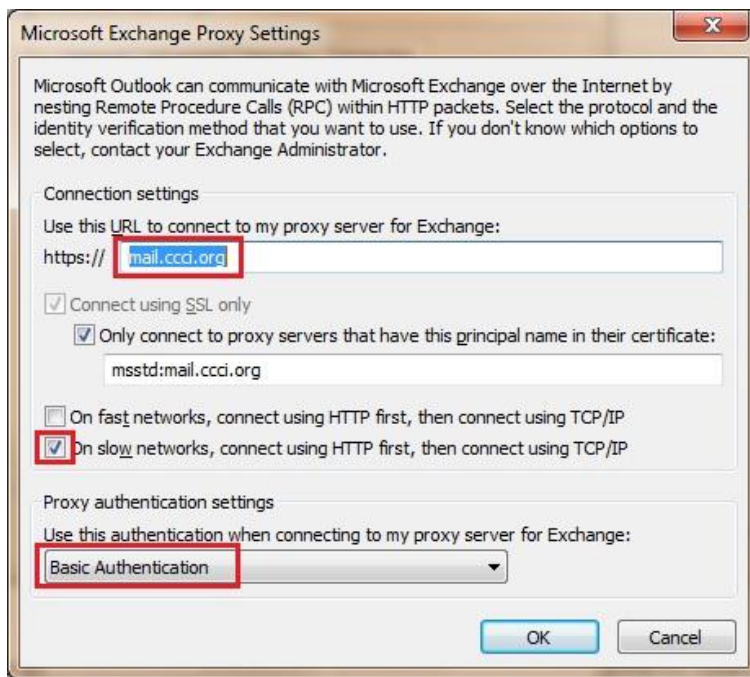
Place a checkmark in the box next to “**Connect to Microsoft Exchange using HTTP**”, and click **Exchange Proxy Settings**.



Enter mail.cci.org for the Connection setting.

A checkmark should be placed next to “**On slow networks, connect using HTTP first**”

Change the **Proxy authentication settings** to **Basic Authentication**



Click OK to exit the Exchange Proxy Settings window, and OK again to exit the previous windows.

If all the settings were entered correctly, you should now be able to click the **Check Name** button that you skipped before. Authenticate as instructed in previous steps, and click Next. Then click Finish.

The screenshot shows the 'Add New Account' wizard in the 'Server Settings' step. The window title is 'Add New Account'. The main heading is 'Server Settings' with the instruction 'Enter the information required to connect to Microsoft Exchange or a compatible service.' Below this, there are two input sections. The first section asks for the server name, with the text 'Type the server name for your account. If you don't know the server name, ask your account provider.' The 'Server:' text box contains 'hart-exmb1v.net.ccdi.org' and the 'Use Cached Exchange Mode' checkbox is checked. The second section asks for the user name, with the text 'Type the user name for your account.' The 'User Name:' text box contains 'Chris Scholts'. To the right of the 'User Name' text box is a 'Check Name' button, which is highlighted with a red rectangle. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangle. A 'More Settings ...' button is also visible in the bottom right area.

The screenshot shows the 'Add New Account' wizard in the 'Congratulations' step. The window title is 'Add New Account'. The main heading is 'Congratulations!' with the text 'You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' On the left side, there is a decorative graphic with a vertical gradient and several envelope icons. At the bottom right, there is an 'Add another account...' button. At the bottom of the window, there are two buttons: '< Back' and 'Finish'. The 'Finish' button is highlighted with a blue border.