

Configuring Microsoft Outlook 2007 for the First Time

INFORMATION TECHNOLOGY SERVICES
California State University, Los Angeles

Version 1.0

Spring 2009

Microsoft Outlook 2007 must be configured by the user before it can be used for the first time. Before configuring Outlook 2007, the user must have a valid mailbox on the Microsoft Exchange server and Outlook 2007 installed on the local system. This is a one-time procedure.

To configure Outlook 2007:

1. Click the **Start** button ► **All Programs** ► **Microsoft Office** ► **Microsoft Office Outlook 2007**. The *Outlook 2007 Startup Wizard* window will open (see Figure 1).



Figure 1 - Outlook 2007 Startup Wizard Window

2. Click the **Next** button. The *Account Configuration: E-mail Accounts* window will display (see Figure 2).

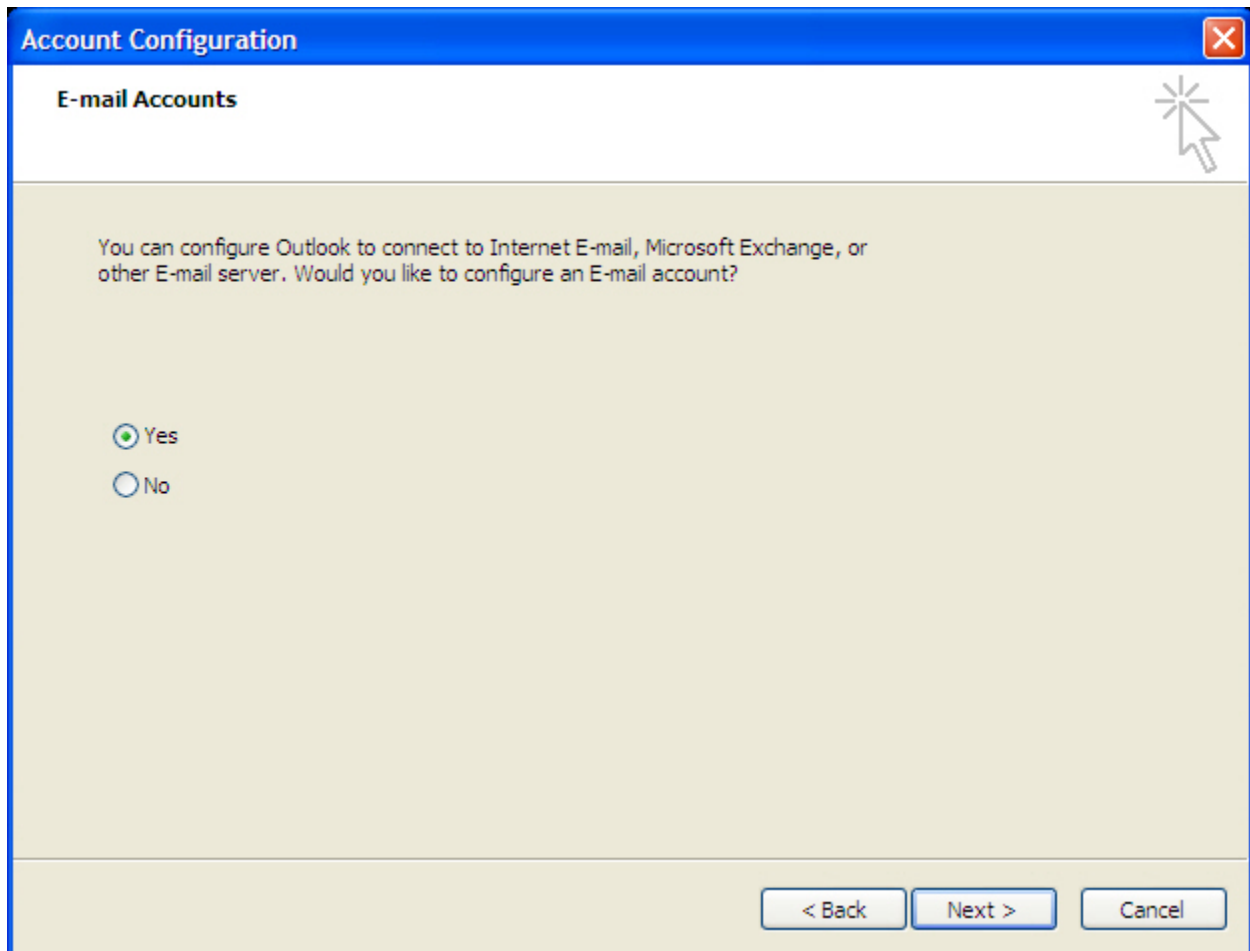


Figure 2 - Account Configuration: E-mail Accounts Window

3. Click the **Yes** option button, and then click the **Next** button. The *Add New E-mail Account: Auto Account Setup* window will display (see Figure 3).

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

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

Figure 3 - Add New E-mail Account: Auto Account Setup Window

4. Select the *Manually configure server settings or additional server types* check box (see Figure 4).

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

Figure 4 - Add New E-mail Account: Auto Account Setup Window with Manual Configuration Selected

4. Click the **Next** button. The *Add New E-mail Account: Choose E-mail Service* window will display (see Figure 5).

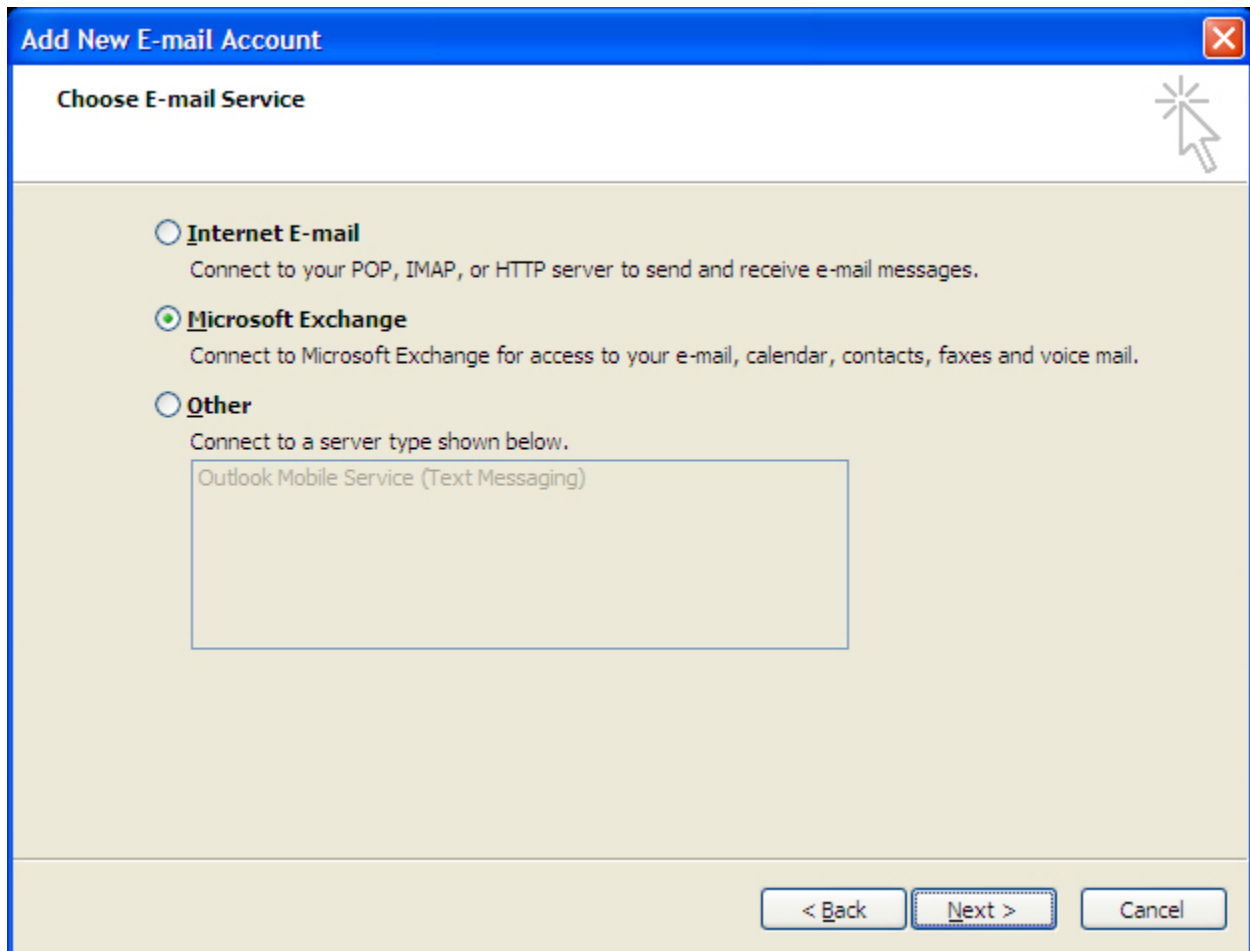


Figure 5 - Add New E-mail Account: Choose E-mail Service Window

5. Click the *Microsoft Exchange* option button, and then click the **Next** button. The *Add New E-mail Account: Microsoft Exchange Settings* window will display (see Figure 6).

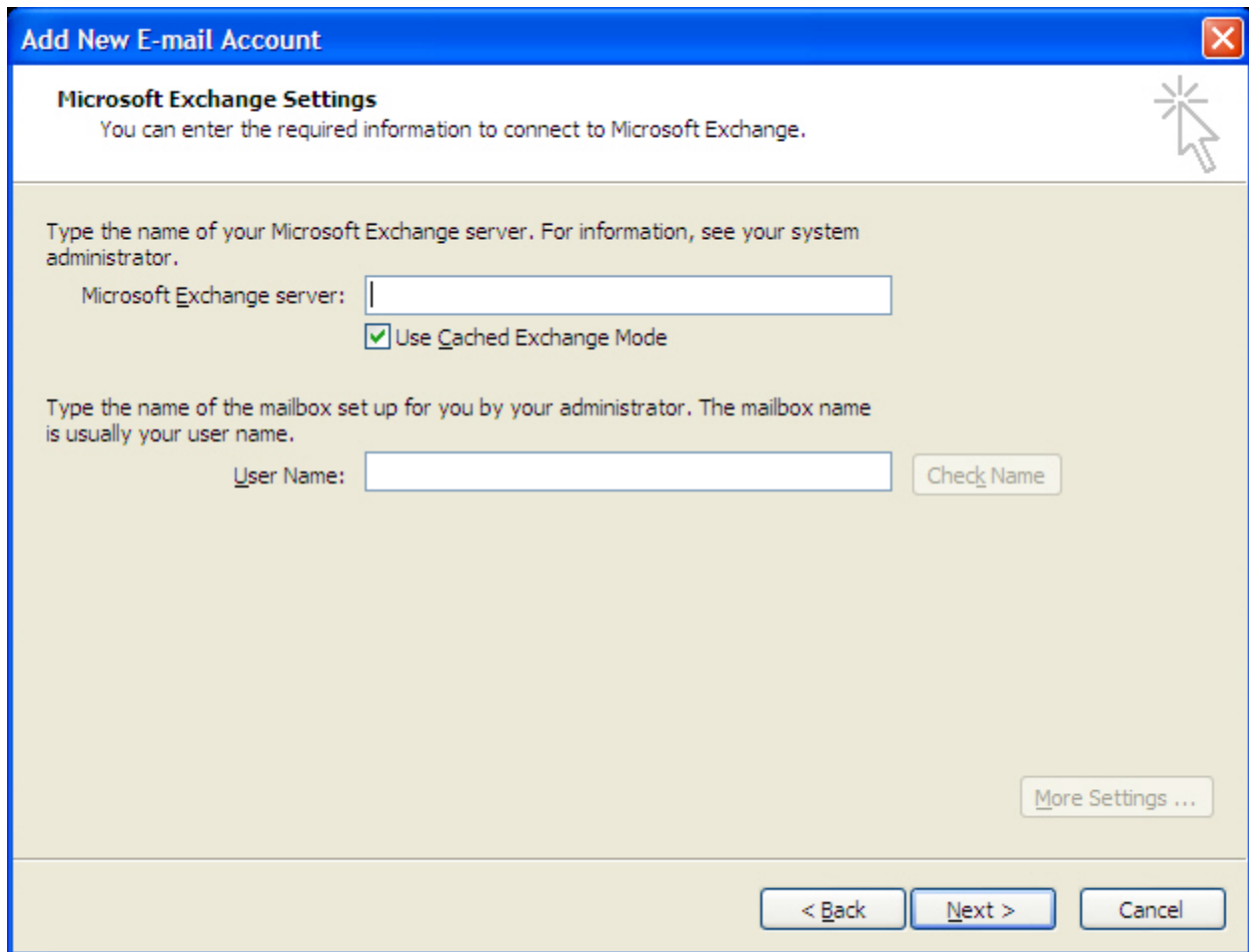


Figure 6 - Add New E-mail Account: Microsoft Exchange Settings Window

4. In the *Microsoft Exchange server* text box, type **santafe1**.
5. Uncheck the *Use Cached Exchange Mode* check box.
6. Enter the user name in the *User Name* text box. The **Check Name** button will activate (see Figure 7).

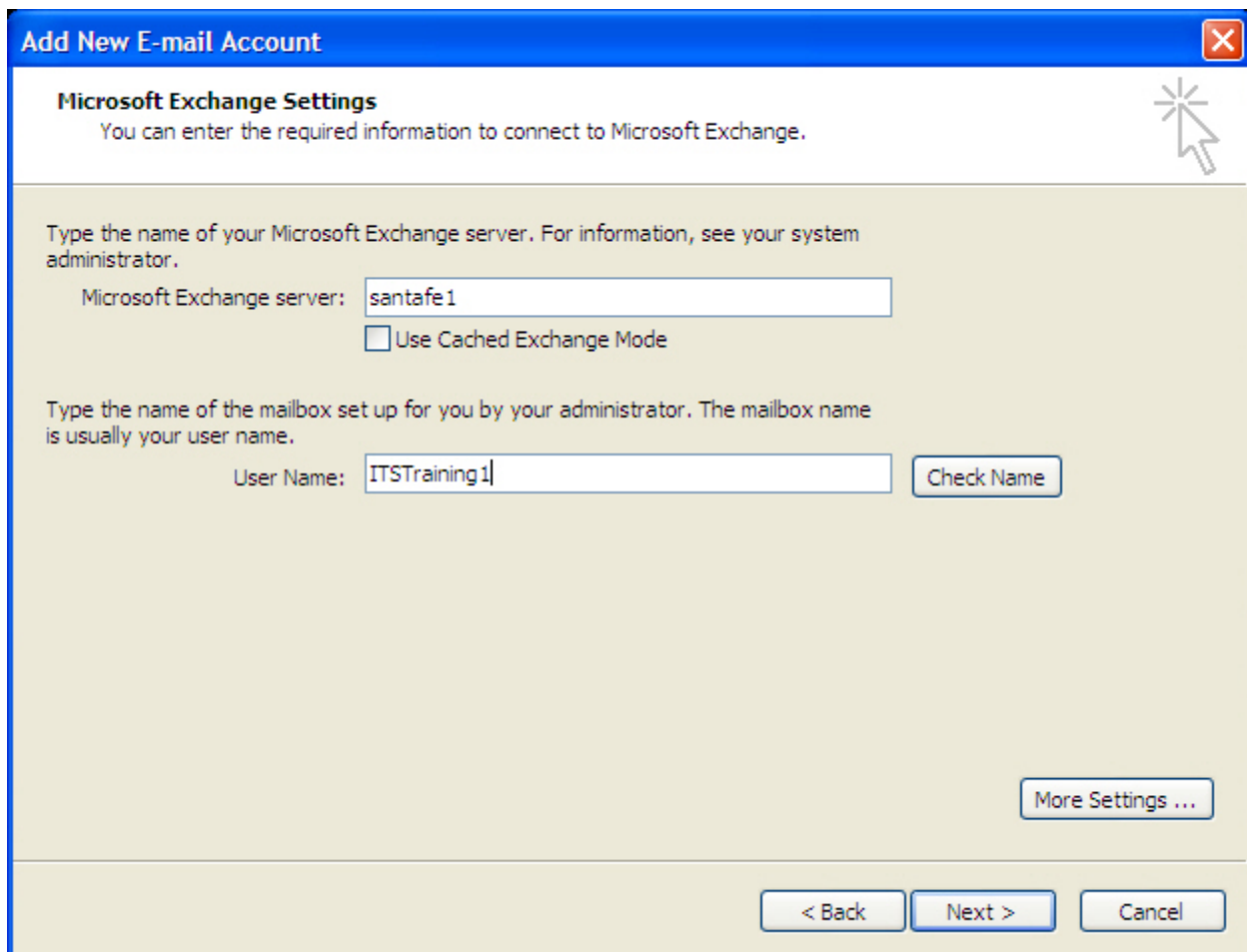


Figure 7 - Add New E-mail Account: Microsoft Exchange Settings Window with Check Name Button Activated

7. Click the **Check Name** button. The *Connect to* dialog box will open (see Figure 8).

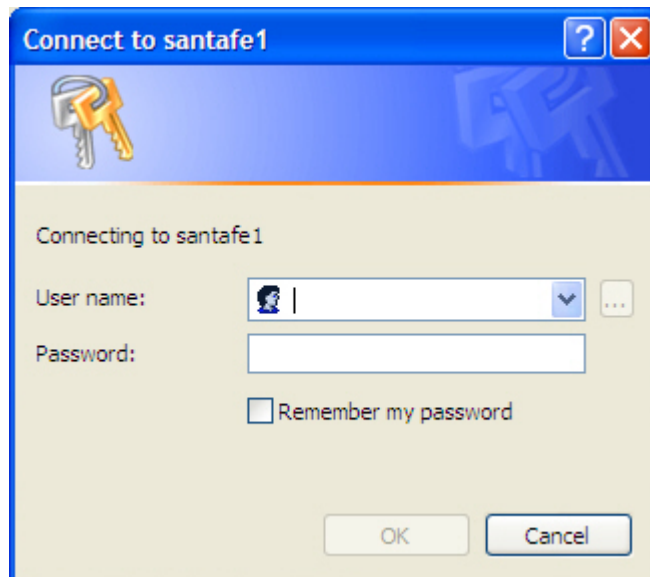


Figure 8 - Connect to Dialog Box

8. Enter the user domain (**nis** or **csla**) followed by a backslash (\) and the user name in the *User name* text box.
9. Enter the user password in the *Password* text box (see Figure 9).



Figure 9 - Connect to Dialog Box after Entering User Name and Password

10. Click the **OK** button.

NOTE: The system will authenticate the user and the user mailbox on the Microsoft Exchange server. It is not unusual to experience a delay of up to a minute while the process completes. If the *Connect to* dialog box reappears with the *Password* text box empty, it means that the user was not authenticated on the server. Contact the ITS Help Desk at extension 3-6170 for further assistance.

NOTE: When the user has been properly authenticated on the Microsoft Exchange server, the user name in the *User Name* text box in the *Add New E-mail Account: Microsoft Exchange Settings* window will display underlined (see Figure 10).

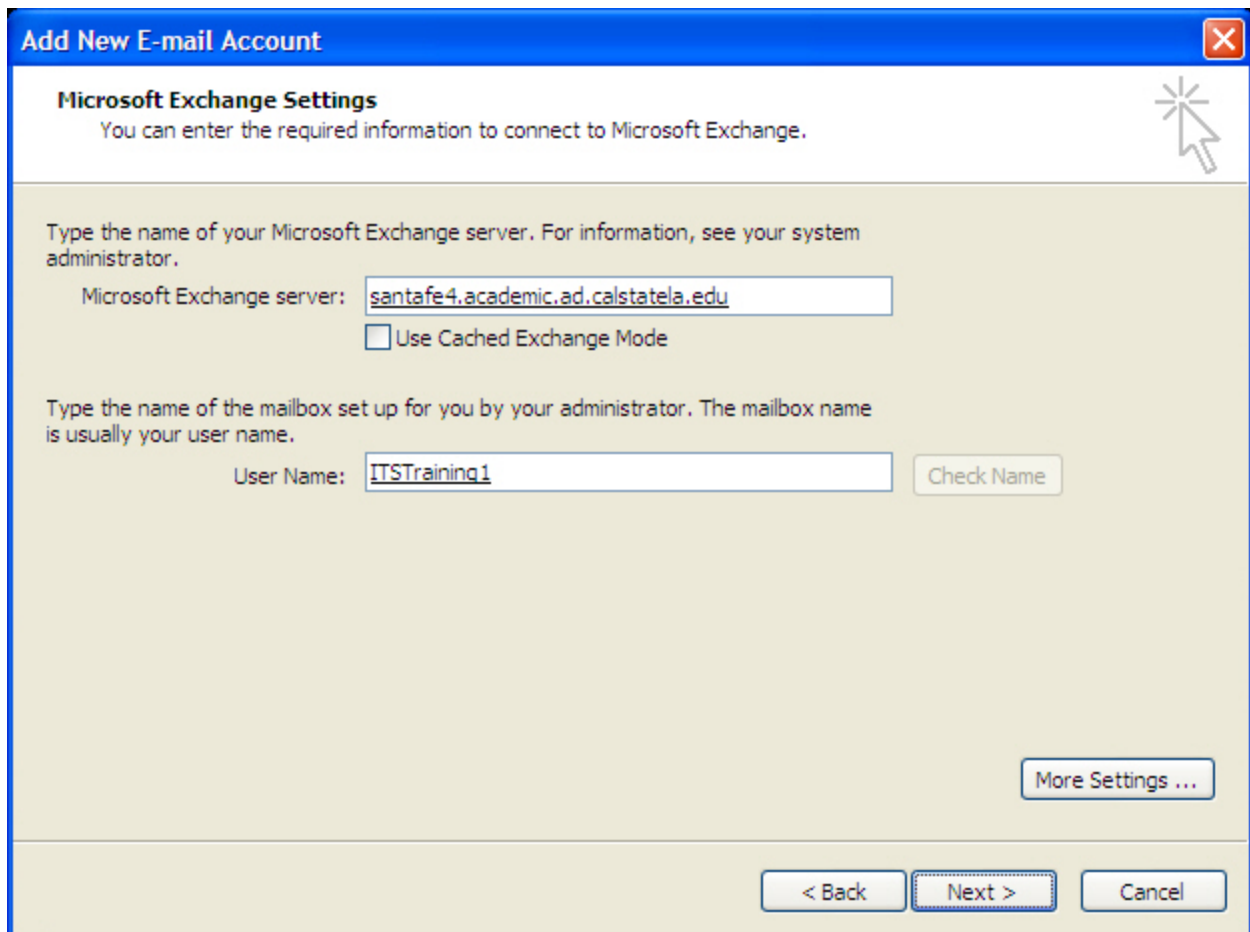


Figure 10 - Add New E-mail Account: Microsoft Exchange Settings Window after Authentication

11. Click the **Next** button. The *Add New E-mail Account: Congratulations* window will display (see Figure 11).

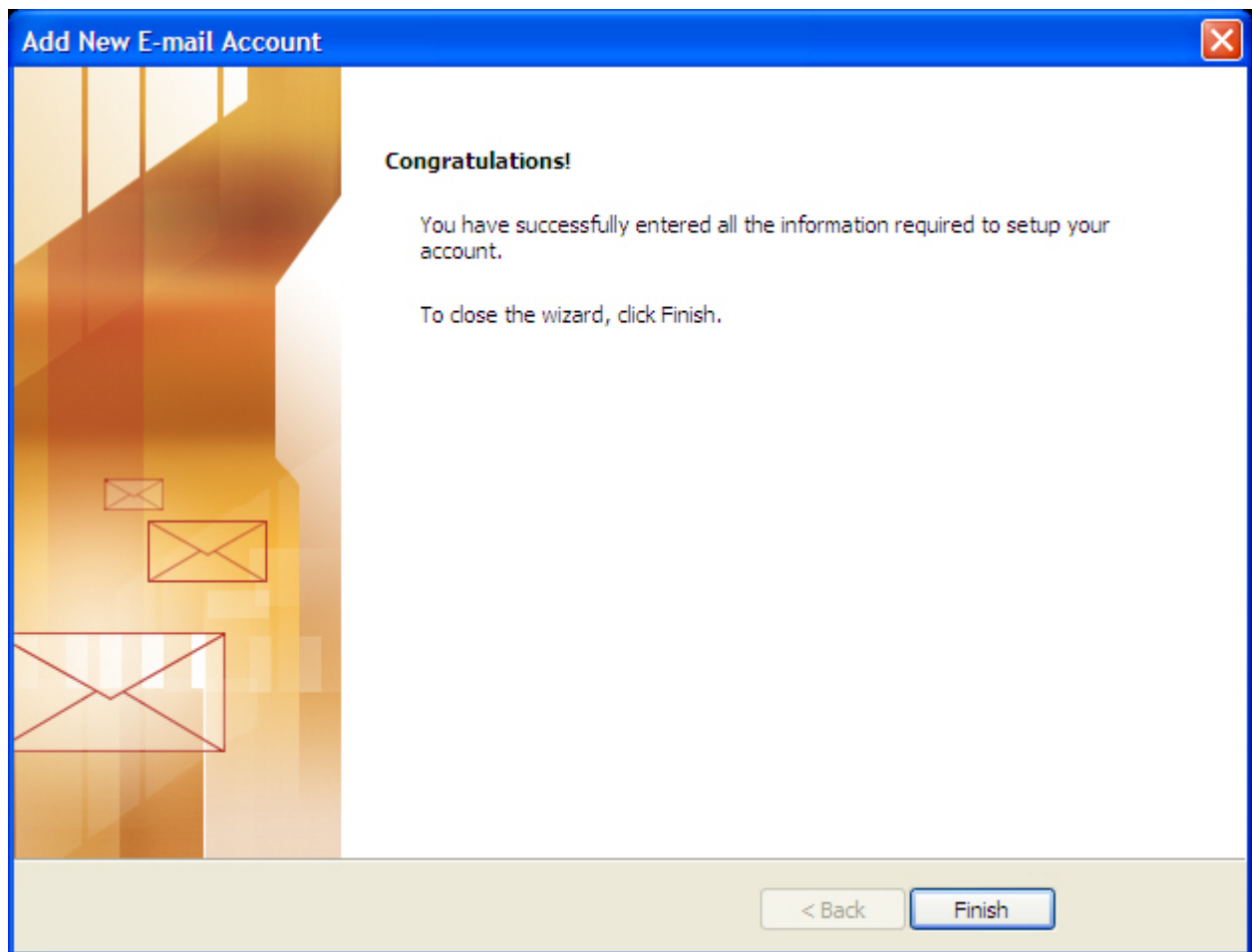


Figure 11 - Add New E-mail Account: Congratulations Window

12. Click the **Finish** button to complete the configuration and relaunch Outlook 2007, if necessary.