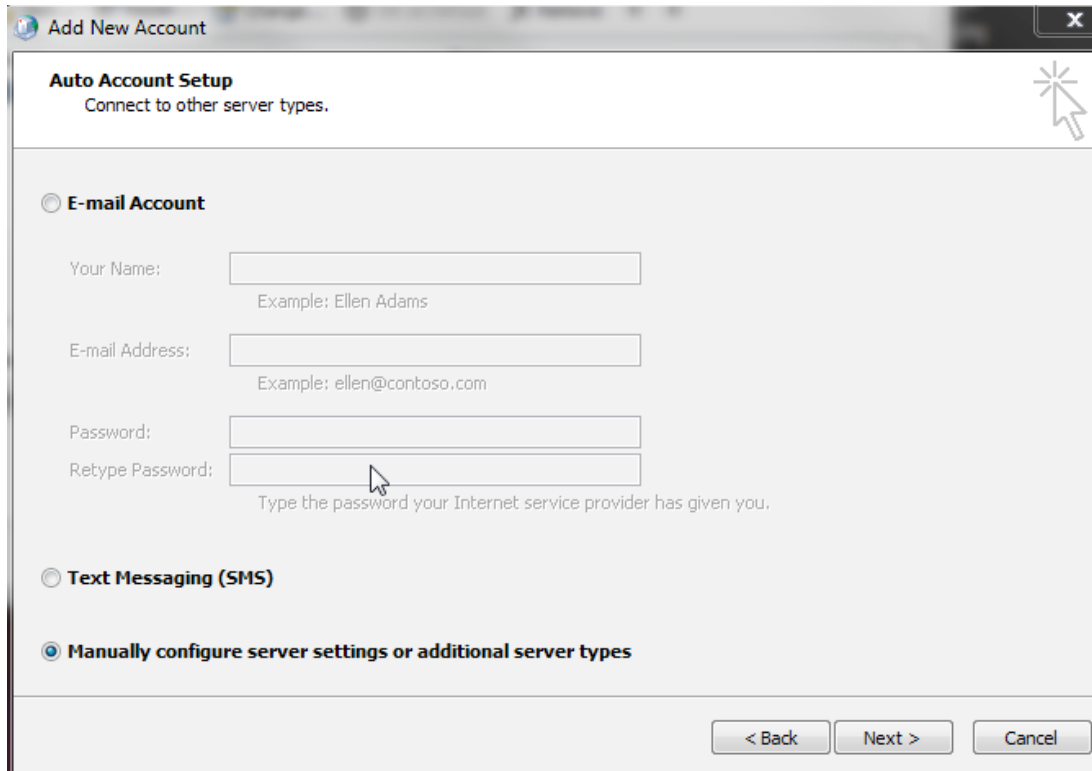


This guide will help you setup your Outlook 2007 to connect to BGSU's exchange email server off campus. Before starting, please be sure to close Outlook.

Open Control Panel by selecting it from the start menu.

Open the "Mail" section and select that you would like to add a new email account.

Select the bottom option to Manually configure server settings.



Press Next to continue. Select Microsoft Exchange as your server type and press Next again.

Before we can continue further, we will need to know your mail server address. To find this, open Internet Explorer and log into the OWA.

Once logged in, select the "Options" link on the top and scroll down on the page.

CLIENT ACCESS SERVER LANGUAGE: EN-US
Client Access server time zone: Eastern Standard Time
Microsoft Exchange Client Access server platform: 64bit
Mailbox server name: MAIL1.bgsu.edu
Mailbox server Microsoft Exchange version: 8.1.240.0
Other Microsoft Exchange server roles currently installed on the Client Access server:
Authentication type associated with this Outlook Web Access session: Basic
Public logon: Yes

Locate the section for “Mailbox Server Name” and record the information listed.

Your server will always follow this arrangement:

MAIL#.bgsu.edu

Once you have this recorded, go back to the setup screen for Outlook. You will need to enter your mail server in the server box followed by your BGSU Username in the username box.

Select the More Options Button.

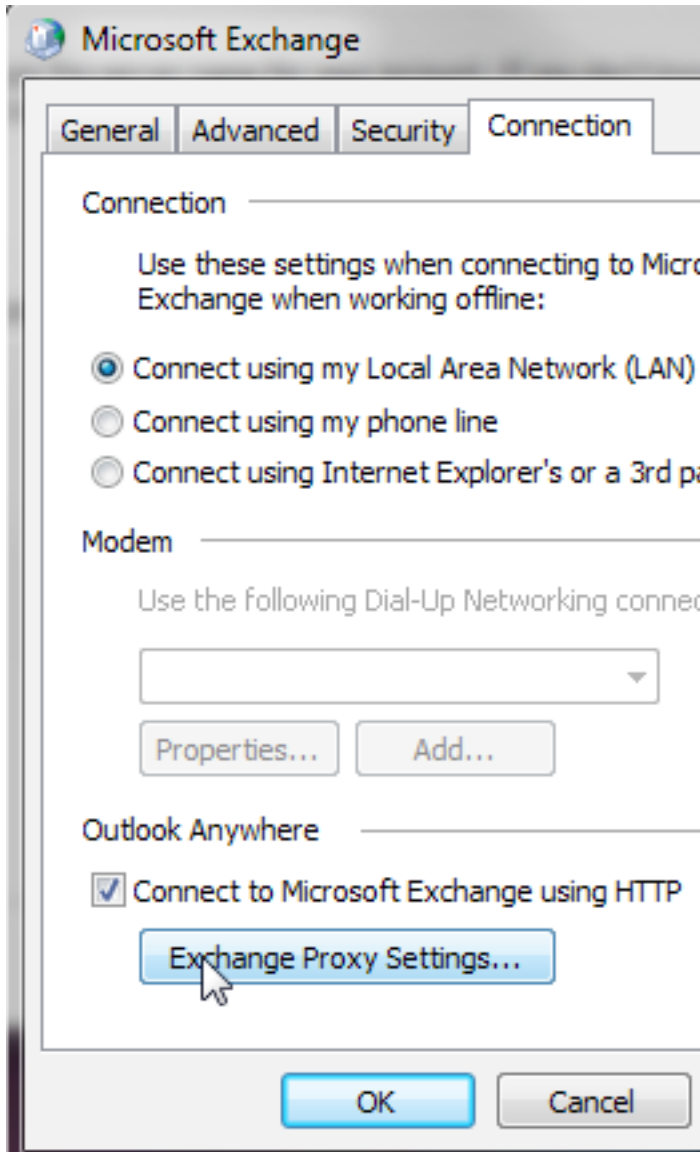
Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

Use Cached Exchange Mode

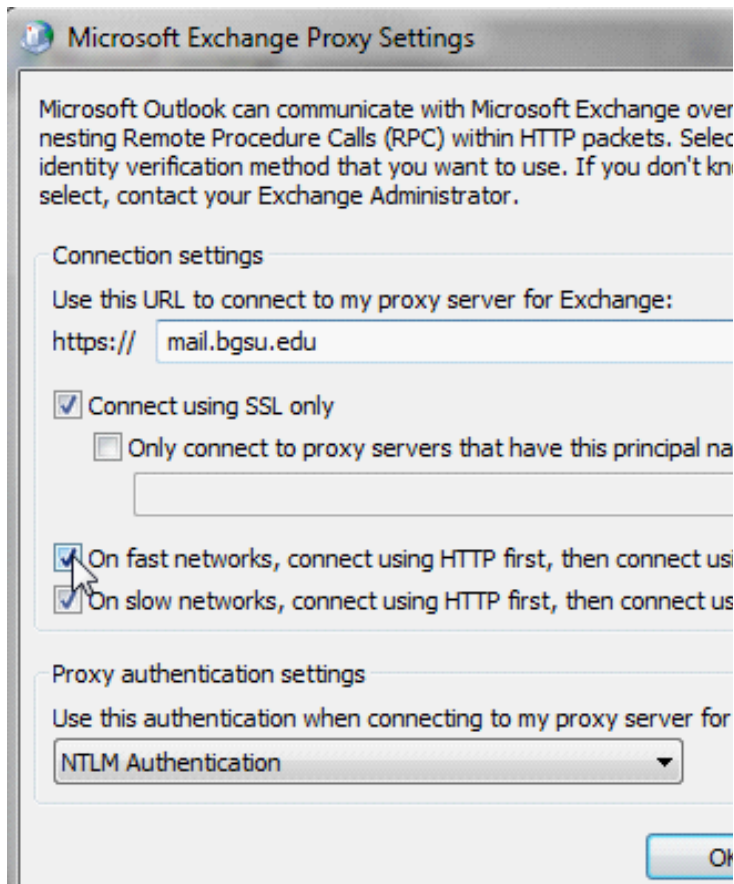
Type the user name for your account.

User Name:



On the window that comes up, select the "Connection" tab at the top.

Under the connection tab, select the checkbox next to "Connect to Microsoft..." and then press the "Exchange Proxy Settings..." button.



Enter “mail.bgsu.edu” into the Exchange URL box, and check the box for “On Fast Networks...”

Press OK on the two windows to get back to the “Add New Account” Wizard.

Select Next. Select Finish

Launch Outlook.

When Outlook Launches the first time, you will be prompted to enter log in information; enter it as:

Username: bgsu\ffalcon

Password: YourPassword