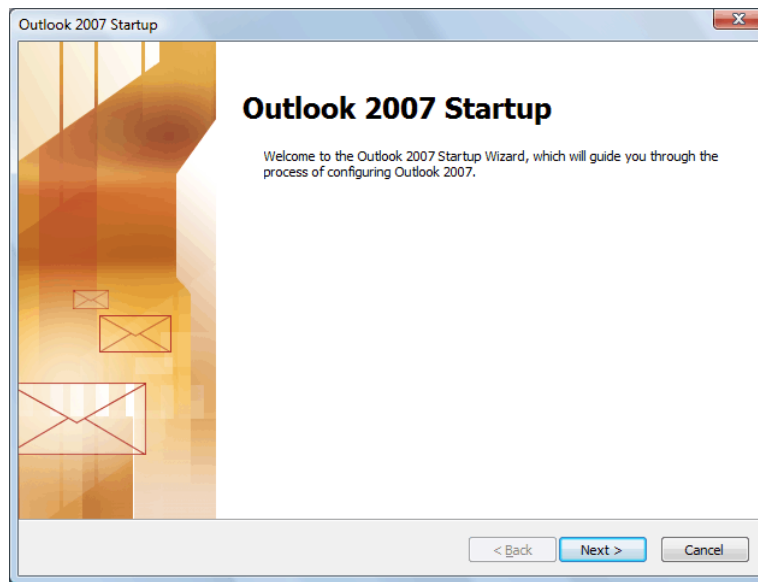


## Setting up Outlook 2007 Outside the BGSU Domain

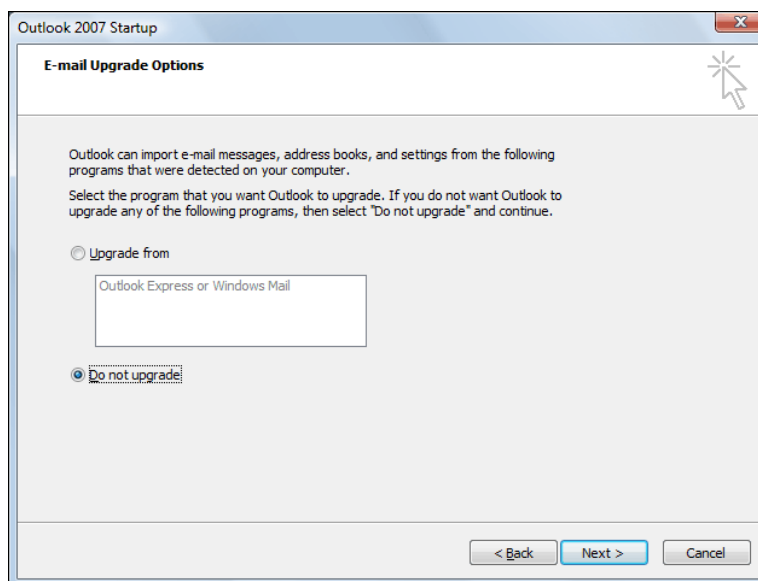
*Note:* If you are not on the BGSU domain, you will need to contact the Technology Support Center (TSC) to find out what mail server you are on before you can set up your connection to BGSU's Exchange server.

The first time you start up Outlook 2007, the setup assistant will launch.

1. On the Outlook 2007 Startup window, click **Next**.

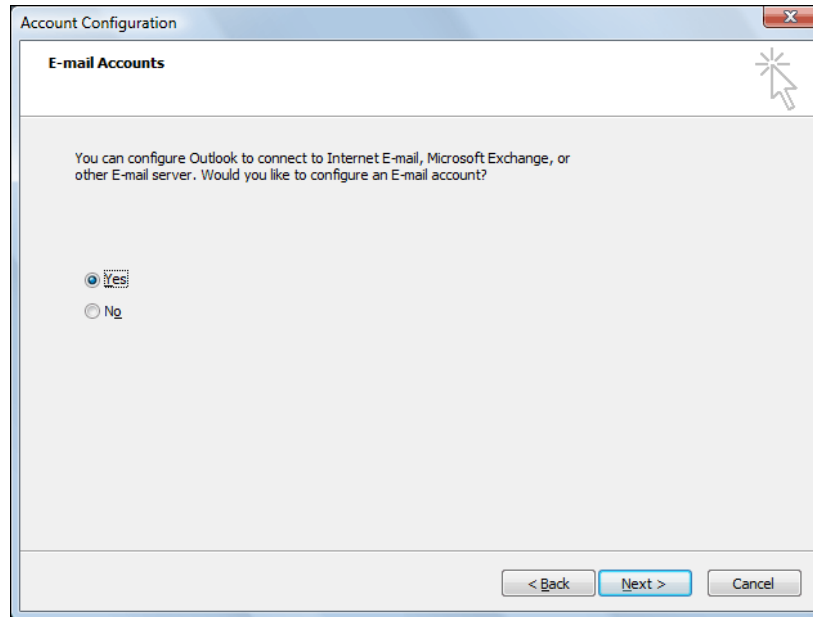


2. For E-mail Upgrade Options, select 'Do not upgrade' and click **Next**.

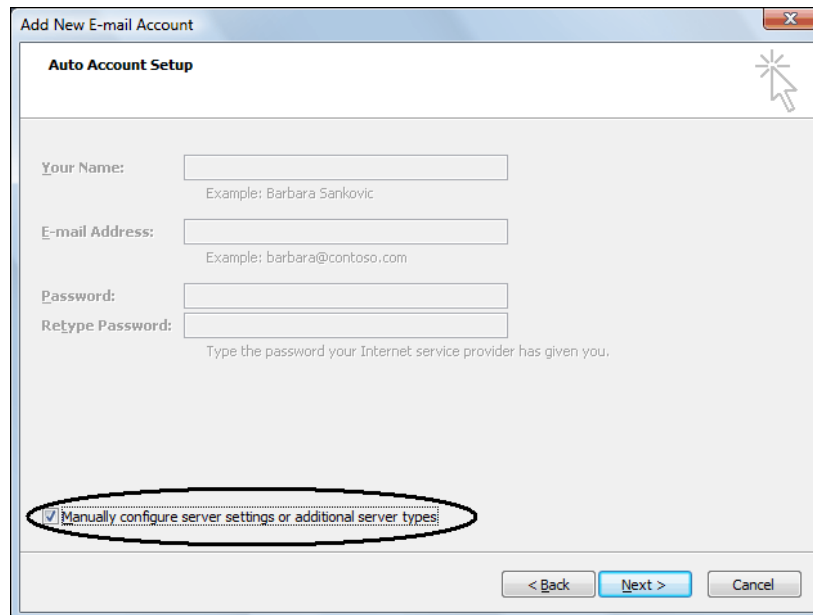


## Setting up Outlook 2007 Outside the BGSU Domain

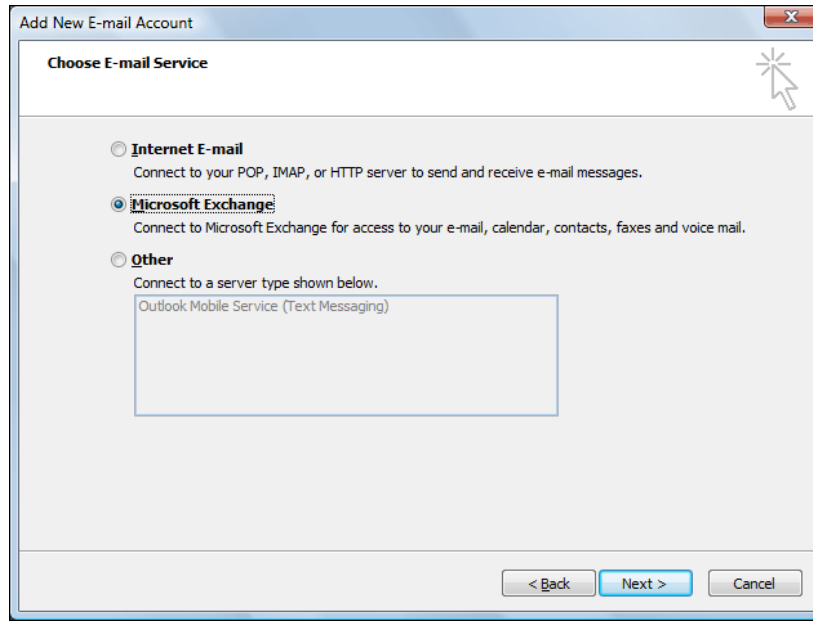
3. For the Account Configuration -E-mail accounts window, the default is correct. Click **Next**.



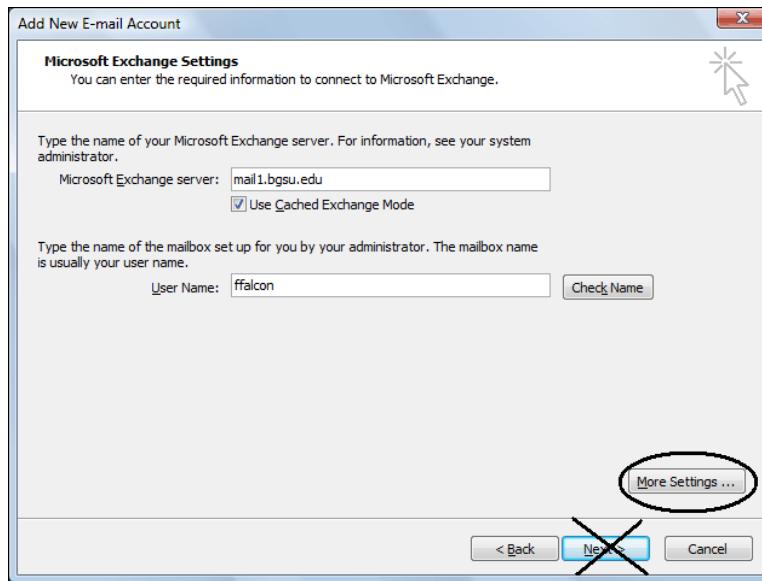
4. On the Add New E-mail Account – Auto Account Setup, click the checkbox to manually configure server settings... The text boxes on the top of the window will become unavailable.



- For E-mail Service, select Microsoft Exchange and click **Next**.

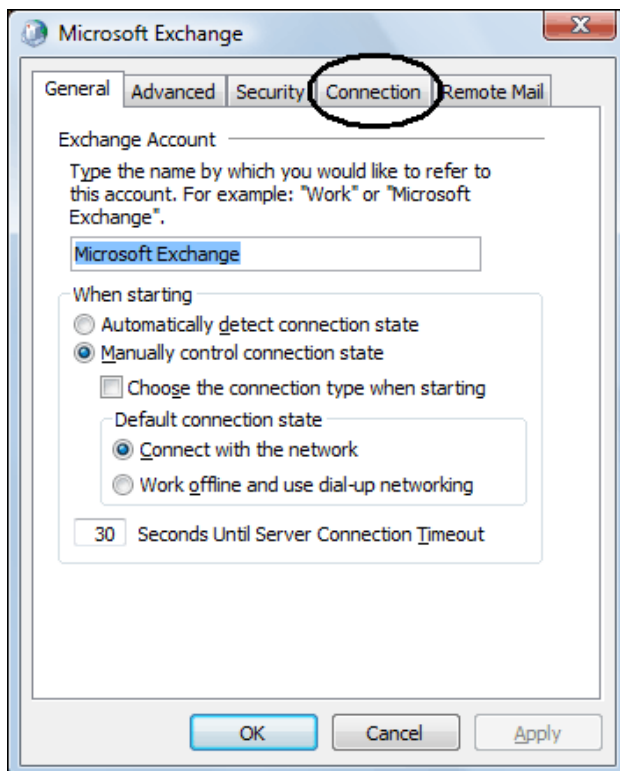


- For your Microsoft Exchange Settings, enter your mail server (ie, mail1.bgsu.edu) and then your username. (*Note: You will need to call the Technology Support Center (TSC) to find out which mail server you are on in advance.*) When done, do not click Next. Instead, click More Settings ...

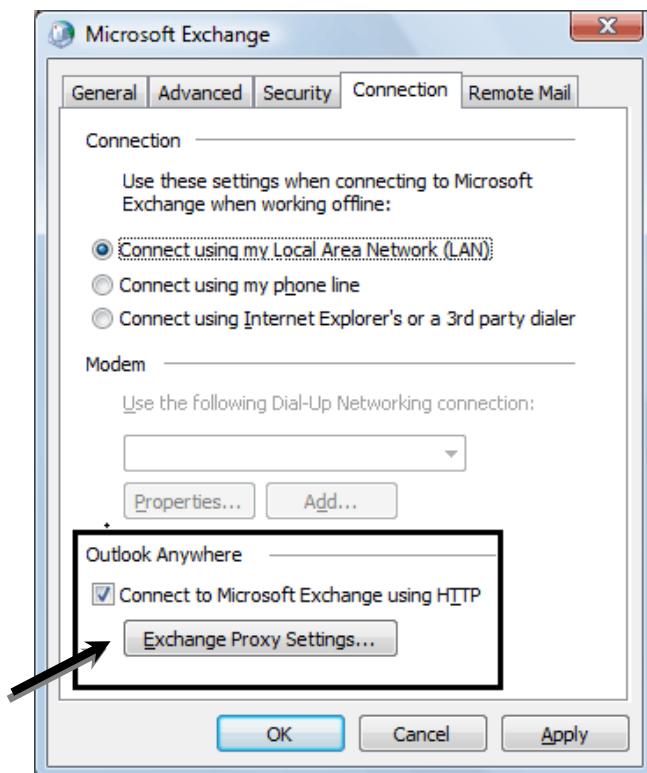


## Setting up Outlook 2007 Outside the BGSU Domain

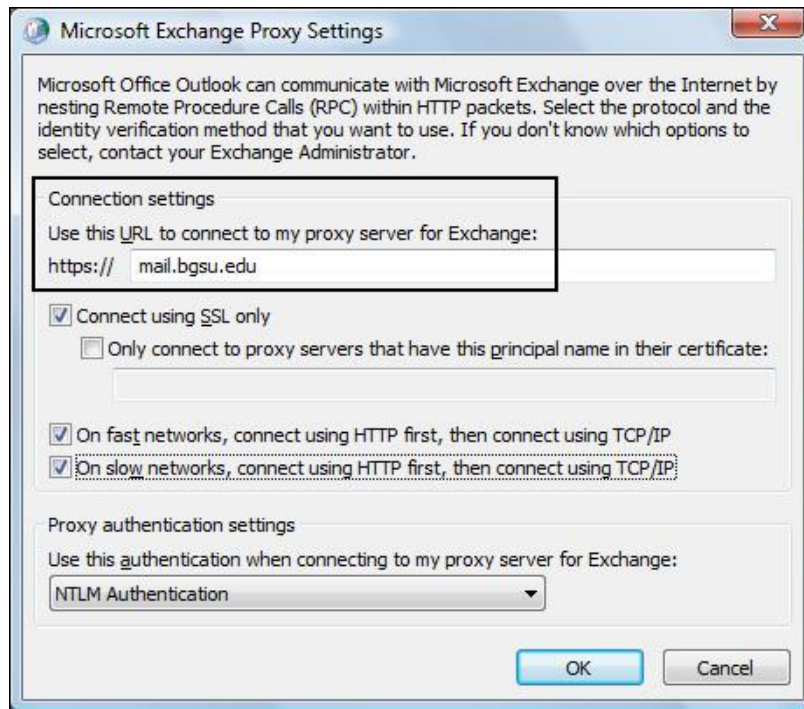
7. On the Microsoft Exchange settings window, click the Connection tab.



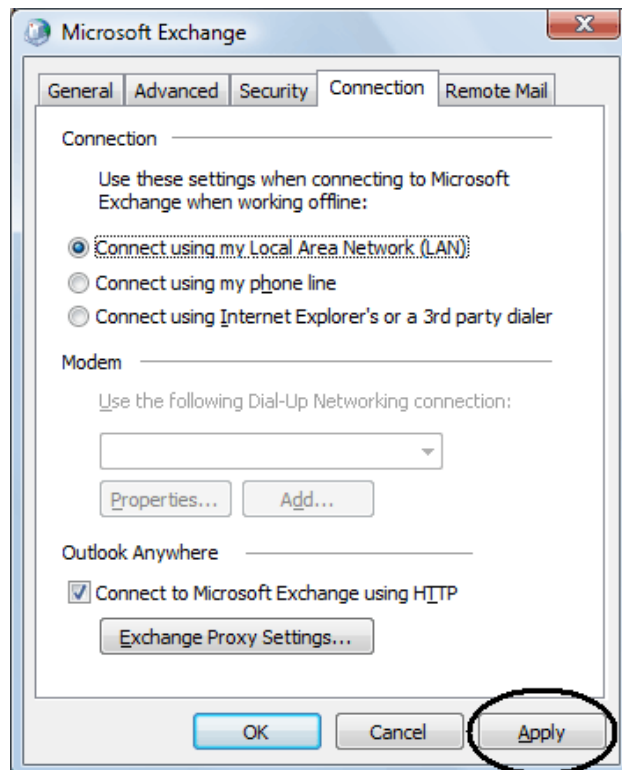
8. On the Connection pane, check 'Connect to Microsoft Exchange using HTTP'. Then click the Exchange Proxy Settings... button below it.



9. On the Microsoft Exchange Proxy Settings window, enter mail.bgsu.edu in the Connection settings box (first box). Connect using SSL only should already be checked. Make sure the 'On fast networks, connect...' and 'On slow networks, connect...' are also checked. Click **OK**.

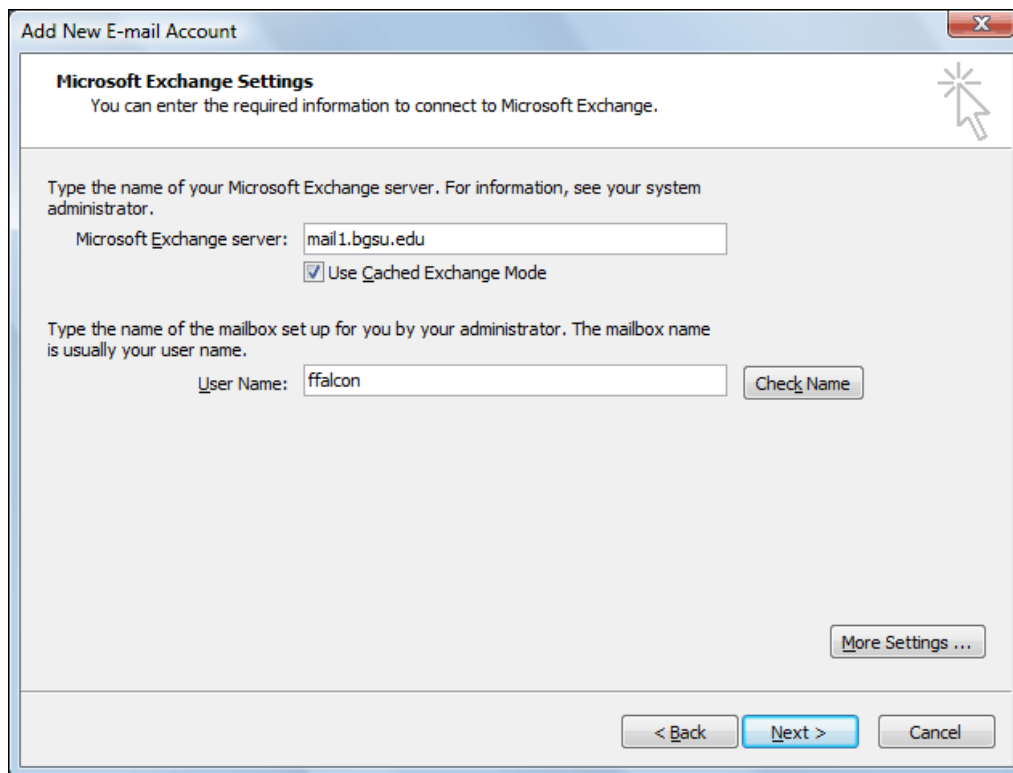


10. You are now back on the Connection pane. Click **Apply**. When the Apply button becomes grayed out, click **OK**.



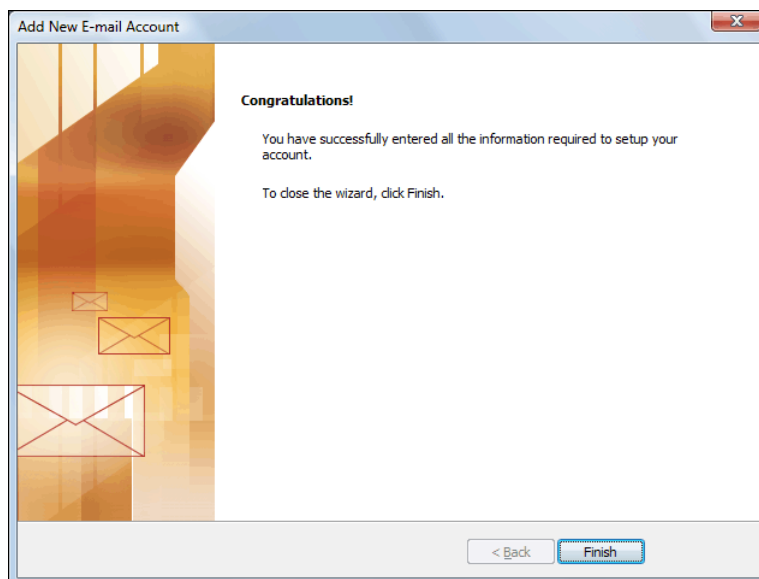
## Setting up Outlook 2007 Outside the BGSU Domain

11. Now you can click **Next** on the Microsoft Exchange Settings window.



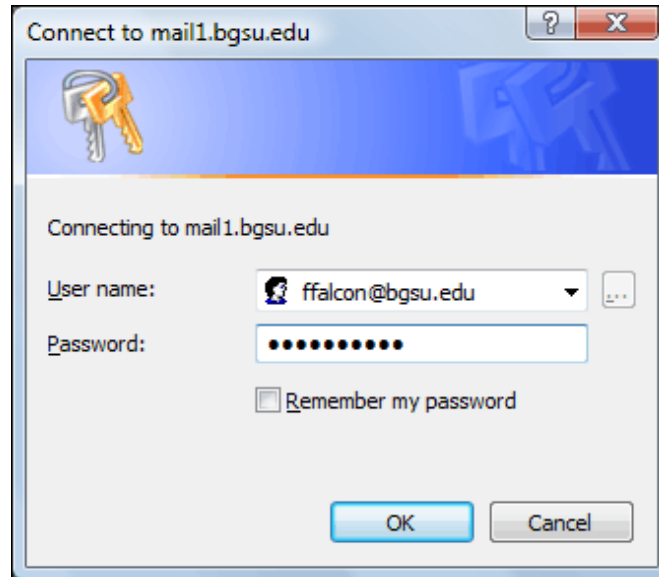
The screenshot shows the 'Add New E-mail Account' wizard window. The title bar reads 'Add New E-mail Account'. The main heading is 'Microsoft Exchange Settings' with a sub-heading 'You can enter the required information to connect to Microsoft Exchange.' Below this, there are two sections of input fields. The first section is for the server name, with the text 'Type the name of your Microsoft Exchange server. For information, see your system administrator.' The input field contains 'mail1.bgsu.edu' and there is a checked checkbox for 'Use Cached Exchange Mode'. The second section is for the mailbox name, with the text 'Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.' The input field contains 'ffalcon' and there is a 'Check Name' button to its right. At the bottom right of the main area is a 'More Settings ...' button. At the very bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted in blue.

12. On the Congratulations window, click **Finish**.



The screenshot shows the 'Add New E-mail Account' wizard window at the 'Congratulations!' step. The title bar reads 'Add New E-mail Account'. The main heading is 'Congratulations!' with the text 'You have successfully entered all the information required to setup your account.' and 'To close the wizard, click Finish.' On the left side of the window, there is a decorative graphic with a warm, orange-to-yellow gradient background and several white envelope icons of varying sizes. At the bottom of the window are two buttons: '< Back' and 'Finish'. The 'Finish' button is highlighted in blue.

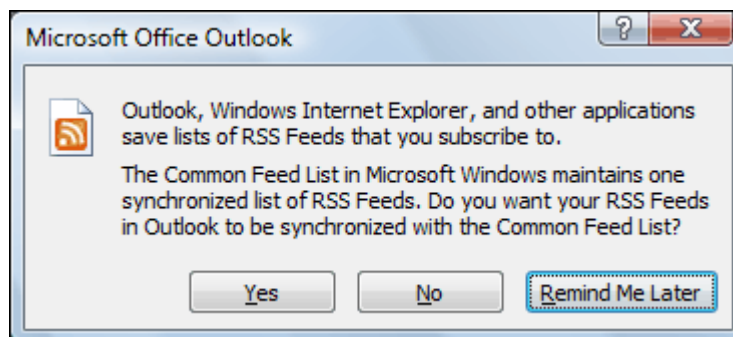
13. You will then need to authenticate by entering your e-mail address (username@bgsu.edu) as your username and then your password.



14. (Windows XP only), Click **No** on the enable instant search query and click the checkbox.



15. Click **No** on the RSS Feeds query.



Outlook 2007 is setup and ready to use.