

Microsoft Outlook 2007 – Windows Vista

2009 - 2010 | Millsaps College | Information Technology Services

Revised 8-12-09

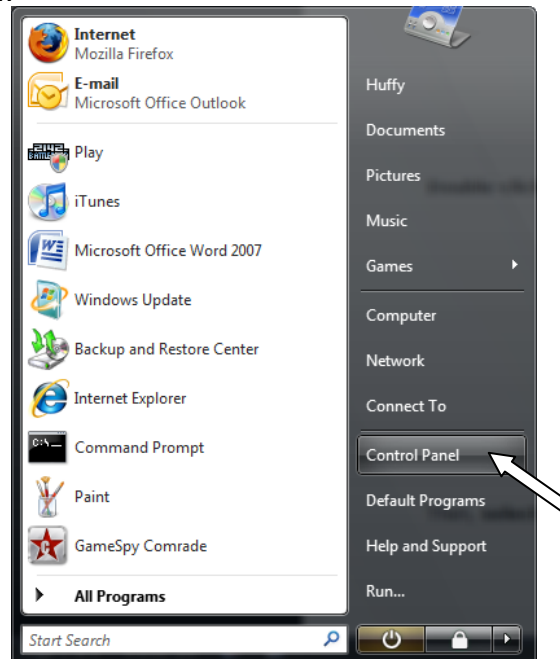
For Millsaps Faculty, Staff, and Students

About Outlook

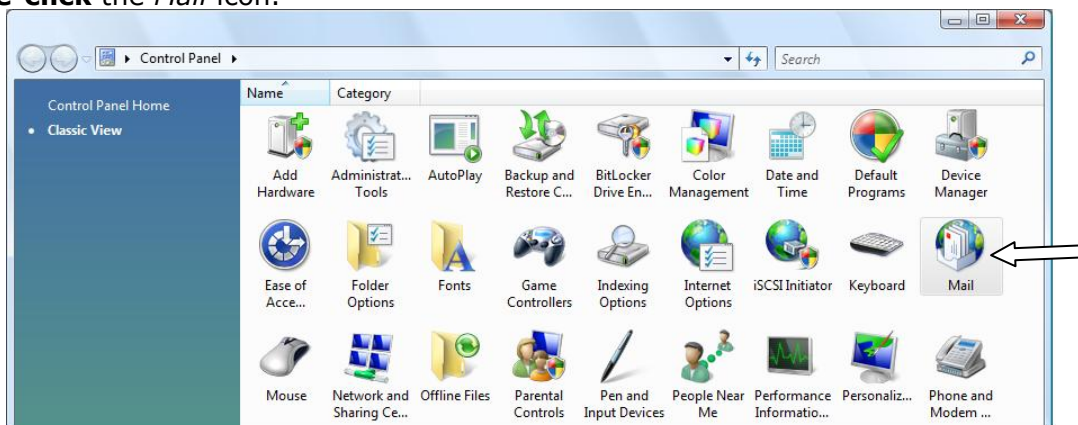
Through the Microsoft Exchange Server, Outlook can be configured for on-campus use to send and receive email, coordinate meetings and appointments, and provide contact information for members of the Millsaps community. Outlook can be set up on all student machines and most machines used by individual faculty and staff members. Outlook will not connect to the exchange server from off campus unless there is an active VPN connection.

Setting up Outlook with Microsoft Exchange

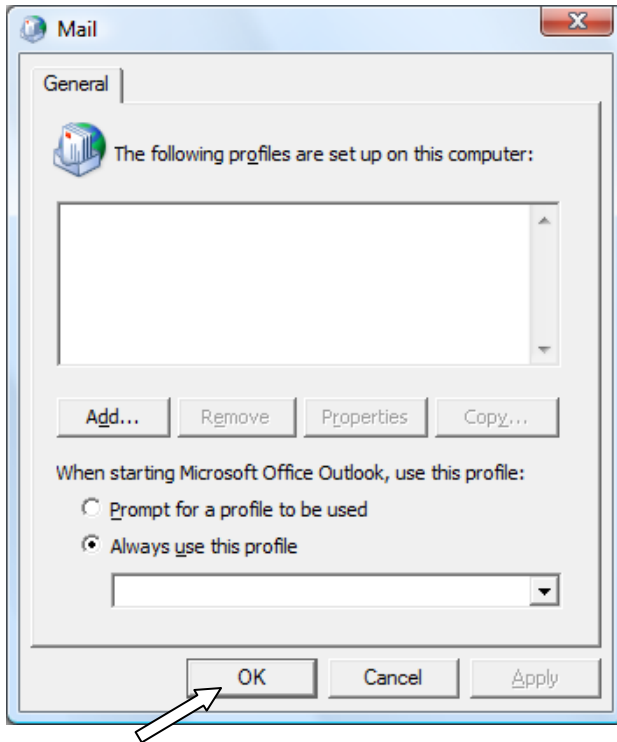
Click Start | Control Panel.



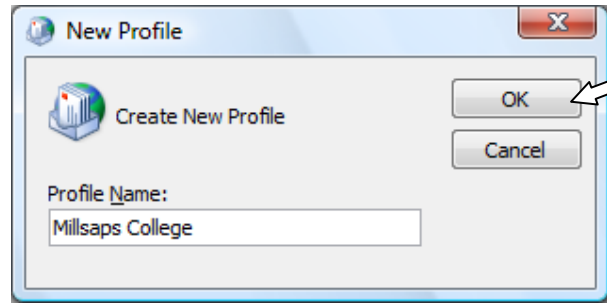
Double-click the *Mail* icon.



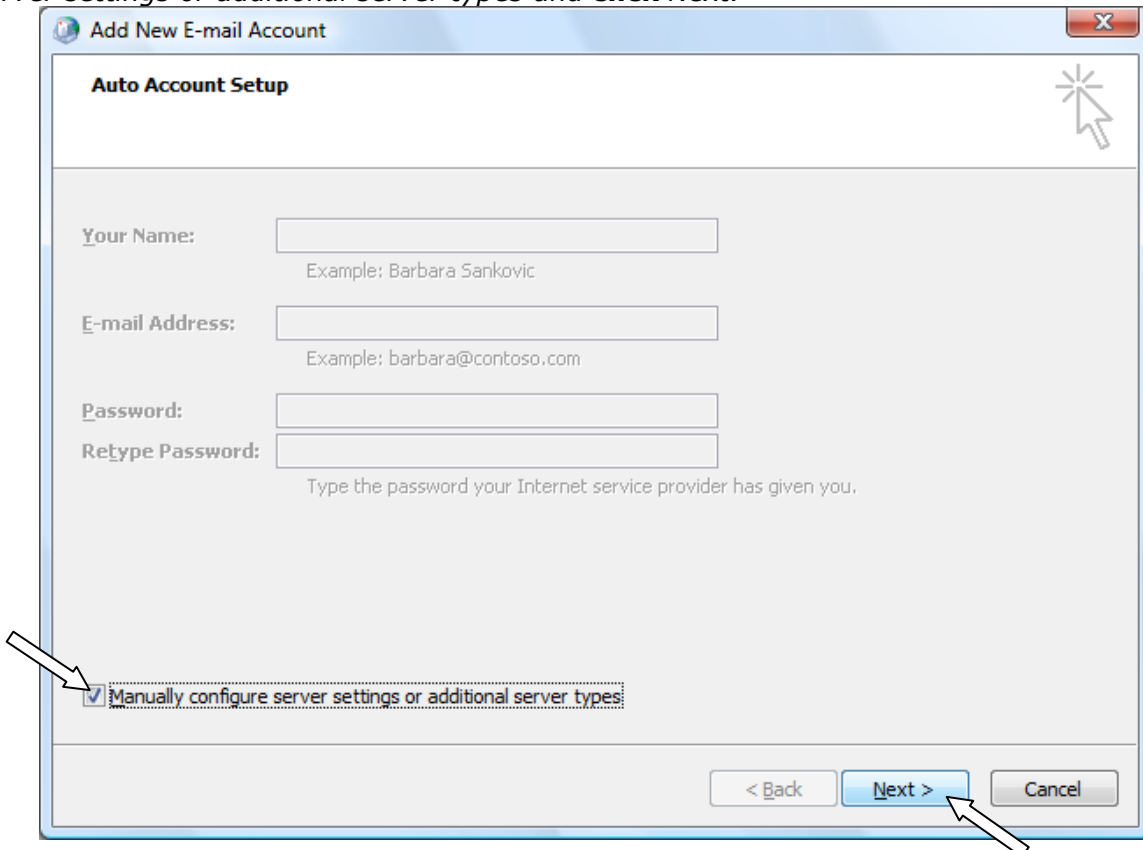
Select **Add . . .**



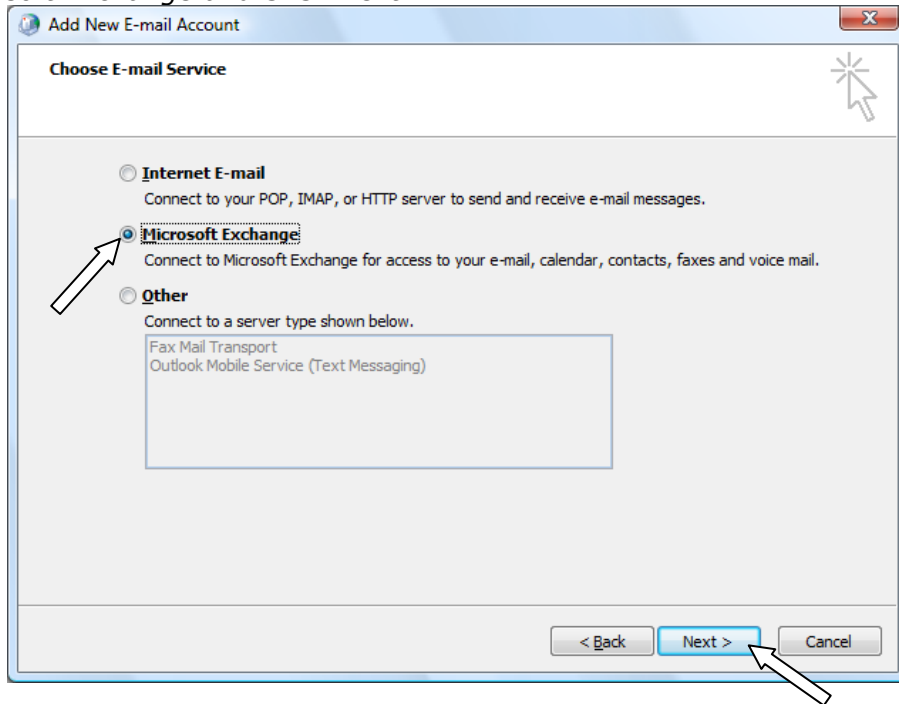
Name your profile and then **click OK**



Once you click **OK** the *Auto Account Setup* screen will appear. **Check Manually configure server settings or additional server types** and **click Next**.



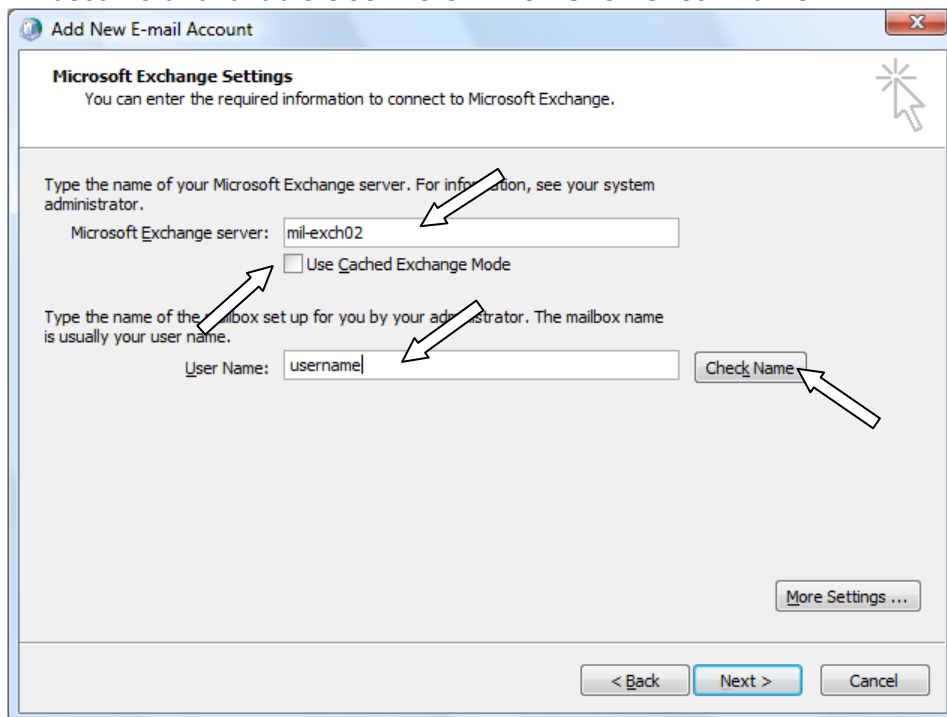
Select *Microsoft Exchange* and click *Next*.



In the Microsoft Exchange Settings window, enter the following:

Microsoft Exchange Server (Faculty and Staff):	mil-svr-exch-01
Microsoft Exchange Server (Students):	mil-exch02
User Name:	Millsaps User Name

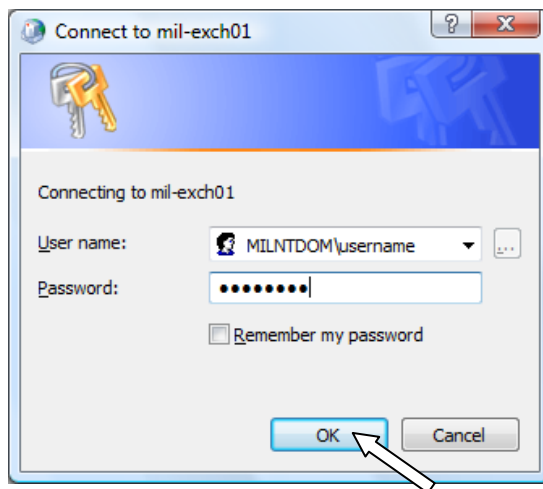
Uncheck *Use Cached Exchange Mode*. If this box is left checked, mail that is read on this computer will become unavailable elsewhere. Then **Click** *Check Name*.



When prompted, enter the following:

User name: MILNTDOM\username
Password: Millsaps Password

Click *OK*.



The server name will fill in and your full name should appear. **Click Next.**

Click Finish on the next screen.

For assistance, please call, email, or visit:

HelpDesk at 601-974-1144, HelpDesk@millaps.edu, or Academic Complex 105

Support for Millsaps Faculty, Staff, Graduate Students, Commuter Students, and Guests
Open Monday-Friday from 8am-8pm

ResNet at 601-974-1899, ResNet@millaps.edu, or New South Hall 125

Support for On-Campus Undergraduate Millsaps Students
Open Sunday-Thursday from 6pm-10pm and Friday-Saturday from 1pm-5pm