

Microsoft Outlook 2007 – Windows XP

2009 – 2010 | Millsaps College | Information Technology Services

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For Millsaps Faculty, Staff, and Students

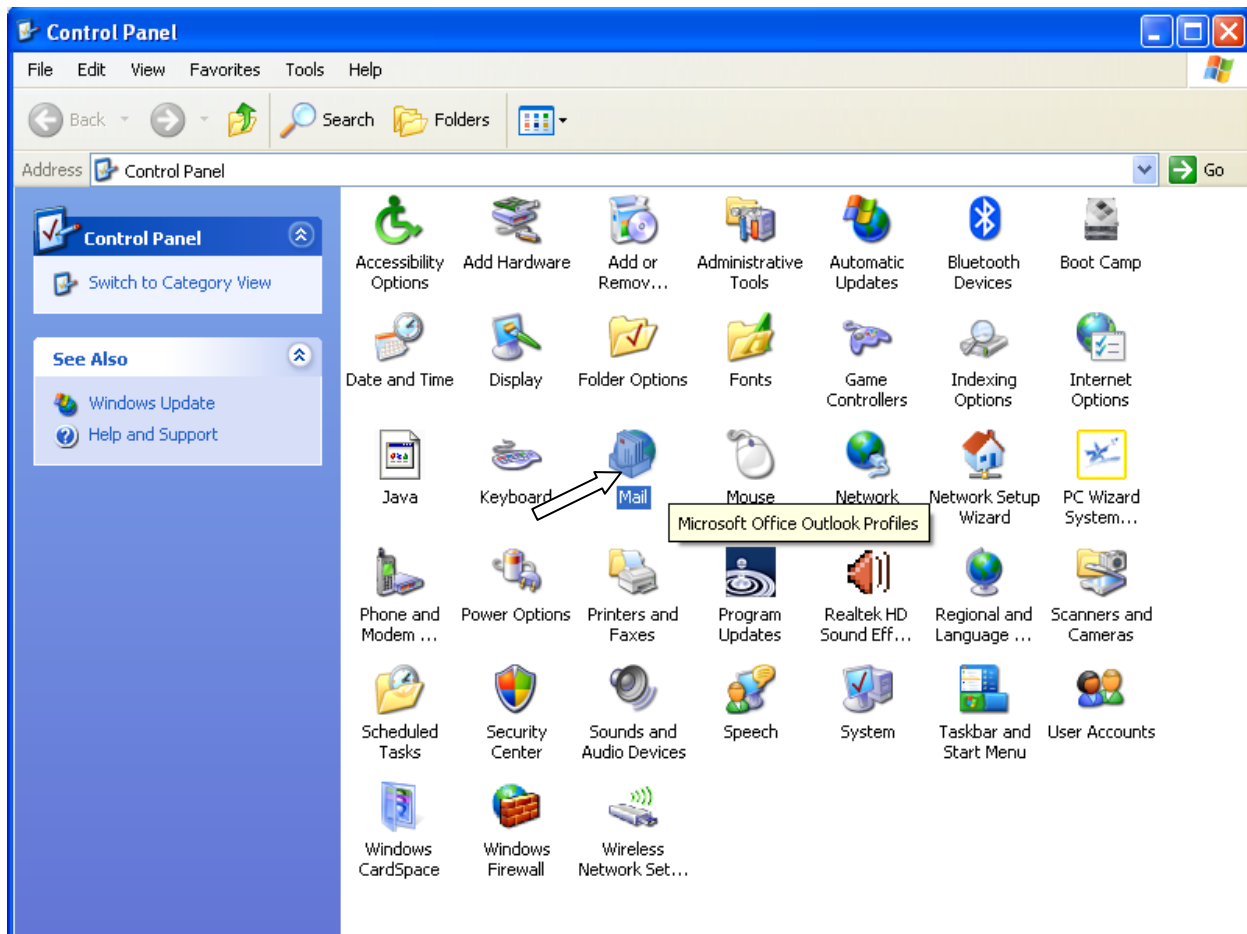
About Outlook

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.

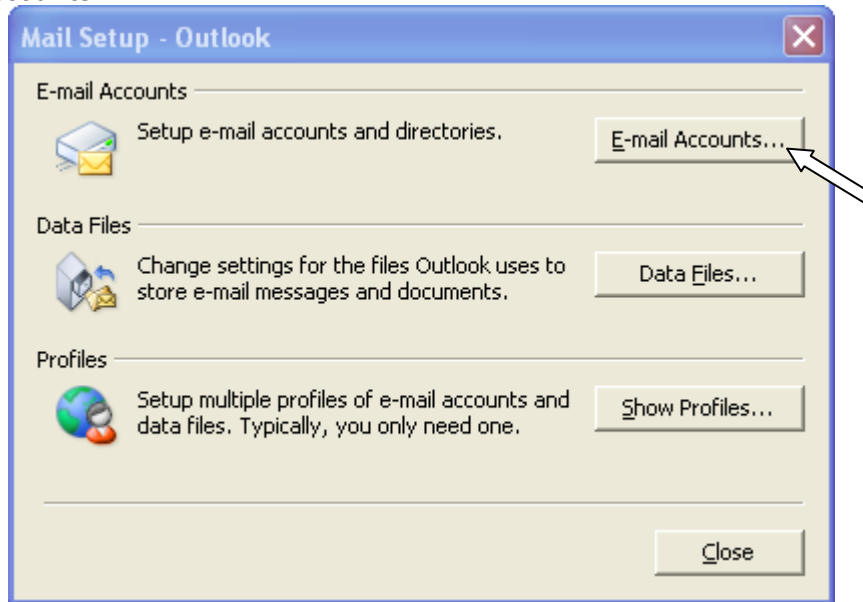
Setting up Outlook with Microsoft Exchange

Before you set up Outlook 2007 on a Windows XP computer, make sure that you are connected to the Millsaps Network.

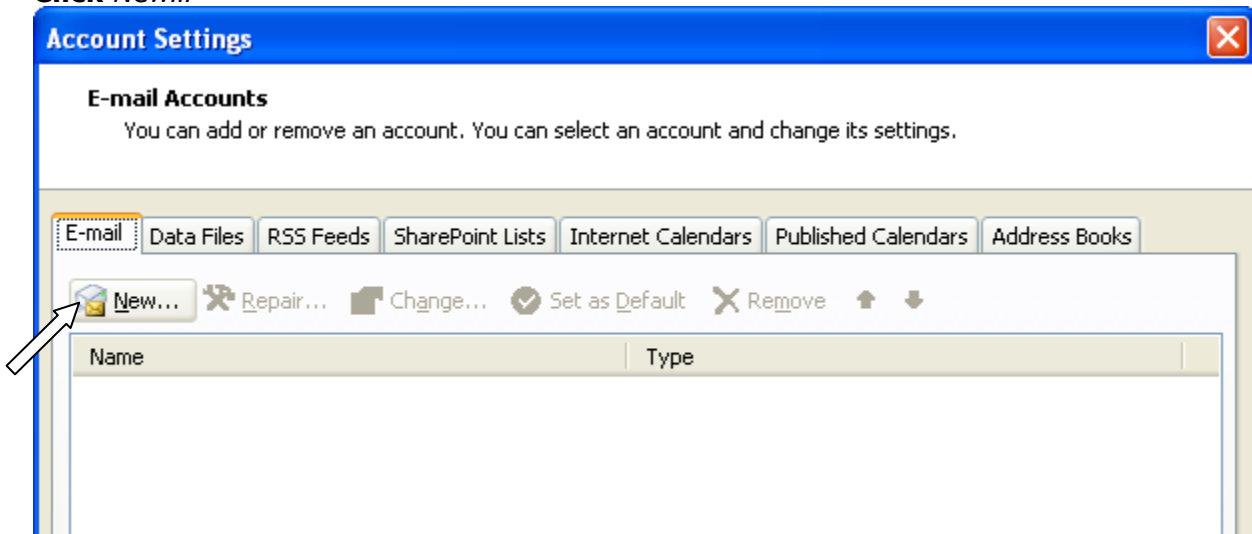
On the Start Menu, **click** *Control Panel*. **Double-click** *Mail*.



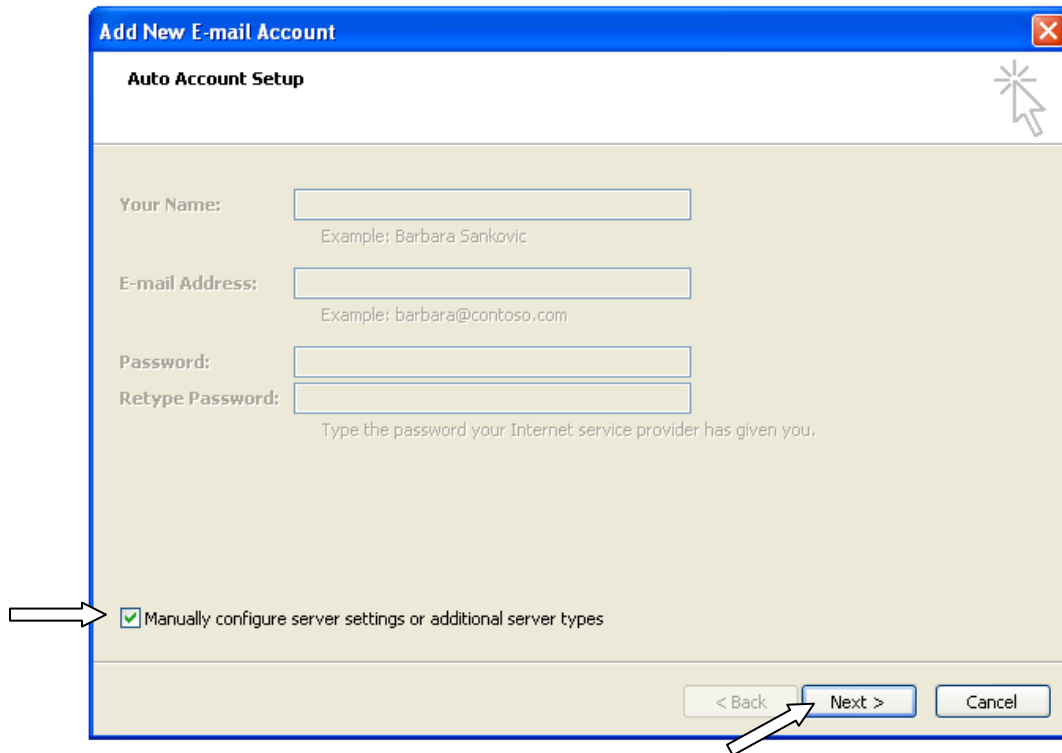
Click *E-mail Accounts...*



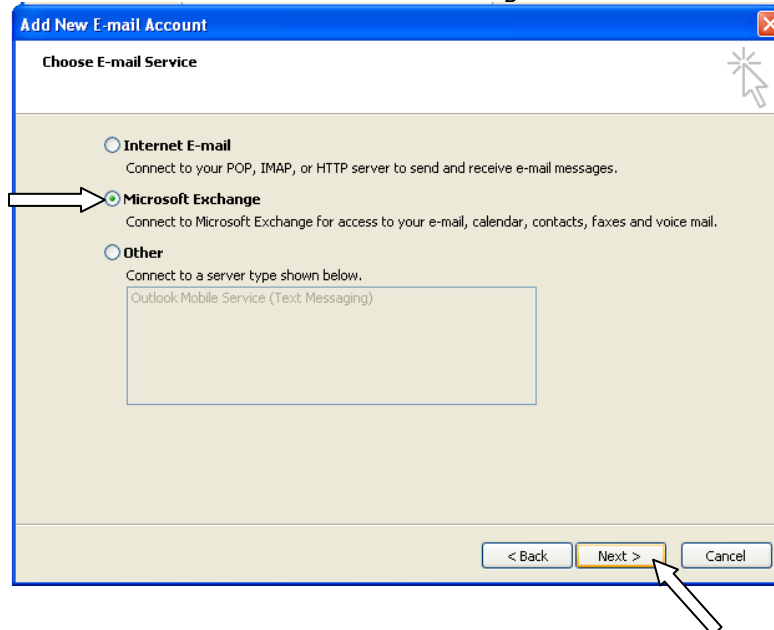
Click *New...*



In the next window, instead of entering your Account information, **click** *Manually configure server settings or additional server types*. Then **select** *Next*.



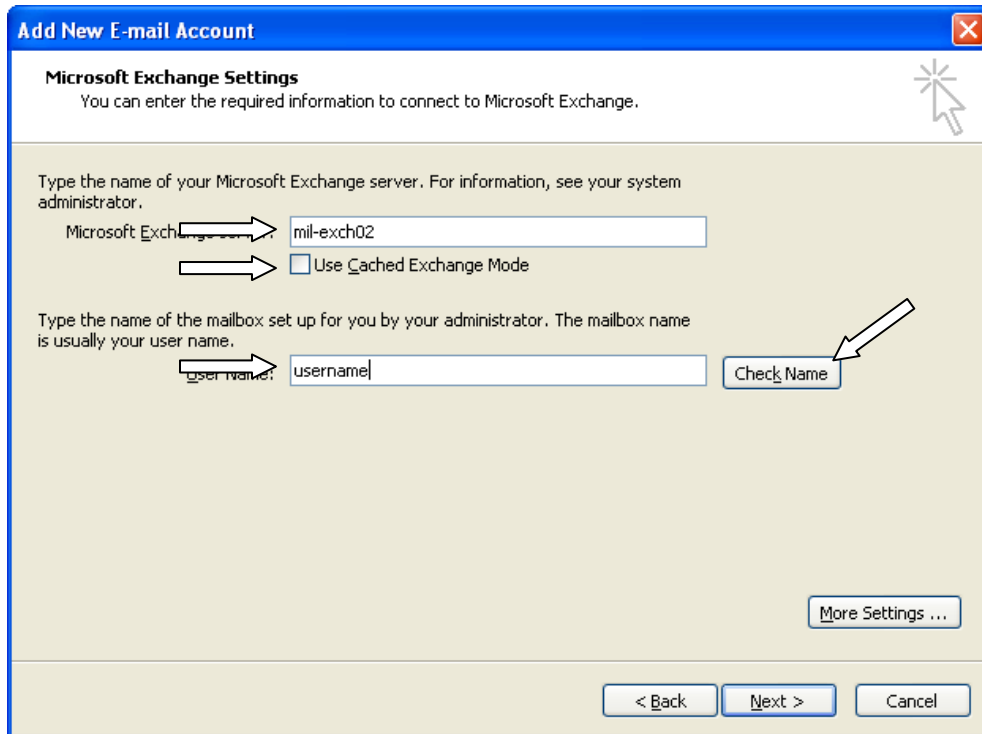
On the Choose E-Mail Service **select** *Microsoft Exchange*. Then **select** *Next*.



On the Microsoft Exchange Settings page enter the Exchange server accordingly:

Millsaps Faculty and Staff E-Mail Server: mil-svr-exch-01
Millsaps Students E-Mail Server: mil-exch02

UNCHECK the *Use Cashed Exchange Mode*. If this box is left checked, mail that is read on this computer will become unavailable on other computers. In the *User Name* field **enter** the **Millsaps Username**. After entering the name **select** *Check Name*.



When prompted, enter the following:

Username: MILNTDOM\username
Password: Millsaps Password

Select OK.



If you have entered the correct username and password you will be directed back to the Microsoft Exchange Settings page.

***Note:** The server name has changed and the user name has been changed to reflect the user's complete name. Do not change these fields.

Select *Next*.

Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

After you have entered all the correct information you should receive a "congratulations" message. **Click** *Finish*.

Click *Close*.

Click *Close*.

For assistance, please call, email, or visit:

HelpDesk at 601-974-1144, HelpDesk@millsaps.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@millsaps.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