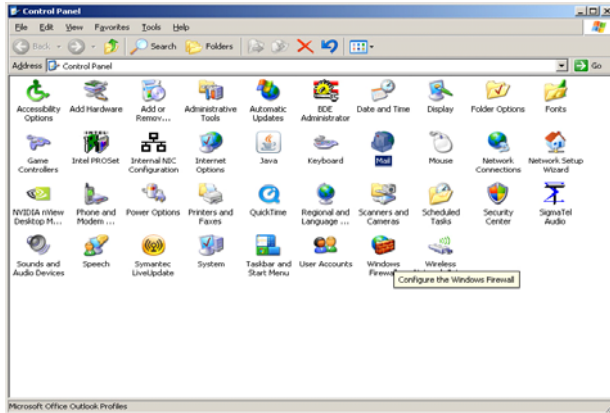
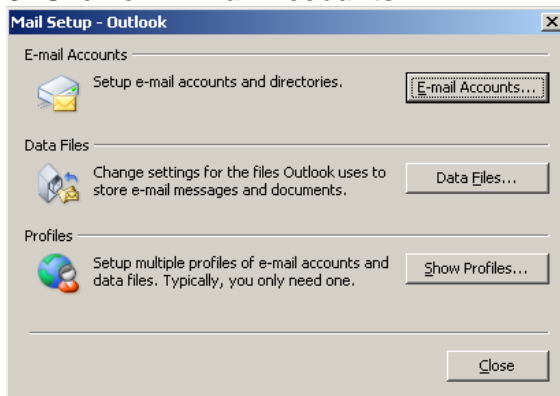


Instructions for setting up Outlook Anywhere on your home computer. (Outlook 2007)

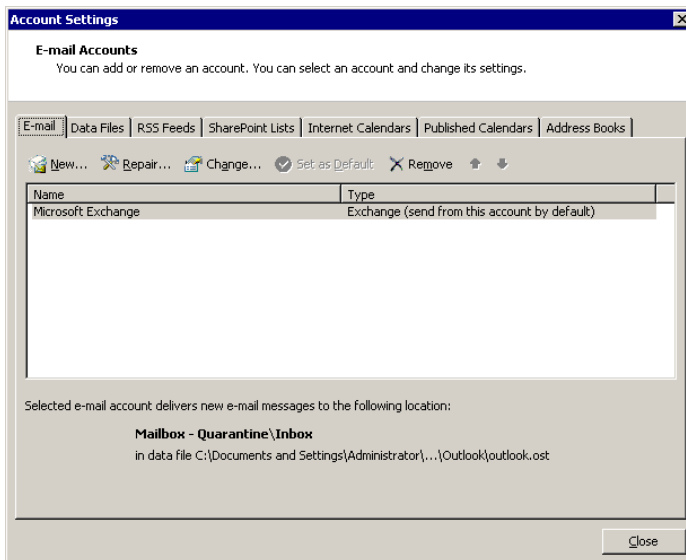
1. Go to **Start=>Settings=>Control Panel**
2. Double-click on the **Mail** icon.



3. Click on *E-mail Accounts...*



4. Click **New...**



5. Check *Manually configure server settings or additional server types*. Click **Next**.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The fields are filled with the following information:

- Your Name: Joe Test (Example: Barbara Sankovic)
- E-mail Address: Joe.Test@wlc.edu (Example: barbara@contoso.com)
- Password: [Redacted]
- Retype Password: [Redacted] (Type the password your Internet service provider has given you.)

The checkbox **Manually configure server settings or additional server types** is selected. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

6. Choose *Microsoft Exchange*. Click **Next**.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The options are:

- Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

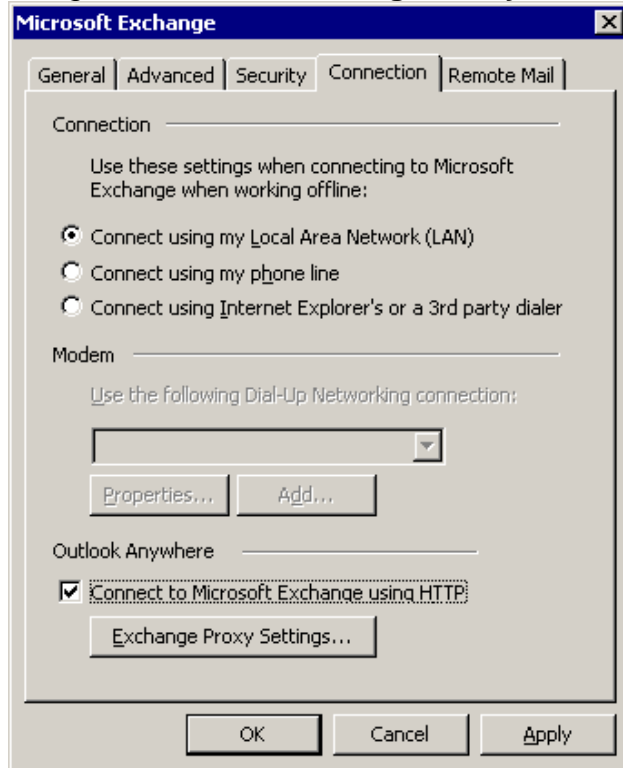
7. Enter **exsvr07** as the *Microsoft Exchange Server* and your user name as pictured below. Click **More Settings...**

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Microsoft Exchange Settings' tab selected. The fields are filled with the following information:

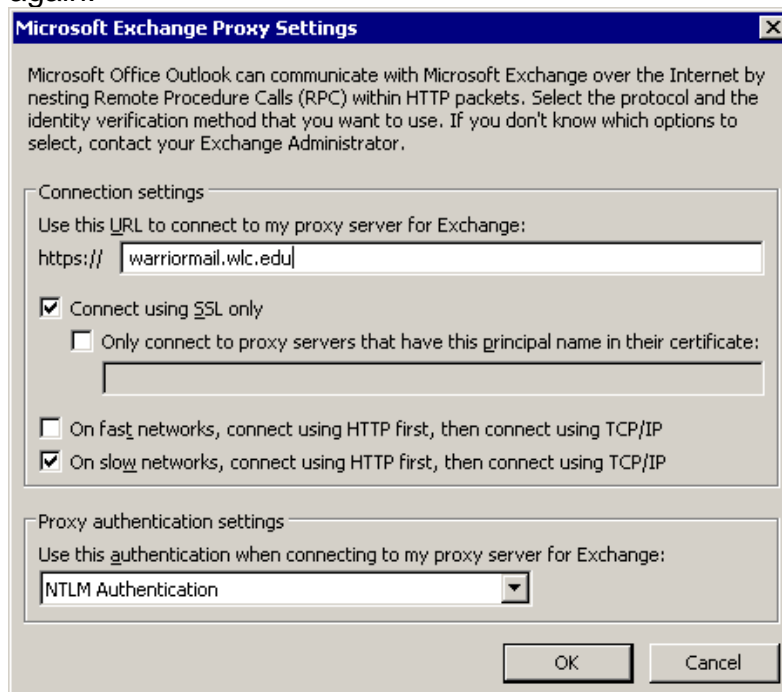
- Microsoft Exchange server: exsvr07.wlc.edu
- Use Cached Exchange Mode
- User Name: Joe Test

There is a 'Check Name' button next to the User Name field. At the bottom right, there is a 'More Settings ...' button. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

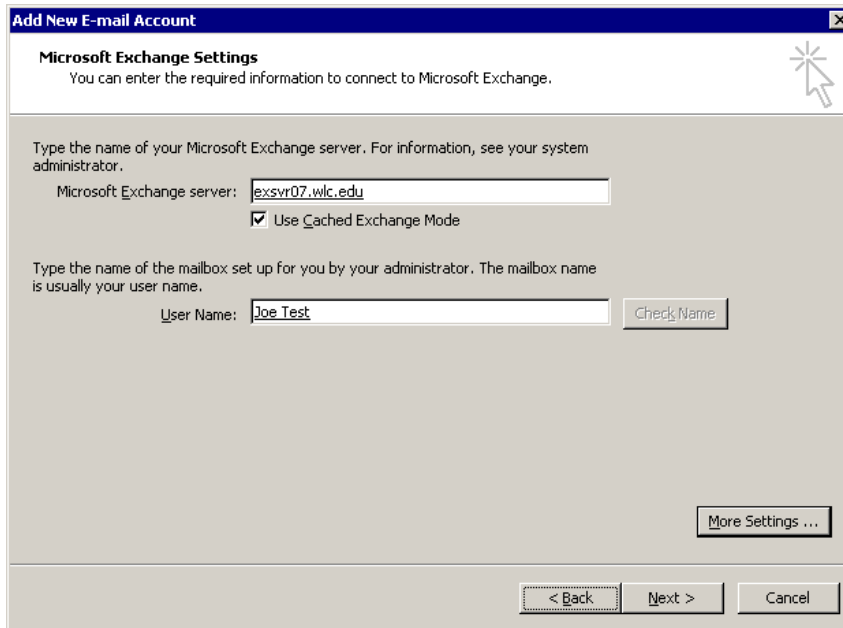
8. Choose the **Connection** tab and then check *Connect to my Exchange mailbox using HTTP*. Click **Exchange Proxy Settings...**



9. Enter **warriormail.wlc.edu** for the URL as pictured below. Click **OK**. Click **OK** again.



10. Click **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.

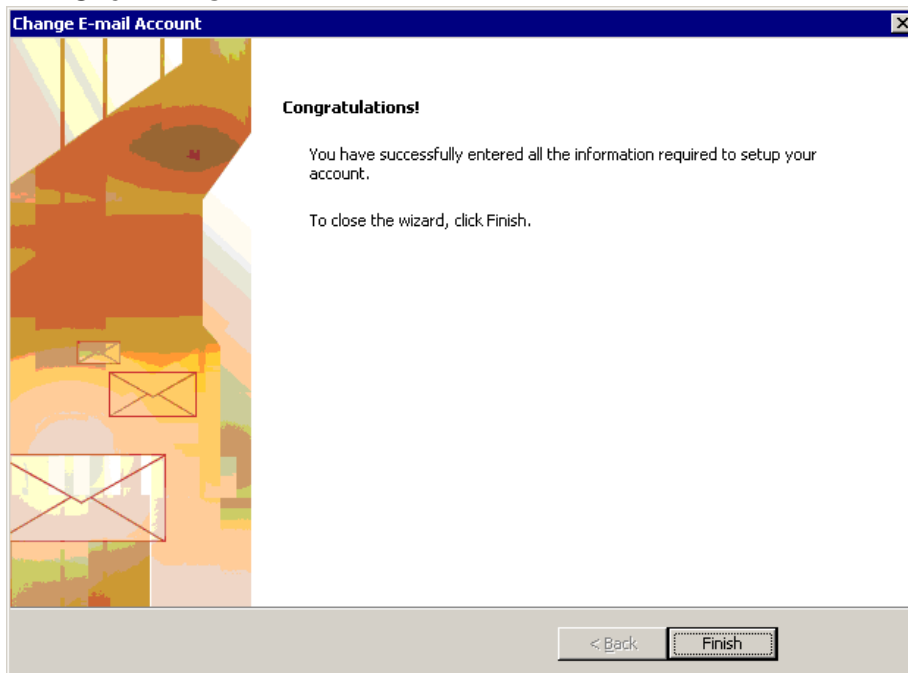
Microsoft Exchange server:

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:

11. Click **Finish**.



Change E-mail Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.