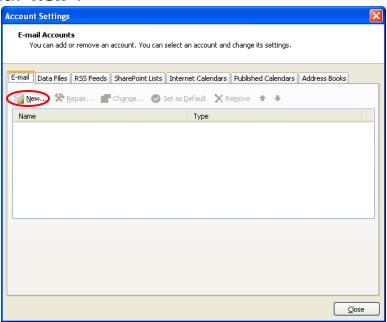
## Microsoft Outlook 2007 Setup for Microsoft Exchange from Home

Note: These instructions should only be used when connecting a home computer to Exchange. For instructions on configuring Outlook 2007 at work, click <u>Here</u> for instructions.

- 1) Please ensure Outlook is closed before beginning.
- Left-click Start → Settings → Control Panel → Mail and the following window will appear. Select E-mail Accounts.



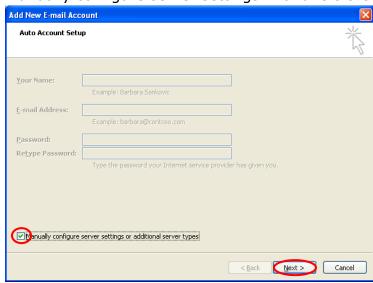
3) Left-click "New".



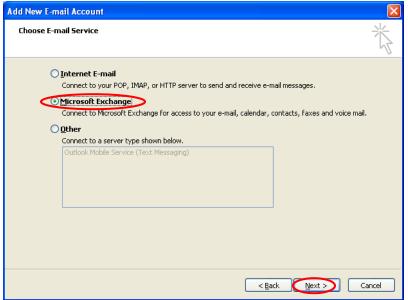


Date: March 11, 2011

Select "Manually configure server settings..." and left-click **Next**. 4)



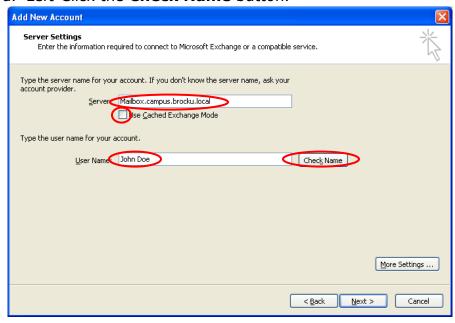
Select "Microsoft Exchange" and left-click Next. 5)



- 6) Fill-in the following fields:
  - a. Exchange server field as "mailbox.campus.brocku.local"
  - b. De-select "Use Cached Exchange Mode".
  - c. Type your full name in the "User Name" field as you would see on your paycheck.



d. Left-Click the Check Name button.

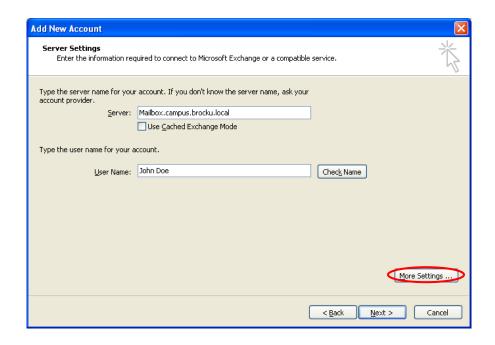


Enter your Campus credentials. They are the same as your "my.brocky.ca" credentials. Please ensure "campus\" is present in front of your username. Once finished, click **OK**.

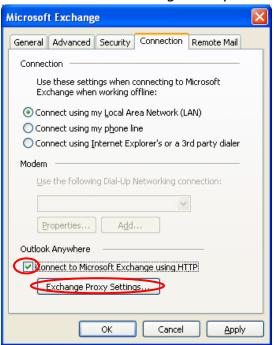


8) If your full name was entered the same way it appears on you paycheck, your name should now appear underlined. If not, type only the first few letters of your first name and select your name from the list. Once completed, click on the **More Settings** button.





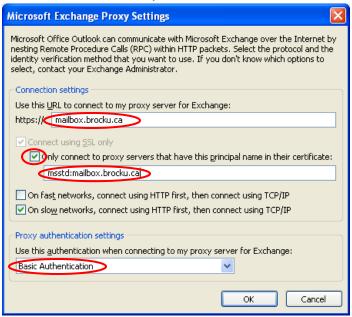
9) Select the "Connection" tab → Select "Connect to Microsoft Exchange using HTTP" → left-click the "Exchange Proxy Settings" button.



10) Fill in the following fields:



- a. Enter "mailbox.brocku.ca" in the https:// field.
- b. Check the "Only connect to proxy servers..." box.
- c. Enter "msstd:mailbox.brocku.ca" in the field below.
- d. Ensure "Basic Authentication" is selected.
- e. Click **OK** and **OK** to complete.



11) Left-click Next and Finish to complete the configuration. You are now connected to Exchange.

Note: If you have any trouble with this installation, please call our Help Desk at X4357 for further assistance.