

## How to setup Outlook 2007 – an end-user Guide

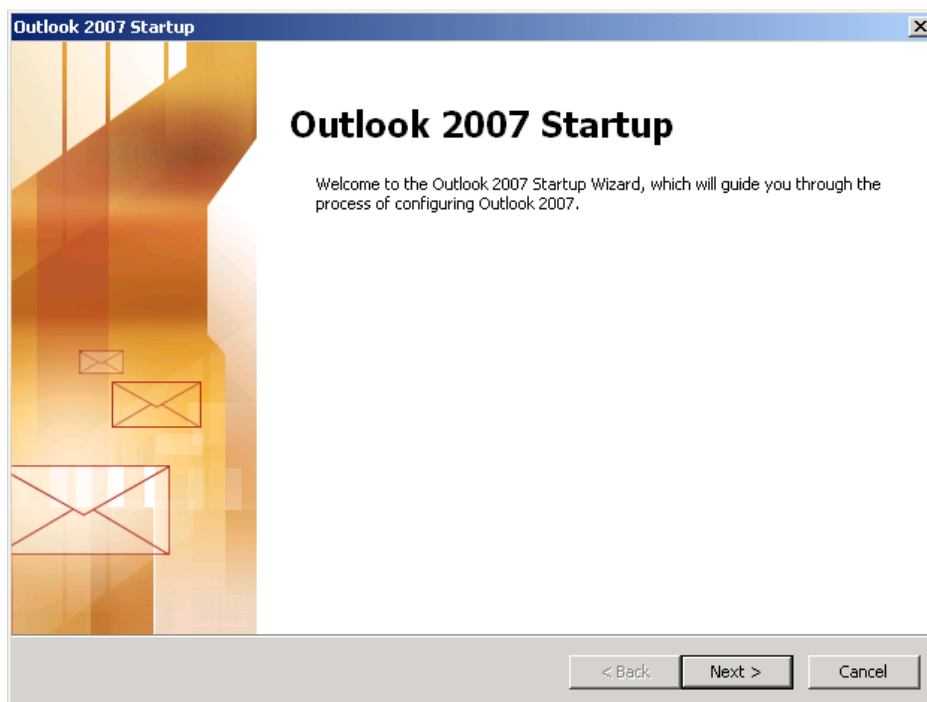
The following document is a step by step guide into how to configure the full client of Outlook to connect to the Exchange server; to access your emails while on the University Network, you only need to follow this document if Outlook is not currently configured on your machine, if you are off Campus then please use <http://owa.gre.ac.uk> (the web access version of Outlook), this works best with Internet Explorer, but will work with other web browsers.

Your email account details need to be entered when Outlook is first opened from the start menu or taskbar. The instructions below indicate the details to be entered as well as those to be omitted. Unless otherwise shown, accept the default settings. If you have any problems please contact the Helpdesk on extension 7555. Or Email [helpdesk@gre.ac.uk](mailto:helpdesk@gre.ac.uk)

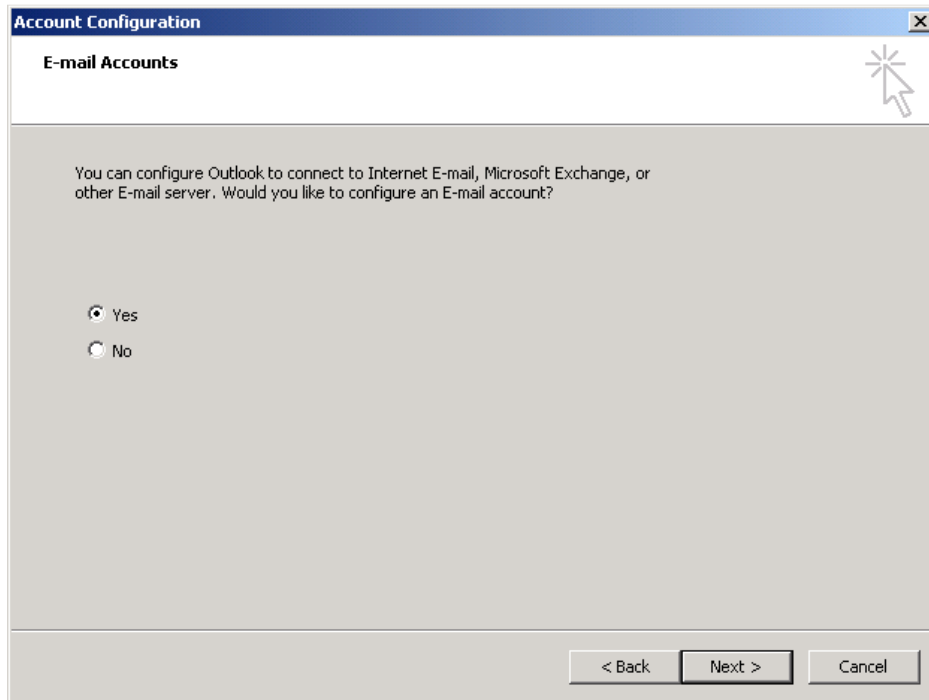
First off you need to click on the outlook icon on your desktop or go to 'Start', 'Programs' and select 'Outlook', the icon on the desktop or in the Programs menu will look something like this:



The configuration screen below will appear when Outlook is opened for the first time. Click 'Next' to begin the process.

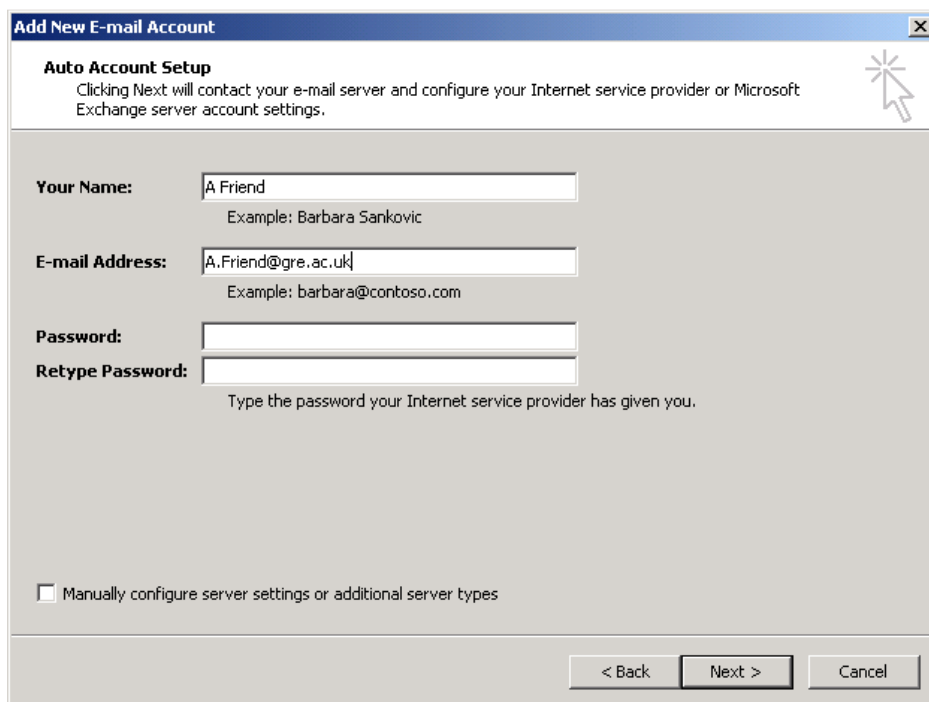


Leave the 'Yes' button ticked and click 'Next'

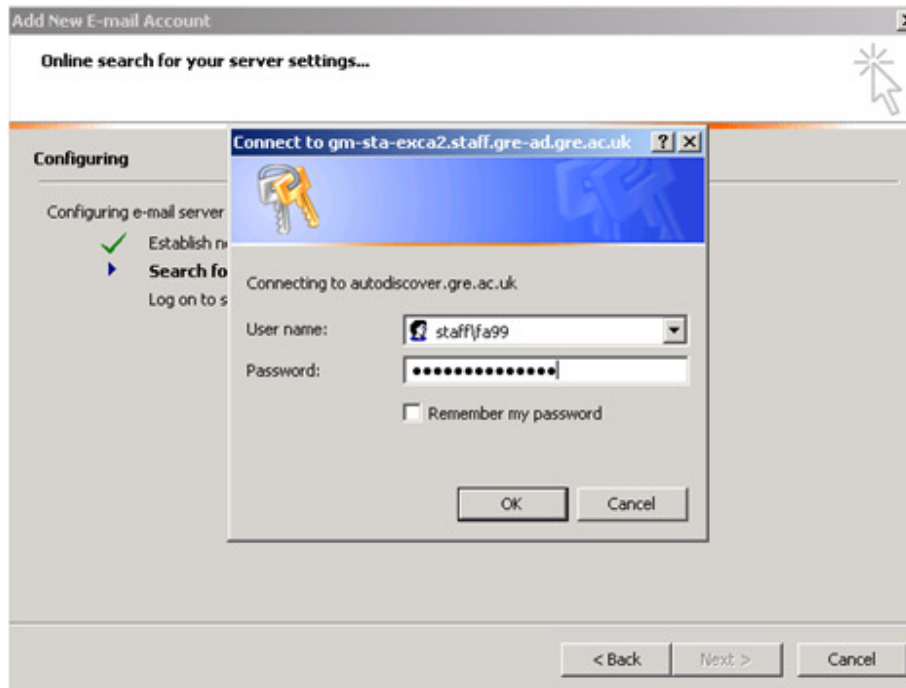


Enter the name you want to be displayed when you send an email in the 'Your Name:' Box and your long email address (not your login ID) in the 'E-mail Address:' box.

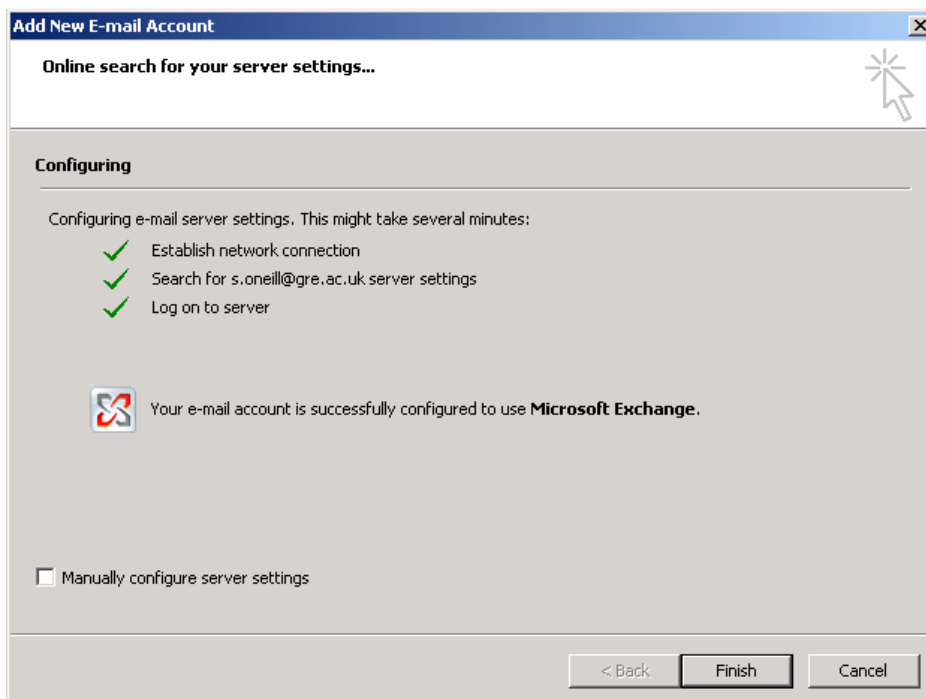
**Do not** enter your password at this stage and **do not** tick the box 'Manually configure server settings or additional server types' and click 'Next'.



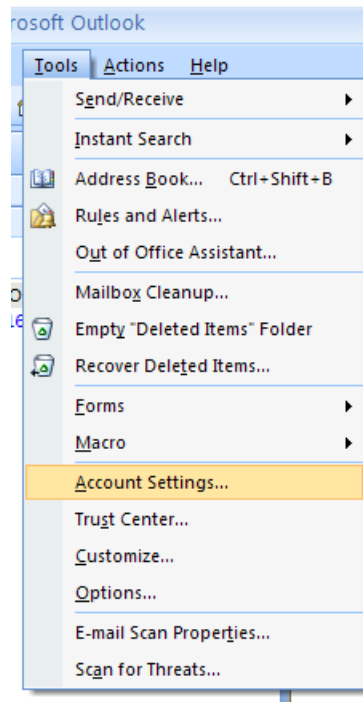
When prompted enter your **login ID** preceded by **staff\** in the 'User name' box and the password you were first given when you joined the University (unless you have logged into the Web Access of Outlook and changed your password, in that case enter the password you have set)



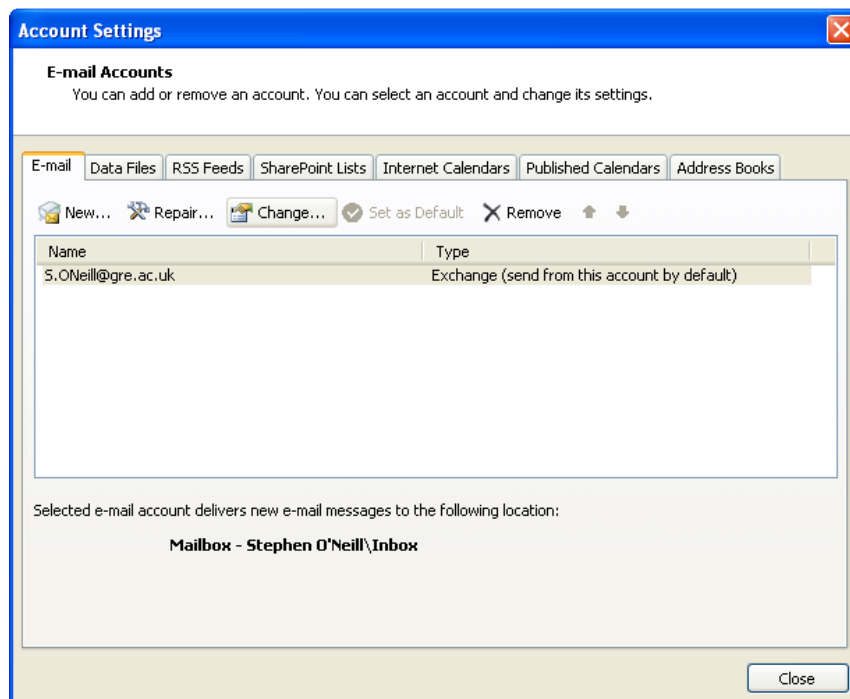
**Do not** tick the 'Manually configure server settings' box. Click on 'Finish' and then Outlook will open.



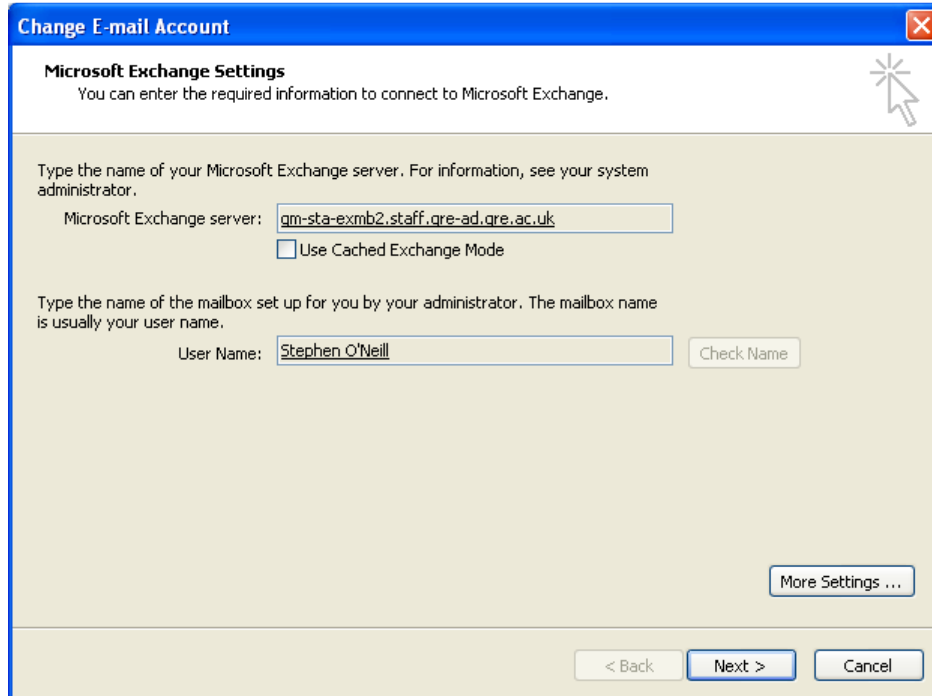
To prevent future issues, please make sure Outlook is not running in cached mode, click on **'Tools'** and then **'Account Settings...'**



Next you need to click **'Change'**



If 'Use Cached Exchange Mode' is un-ticked then do not change it and click on 'Close' otherwise please un-tick 'Use Cached Exchange Mode' and then click 'Next'



**Change 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.

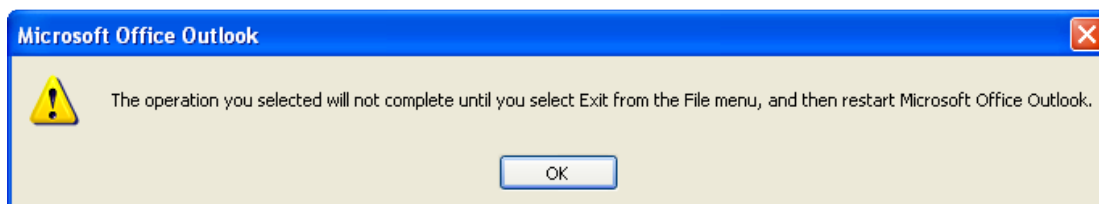
Microsoft Exchange server:

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:

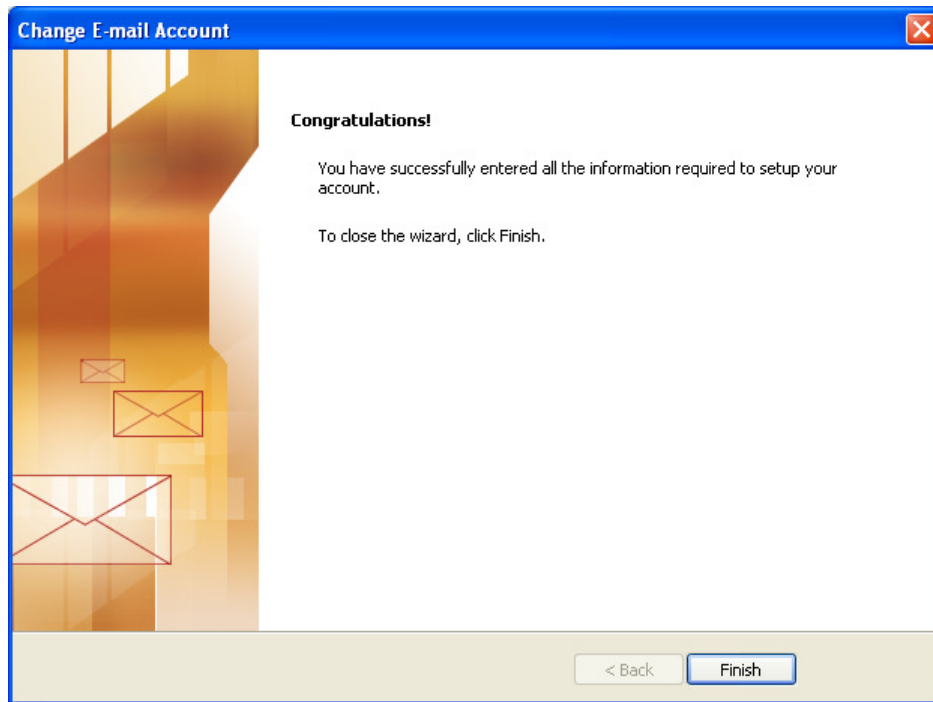
The following dialog box will appear telling you changes will not happen until you restart Outlook, just click 'OK'



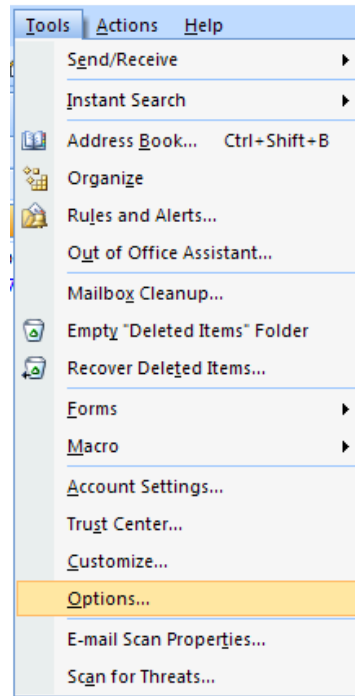
**Microsoft Office Outlook**

 The operation you selected will not complete until you select Exit from the File menu, and then restart Microsoft Office Outlook.

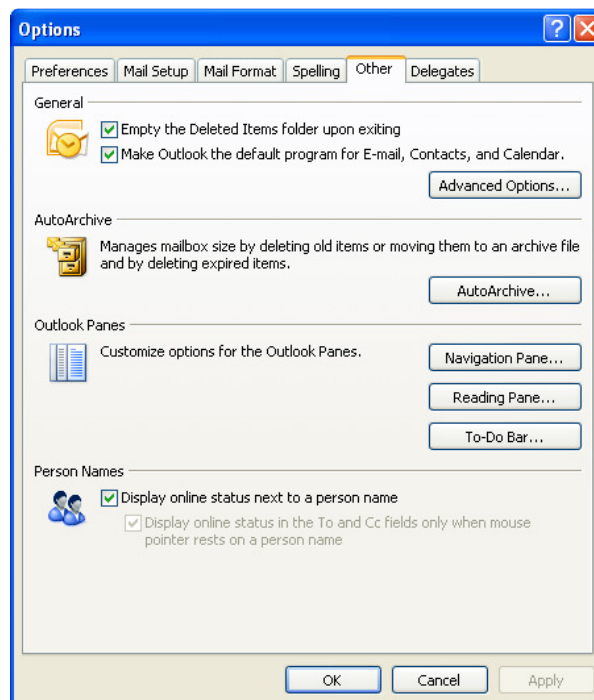
Click **'Finish'**



Set Outlook to empty **'Deleted Items'** on exit. From the date of deletion there is a **14 day** window that allows for the recovering of all deleted mail. To set Outlook to delete on exit go to **'Tools'** and then **'Options'**



Select **'Other'** tab, tick **'Empty the Deleted Items folder upon exiting'**, click **'Apply'** and then **'OK'**



Outlook is now setup, if you have any issues configuring or using Outlook please contact helpdesk on Extension **7555** or email [helpdesk@gre.ac.uk](mailto:helpdesk@gre.ac.uk)