

To set up an Exchange e-mail account in Outlook:

1. Open Outlook and on the Outlook 2007 Startup wizard welcome window, click **Next**

2. In the Account Configuration window, under E-mail Accounts, select **Yes** and click **Next**.

3. Check the **Manually configure server settings** box and click **Next**.

4. Select **Microsoft Exchange** and click **Next**.

5. In the E-mail Settings window, enter:

The **Exchange Server** is
EXMAIL.hws.edu

Your **HWS username**.

6. Click **Next**

7. On the E-mail Accounts Congratulations window, click **Finish** to start using Outlook.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The 'Manually configure server settings or additional server types' checkbox is checked and circled in red. The 'Next >' button is highlighted.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Microsoft Exchange Settings' tab selected. The 'Microsoft Exchange server' field contains 'exmail.hws.edu' and the 'Use Cached Exchange Mode' checkbox is checked. The 'User Name' field contains 'yourusername'. The 'Next >' button is highlighted.

If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.