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 webmail.hws.edu

   Your HWS username.

6. Click Next

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

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.