

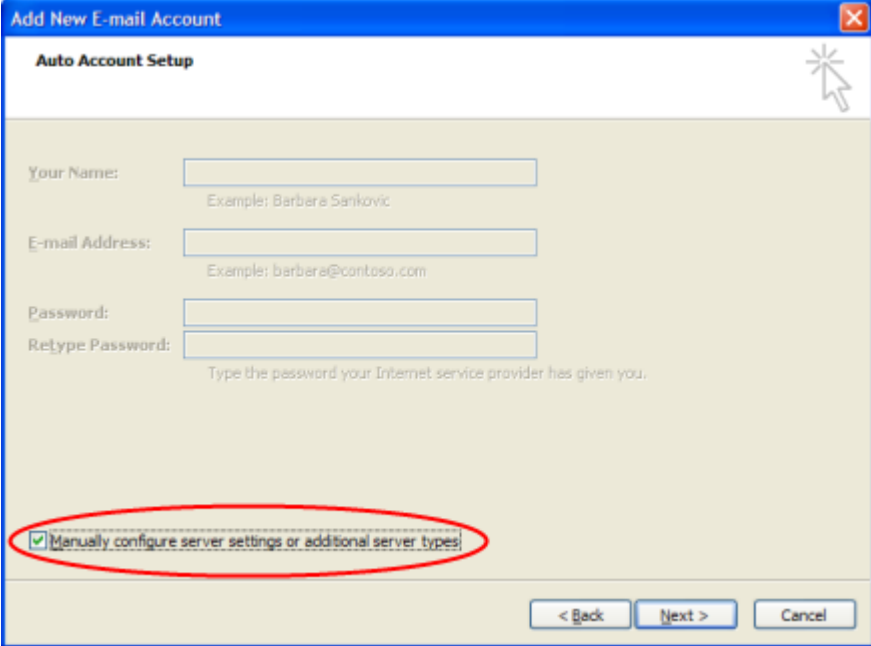
Outlook Exchange Setup

Configuring HWS e-mail account

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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 screenshot shows the 'Add New E-mail Account' dialog box. The title bar reads 'Add New E-mail Account'. The main area is titled 'Auto Account Setup'. It contains four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'ReType Password:' with a note 'Type the password your Internet service provider has given you.'. Below the password fields is a checkbox labeled 'Manually configure server settings or additional server types', which is checked and circled in red. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

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.