

Setup Outlook 2007 for Live@edu.

Follow the steps below to configure Outlook for Live@EDU.

Step 1: Open Outlook. Office icons are not put on the desktop during Office installations. To get to Outlook click on the Start menu -> All Programs -> Microsoft Office. To create a desktop shortcut for Outlooks right click Microsoft Outlook 2010 and select Send To -> Desktop (create shortcut). You may then double click the Outlook Icon on your desktop to Open Microsoft Outlook. IF asked to make your default email program say yes. If asked to enable Instant Search click “do not show this message again” and select No. If asked to synchronize RSS feeds you may say no. Outlook may import Groupwise automatically. To remove we need to add your live@edu account first. We will go over the steps to remove Groupwise synchronization in a later step.

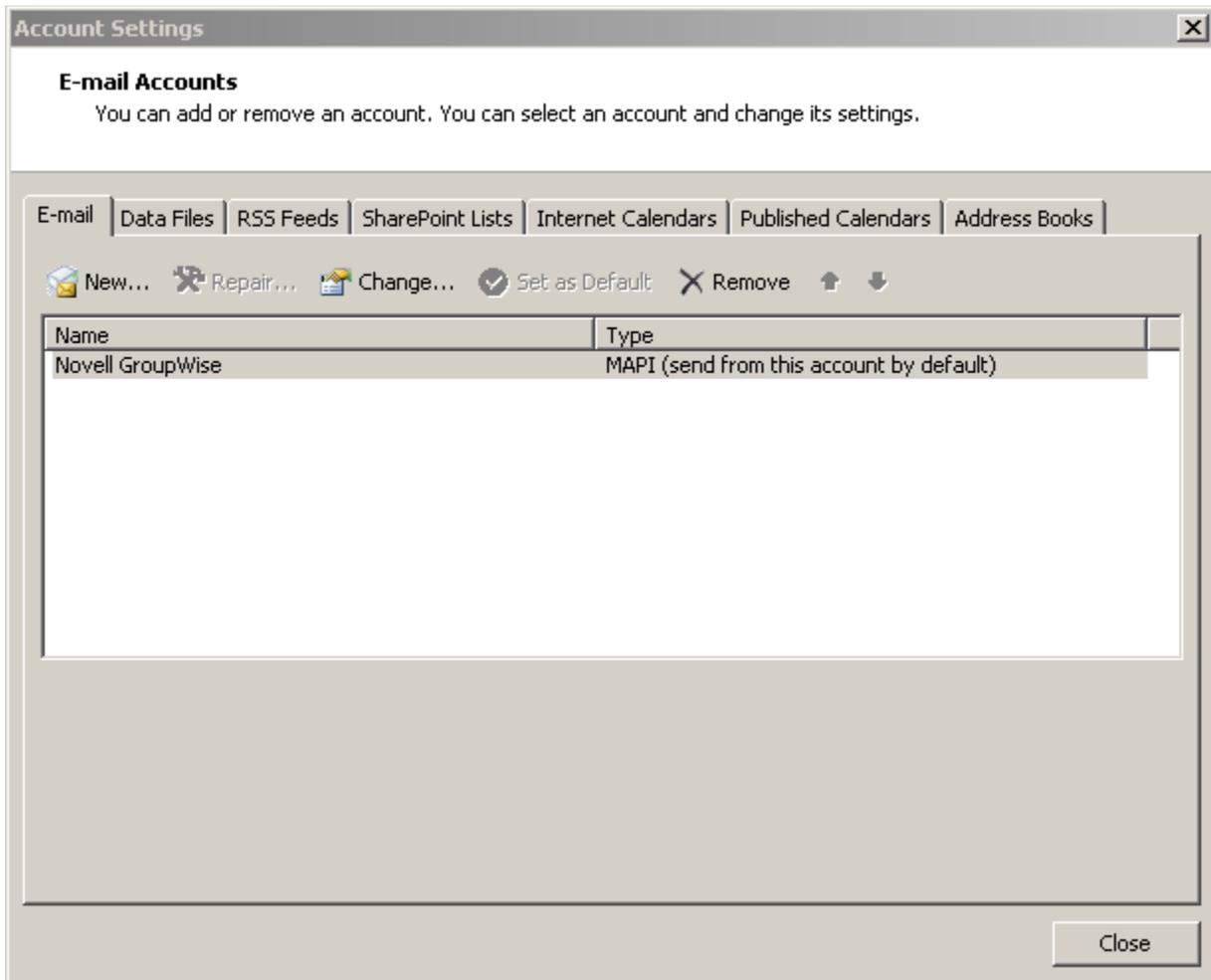
Step 2: To add your Titan Live ID to Outlook 2007, Outlook must be started then closed. If open please exit out. Then go to Control Panel ->

Mail (This is classic view on XP). Then select E-Mail Accounts.

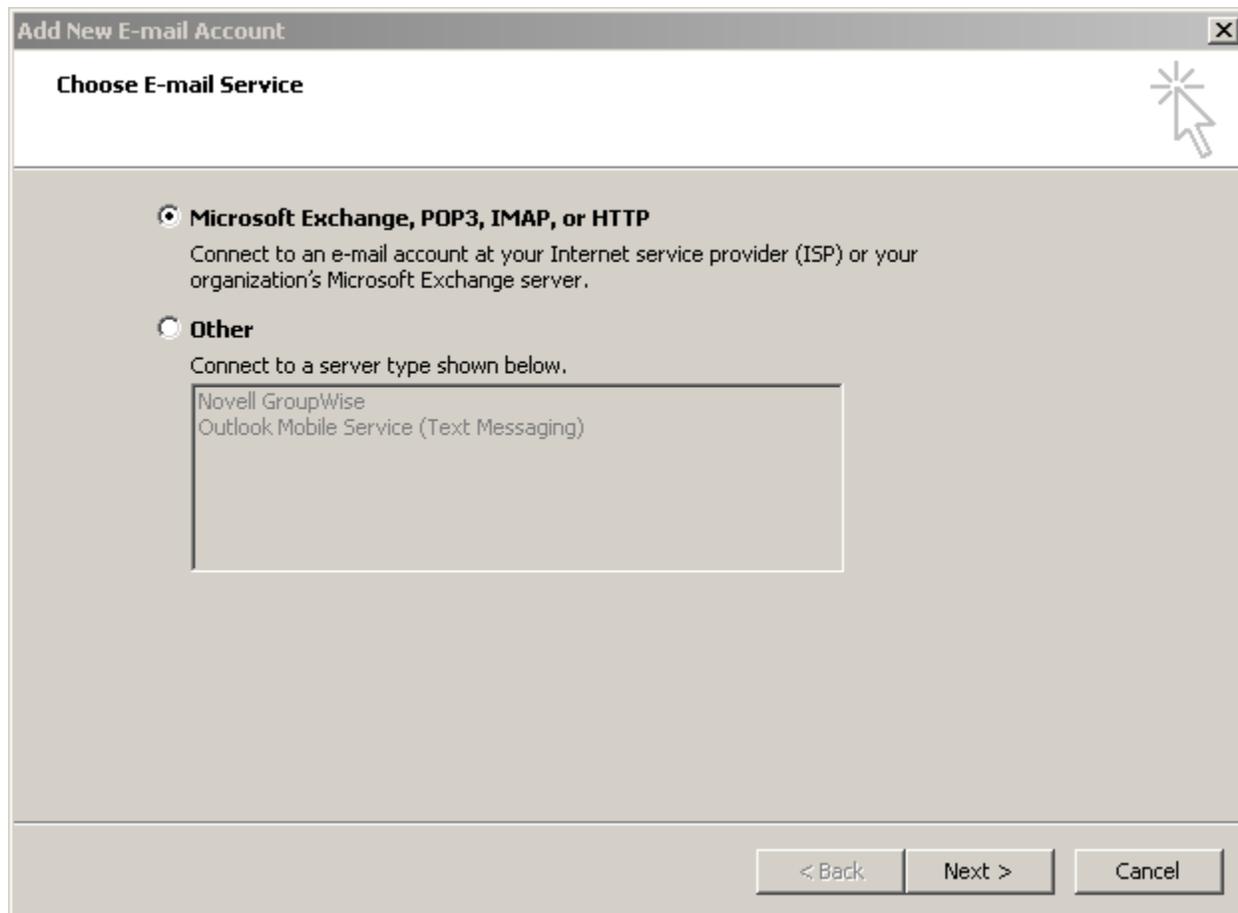


*Note: Windows 7 and Windows Vista have the mail settings in two different places. For 32 bit versions of the Operating Systems Mail will be under User and Family Accounts or Just User Accounts. On 64 bit version of the OS's it may be under Windows 32 bit version applications.

This will bring up the Email Account window. Select New.



Step 3: Select Microsoft Exchange, Pop3, Imap, or HTTP and click Next.



The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. Below the title bar is a header area with the text "Choose E-mail Service" and a mouse cursor icon. The main content area contains two radio button options:

- Microsoft Exchange, POP3, IMAP, or HTTP**
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.
- Other**
Connect to a server type shown below.

Under the "Other" option, there is a list box containing the following items:

- Novell GroupWise
- Outlook Mobile Service (Text Messaging)

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Step 4: Enter in your User Name and Titan Live email address and hit Next.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

Step 5: You will be prompted for your Titan Live login name and password. Your Titan Live ID should auto populate (it's your Titan Live email address) and your password is your Titan Live Password. When you hit Next you will get a congratulation screen. You may select Finish. You may now select your Titan Live account and set as default and exit out of all screens

Connect to autodiscover-s.outlook.com



Welcome back to autodiscover-s.outlook.com

User name:

Password:

Remember my password

OK Cancel

Add New E-mail Account

Congratulations!

Configuring

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ✓ Search for fcclemons@test.gtcc.edu server settings
- ✓ Log on to server

 Your e-mail account is successfully configured to use **Microsoft Exchange**.

Manually configure server settings

< Back Finish Cancel



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Step 6: To remove your Groupwise account from Outlook open up the program go to Tools -> Account Settings. Then Highlight Novell Groupwise and select Remove. Then select Address book and delete the Groupwise Address book and the Groupwise LDAP address book.

Step 7: (Optional) If you want Outlook to auto login to your Titan Live account you may select Remember Me when prompted for authentication.