

Configuring Outlook 2007 for Exchange Email

The following instructions are designed for configuring Microsoft Outlook 2007 on PCs that are part of the University of Nevada, School of Medicine Exchange email server.

From any location other than your main office computer (either on or off campus), access to your Exchange email is available through [Outlook Web Access \(OWA\)](#), which requires no configuration. However, you must log on with your MedID username and password.

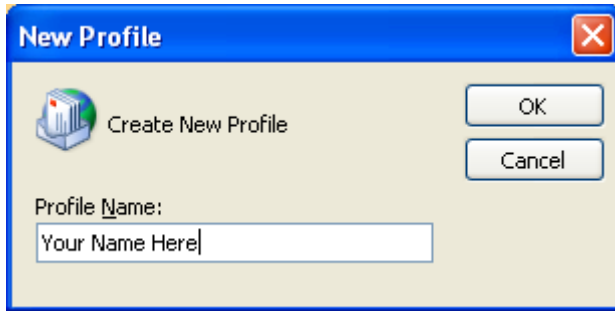
NOTE: Exchange email is linked to your MedID account. Your MedID forms the username for your Exchange email address. (MedID@medicine.nevada.edu)

Prerequisites & Assumptions

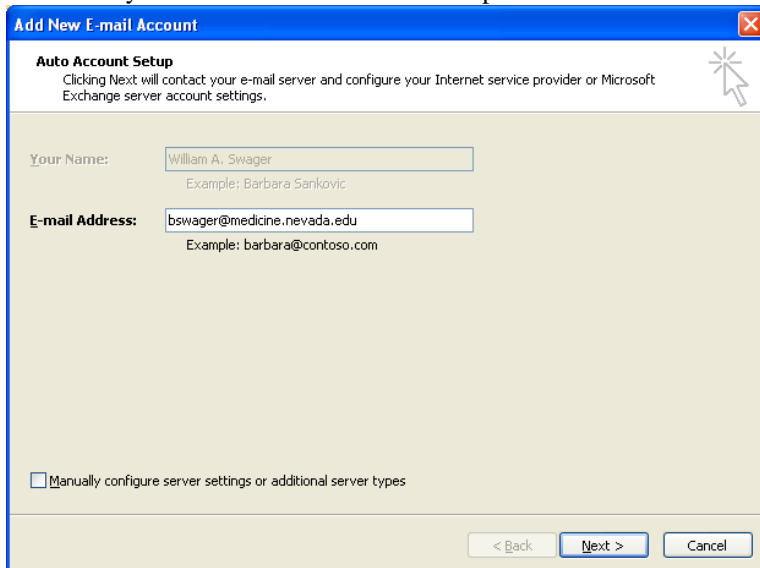
- Your email is delivered to the School of Medicine's Exchange server (medx.medicine.nevada.edu)
- Sample user name: Jane Q Public
- Sample email username: jqpublic
- Sample email address: jqpublic@medicine.nevada.edu

Configuring Outlook 2007

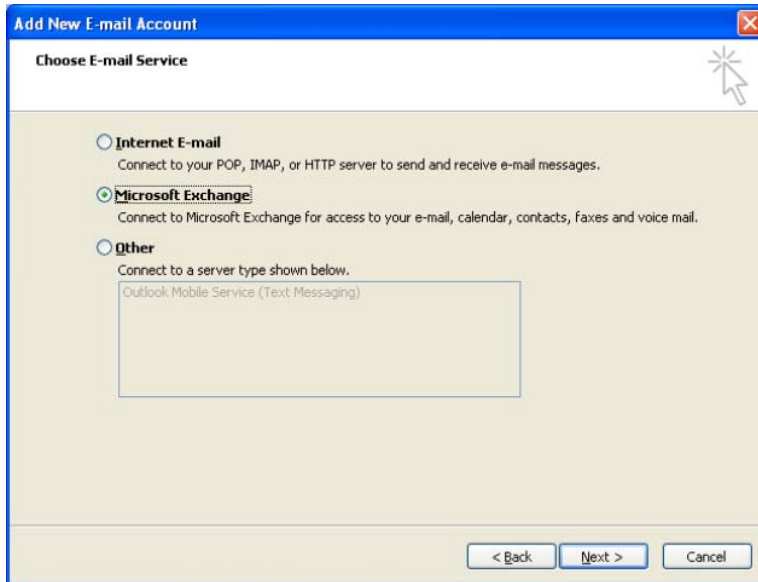
1. Click on Start
2. Click on E-mail, Microsoft Office Outlook.
3. Enter your name in the New Profile input box.



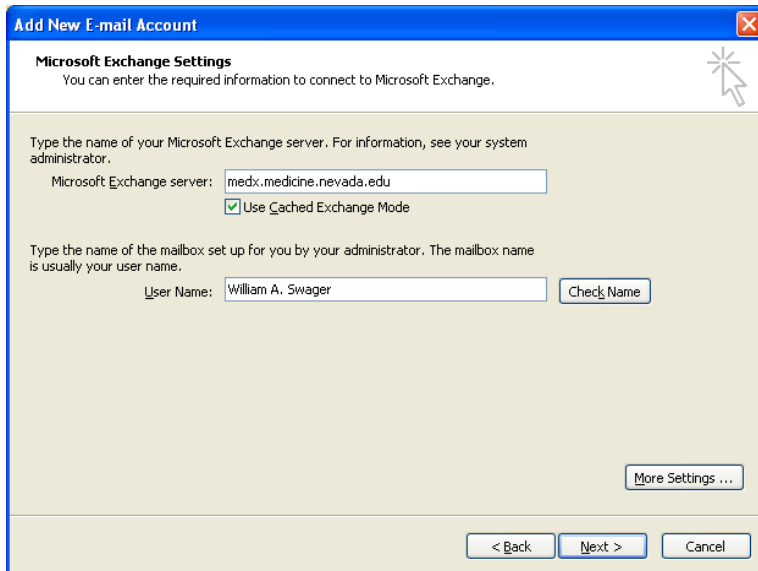
Now enter your e-mail address in the next input box.



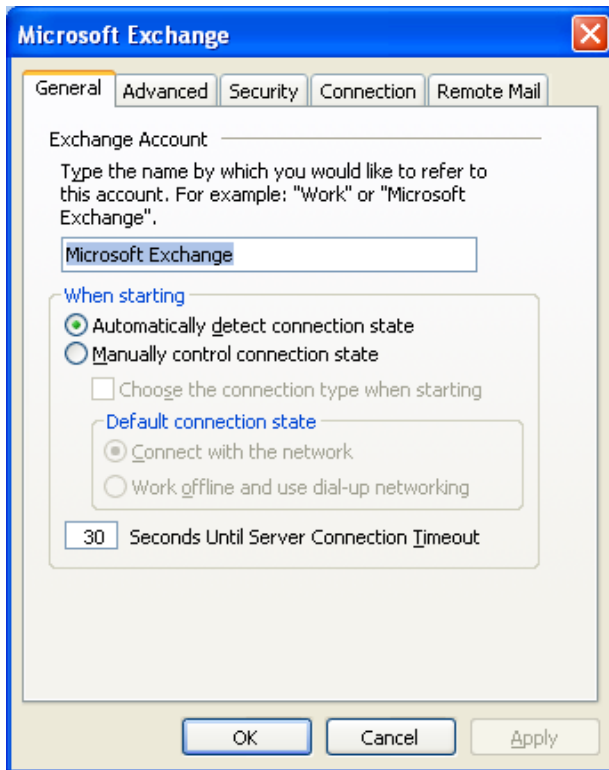
Now click on Manually configure server settings or additional server types and then click Next.



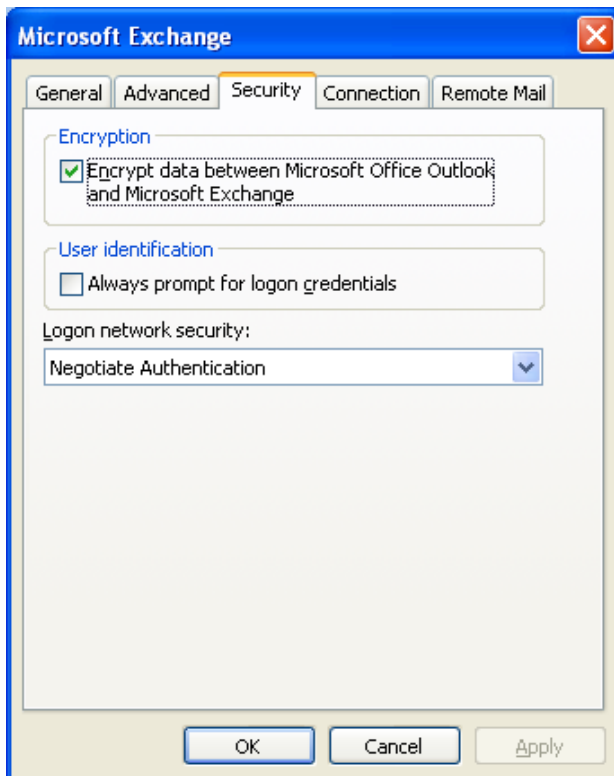
Now choose E-mail service for Microsoft Exchange and click Next.



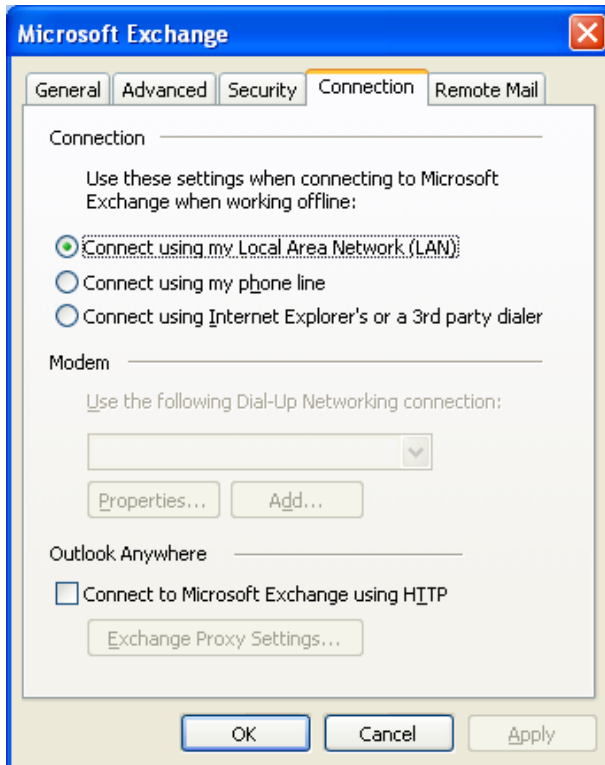
Type **medx.medicine.nevada.edu** into the Microsoft Exchange server: and then click on More Settings.



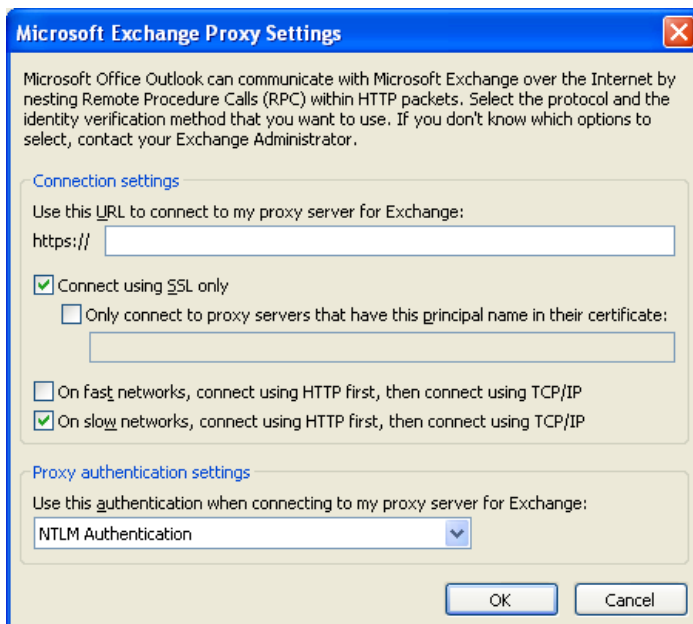
Now click on the Security tab and make sure that Encryption is checked.



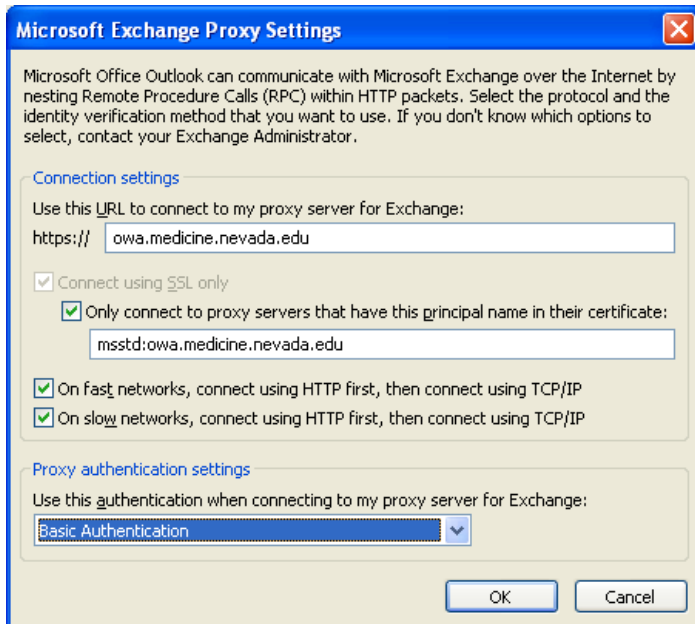
Now click on Connection:



Click on the box next to Connect to Microsoft Exchange using HTTP to select, then click on the Exchange Proxy Settings tab.



Now you'll have to enter the following information:



Enter medx.medicine.nevada.edu in the https:// box.

Check the box: Only connect to proxy servers that have this principal name in their certificate.

Enter msstd:owa.medicine.nevada.edu.

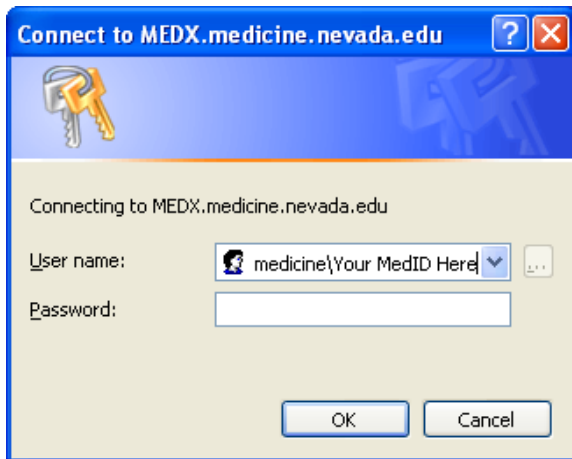
Make sure that both box for slow and fast connections are checked.

Change the Proxy authentication settings are set to Basic Authentication and click OK., OK.

Click on the screen that says Microsoft Outlook must be restarted.

Then click Next, and then Finish.

Now you can login to the exchange server via an HTTP connection.



Enter the User name: medicine\Your MedID, enter your password and click OK

Microsoft Outlook will now connect to the server and then take a short time to populate all of the folders.

Congratulations! You've now configure Outlook on your computer.

Happy Emailing!