Configuring Outlook 2007 for First Time Use

The easiest way for first time Microsoft Outlook users to configure an account to the JMU Exchange server is to use the Microsoft Outlook 2007 Startup wizard:

1. Click on the **Start** button.
2. Click on **All Programs**.
3. Click on **Microsoft Office**.
4. Click on **Microsoft Office Outlook 2007**.
5. The **Outlook 2007 Startup** window appears. Click the **Next** button in the bottom right of the window.
6. In the next window, make sure Yes is checked to configure an e-mail account then click **Next**.

![Image of the e-mail account configuration window](image1)

7. The auto discovery feature fills in **Your Name** and your **e-mail address**. Click the **Next** box in the lower right of the window.

![Image of the add new e-mail account window](image2)

8. The system automatically configures the connections to the **Outlook Exchange** e-mail server. When the screen indicates that the account is successfully configured, click on the **Finish** button.

![Image of the online search for your server settings](image3)
9. The **Outlook 2007** client will connect to the Exchange server and open your e-mail account.

10. **Outlook** will open. If the Microsoft Office Outlook window about the **Windows Search Engine**… appears, click **OK**.

11. At some point in the set-up process a new Microsoft Office Outlook window will appear asking about RSS feeds. **RSS** (Really Simple Syndication) **Feed** is a format for delivering regularly updated web content. Many news-related sites, weblogs and other online publishers syndicate their content as an **RSS Feed** to whoever wants it. RSS Feed is **not required** in Outlook, it is an option.

    You may respond **Yes, No** or **Remind Me Later** to find out more and delay the decision.