Outlook 2007: Client Configuration for Exchange

1. Verify that Outlook 2007 is installed on your computer.
   1. Click the Windows Start button.
   2. Click All Programs.
   3. Click Microsoft Office.
   5. If asked to install, click Yes to install.
      If you are not asked to install, but the program starts, click the Cancel button.
   6. On the Outlook 2007 Startup window, click the Cancel button.
   7. When asked if you want to quit the wizard, click the Yes button.

2. If you have Outlook 2007 open, please close it.

3. Close all connections you have to the Exchange (e.g., you are logged into Exchange through Outlook Web App (OWA) or another email program).

4. Click the Windows Start button.

5. From the popup window, select Control Panel.

6. Double-click the mail icon.

7. In the Mail Setup window, click the Show Profiles button.
8. In the General tab, click the Add button.

9. Within the New Profile window, in the Profile Name field, type Exchange. Click the OK button.

10. In the next window, your name and email address should automatically appear. Do not change any settings on this page. Click Next.
11. The next window will tell you that the Exchange account has been created successfully. Click **Finish**.

![Add New Account](image1)

12. The window will disappear and you will be back to the Profiles window. Under **Always use this profile** on the **General** tab, select **Exchange**. Click **Apply**, and then click **OK**.

![Profiles window](image2)

13. Close any remaining open windows. Outlook is now configured to manage email, contacts and calendars from your JMU exchange account.

![Outlook configured](image3)