Outlook 2007 (Vista) 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 Access (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. Click the Show Profiles button.

8. On the General tab, click the Add button.
9. Within the **New Profile** window, in the **Profile Name:** field, type **Exchange**.

10. Click the **OK** button.
11. Under **Always use this profile** on the **General** tab, select **Exchange**. Click **Apply**, and then click **OK**.
12. On the Mail Setup-Exchange window, select the “**Email Accounts**” button
13. Click the Next button. If you are prompted with a login screen with the User name of IT-EXMBX\e-ID, replace the User name with JMUAD\e-ID and type your e-ID password in the Password field (see Step 15 for more information).
14. Click the **Finish** button and your Microsoft Exchange Outlook Anywhere account has been configured.

15. Go to your desktop and click on the Outlook icon to start Outlook.

16. On the login screen, if the User name of IT-EXMBX1\e-ID appears (such as IT-EXMBX1\boyledj in the example below), replace the User name with **JMUAD\eID** and type your **e-ID password** in the Password field.