Instructions for Outlook 2007 for Your @mail.roanoke.edu Account

- Install Microsoft Office, including Microsoft Outlook. If Office is not installed with Outlook, you cannot move your e-mail. A free copy of Office is available for students in Information Technology (Trexler 369).
- 2. Click on the Start button (Windows XP) or the Windows Pearl (Vista and 7) and click on Control Panel.
- 3. Click on "Mail."

E-mail Accounts Setup e-mail accounts and directories. E-mail Accounts	-
Setup e-mail accounts and directories.	
Data Files	
Change settings for the files Outlook uses to Data Files store e-mail messages and documents.	
Profiles	
Setup multiple profiles of e-mail accounts and	
Close	

4. Click on "Show Profiles...".

Mail				
General				
The following profiles are set up on this computer:				
Add Remove Properties Copy				
When starting Microsoft Office Outlook, use this profile:				
C Prompt for a profile to be used				
Always use this profile				
OK Cancel Apply				

5. Click on "Add..."

Mail
General
New Profile
Create New Profile
Profile Name:
Roanoke
Add Remove Properties Copy
When starting Microsoft Office Outlook, use this profile:
C Prompt for a profile to be used
Always use this profile
Always use this profile

6. Enter a name for the profile, for example, "Roanoke" or "My Roanoke E-mail," then click "OK".

Add New E-mail Acc	count	×		
Auto Account Setu Clicking Next will o Exchange server	p contact your e-mail server and configure your Internet service provider or Microsoft account settings.	×		
Your Name:	Joshua Ferrier Example: Barbara Sankovic			
E-mail Address:	jgferrier@mail.roanoke.edu 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		

7. Enter in your name, e-mail address, and password into the corresponding text areas as shown above. Then click "Next".



8. Check the box "Don't ask me..." and then click "Allow".

Connect to BL2PR	D0102.mailbox.outloo ?
	GA
Connecting to BL2PRD	00102.mailbox.outlook.com
User name:	🔮 ıferrier@mail.roanoke.edu 🔻
Password:	•••••
	OK Cancel

9. Fill in the User name box with your FULL e-mail address (<u>yourname@mail.roanoke.edu</u>), then click "OK".

Add New E-mail Account	×
Congratulations!	×
Configuring	
Configuring e-mail server settings. This might take several minutes:	
Establish network connection	
Search for jgferrier@mail.roanoke.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

10. Click "Finish". Open Outlook, enter your password if prompted, and begin using Outlook.