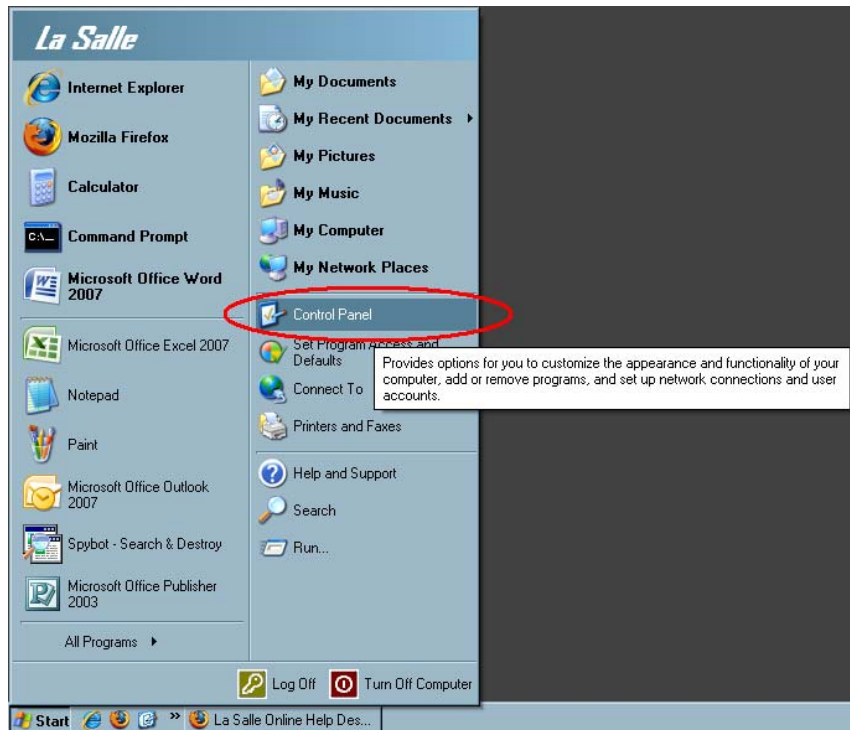


How to Configure Outlook 2007 for La Salle Email (Exchange Labs)

This document provides instructions for configuring your La Salle Email using Microsoft Outlook 2007 with Exchange Labs.

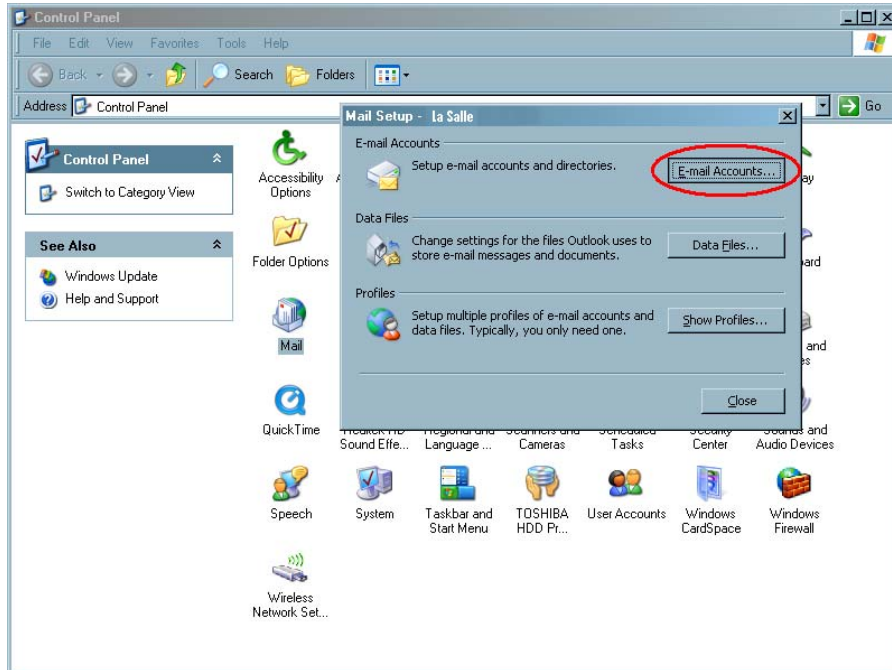
NOTE: You MUST sign into Exchange Labs at <http://www.exchangelabs.com> FIRST, before you follow these steps.

1. Go to **Start**, and then Choose **Control Panel**.

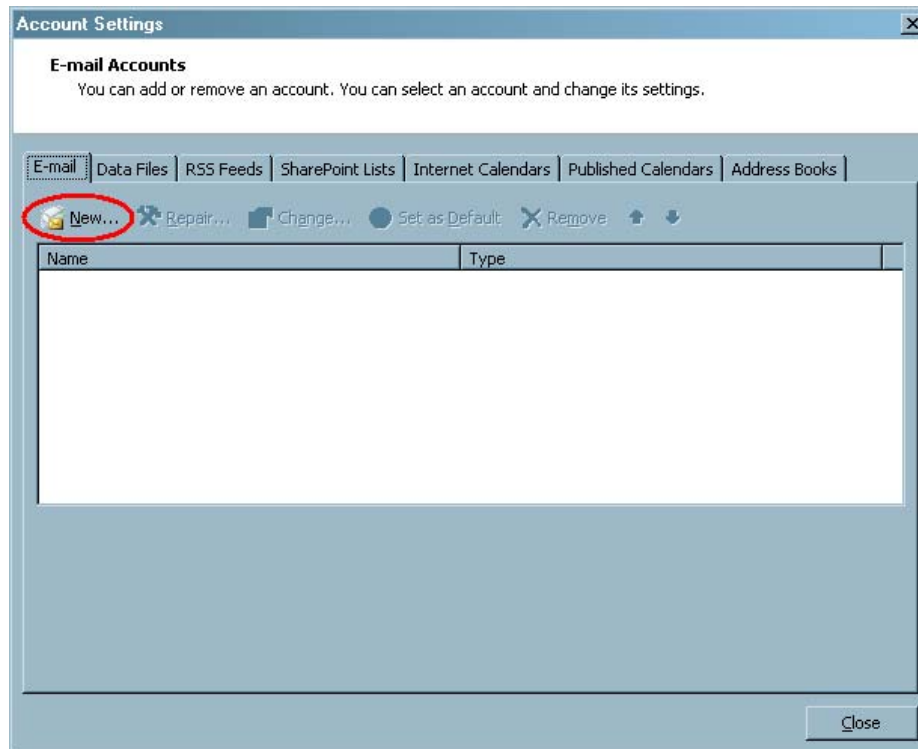


2. Locate and click on the **Mail Icon**. Click **E-mail Accounts**.

Note: If you cannot find the Mail Icon, please select the Switch to Classic View link on the left.



3. In the E-mail Tab, click **New**.



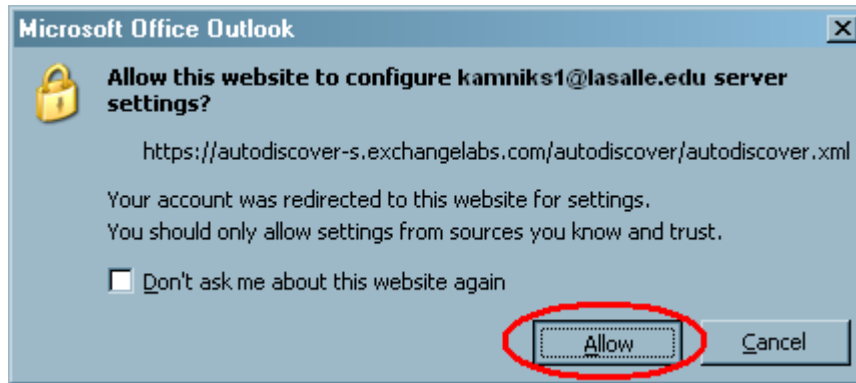
4. Enter your **Name** and **Email Address** followed by your **Password**. Click **Next**.

The screenshot shows the 'Add New E-mail Account' dialog box in the 'Auto Account Setup' phase. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Auto Account Setup' and 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' There are four input fields: 'Your Name' with the value 'Steve Kamnik' and an example 'Example: Barbara Sankovic'; 'E-mail Address' with the value 'kanniks1@lasalle.edu' and an example 'Example: barbara@contoso.com'; 'Password' with '*****'; and 'Retype Password' with '*****'. Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is unchecked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

5. The following step may take several minutes. Please be patient.

The screenshot shows the 'Add New E-mail Account' dialog box in the 'Online search for your server settings...' phase. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Online search for your server settings...'. The main area is titled 'Configuring' and contains the text 'Configuring e-mail server settings. This might take several minutes:'. There are two items in a list: a green checkmark followed by 'Establish network connection', and a blue triangle followed by 'Search for kanniks1@lasalle.edu server settings'. Below the second item is the text 'Log on to server'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

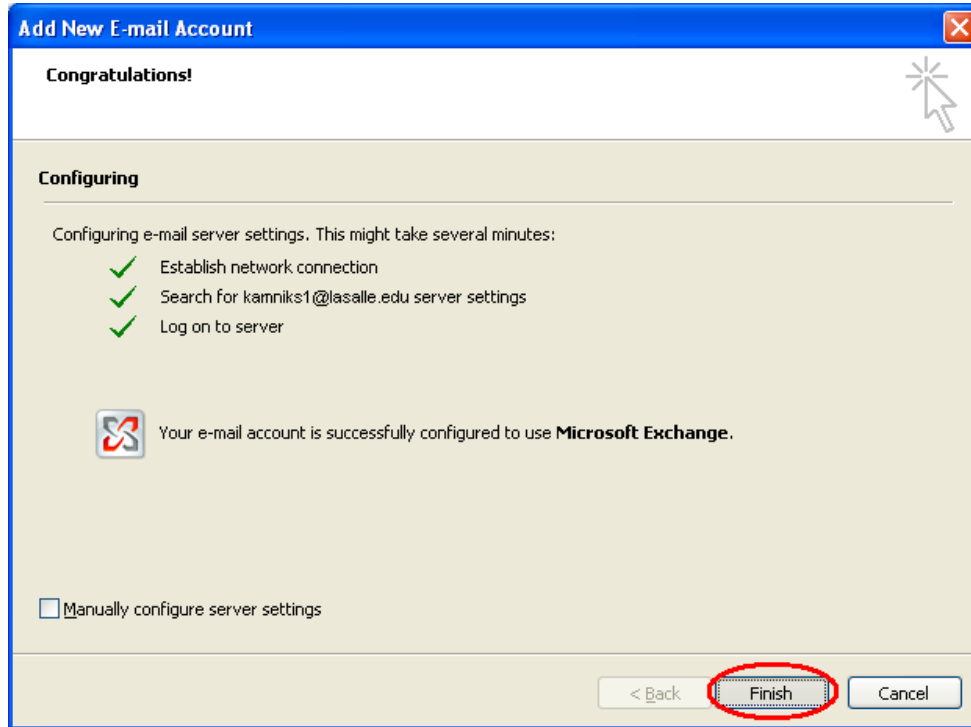
6. After a few minutes, the following message will appear. Click **Allow**.



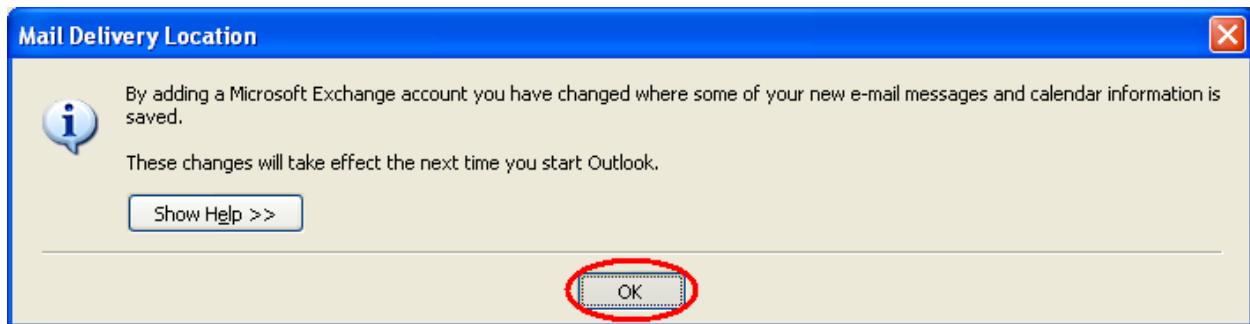
7. Enter your **Username** followed by your **Password**.



8. Click **Finish**.



9. Click **OK**.



10. Close any remaining open windows such as Account Settings and Control Panel. Open up Microsoft Office Outlook.

NOTE: Please be patient as the first time you open your email, it may take several minutes while your account is configured.

You have now completed the configuration of Outlook 2007 with your La Salle Email.