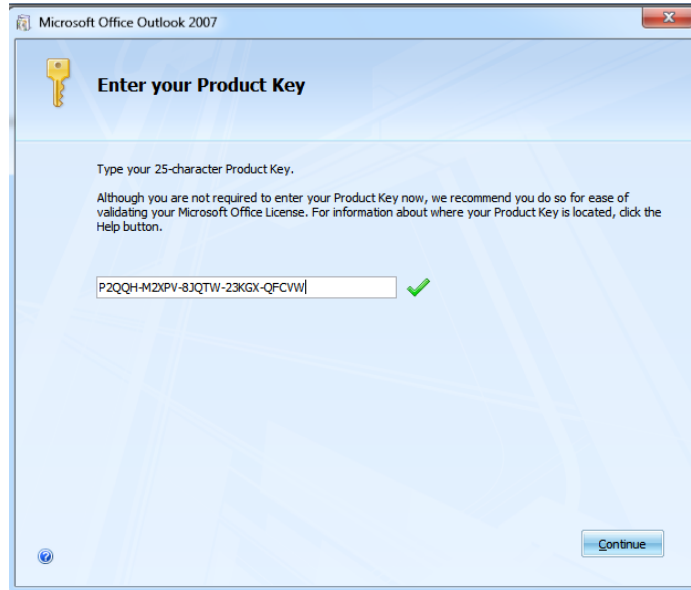
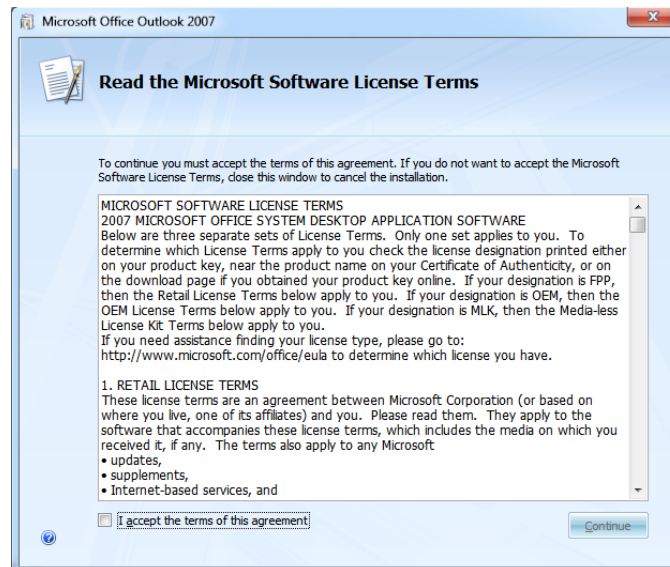


Setting up Outlook 2007 with Exchange 2007

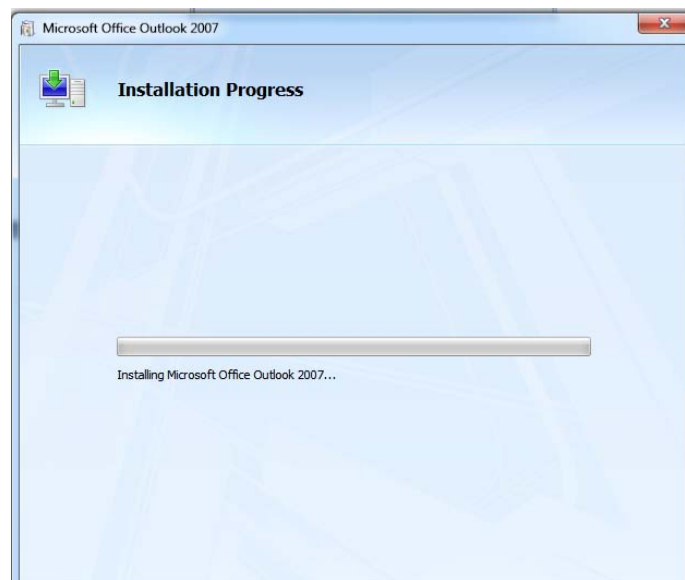
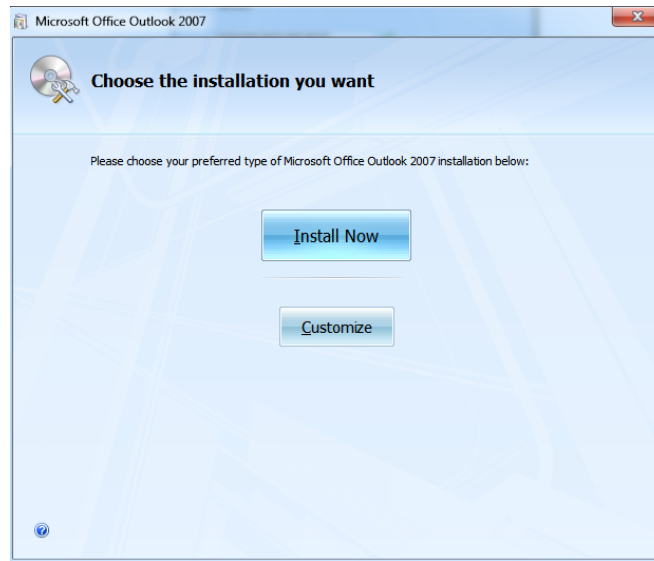
1. Please be sure your computer is turned on and connected to the internet
2. Insert the DVD into your machine that you get from your administrator and install Outlook 2007
3. Once installed go to start menu and click on Microsoft Office Outlook 2007, this will launch the start up process.
4. Enter the product key **P2QQH-M2XPV-8JQTW-23KGX-QFCVW** and click continue



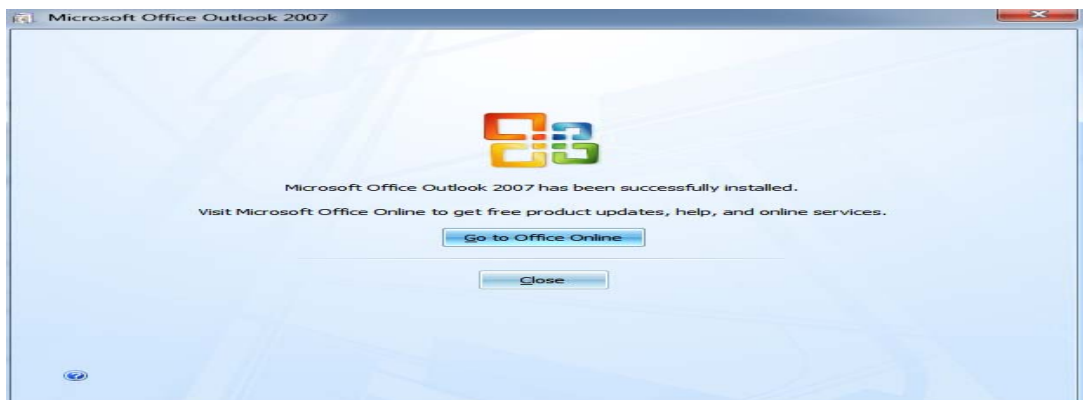
5. Check mark the I accept the terms of this agreement and click continue



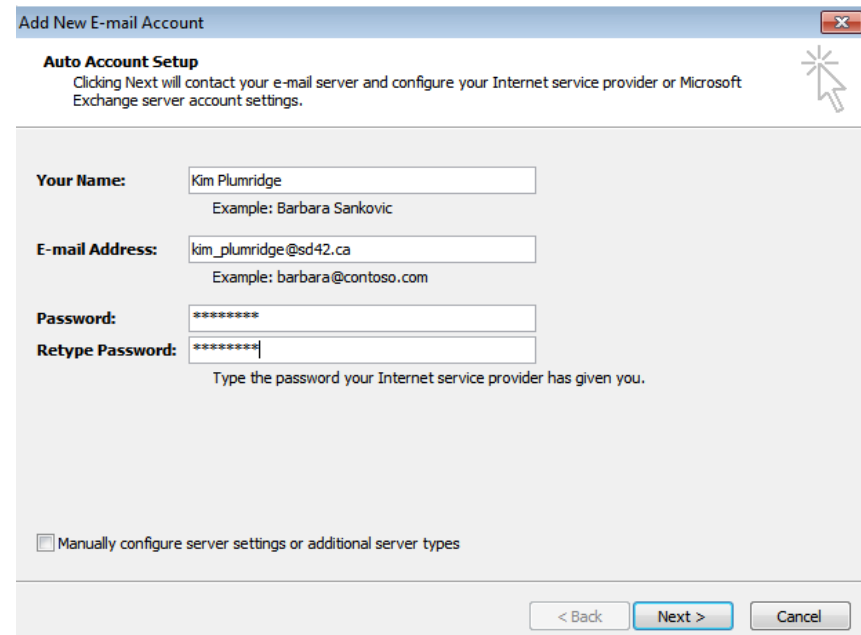
6. Click on Install Now **(this can take several minutes)**



7. Now click close



8. Now go to Start, All Programs, Microsoft Office, and open Microsoft Office Outlook 2007
9. Follow these steps
 - a. Your Name (John Smith)
 - b. E-Mail Address (John_Smith@sd42.ca)
 - c. Password (this is the one you are using to access webmail)
 - d. Click next (this can take several minutes)



Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

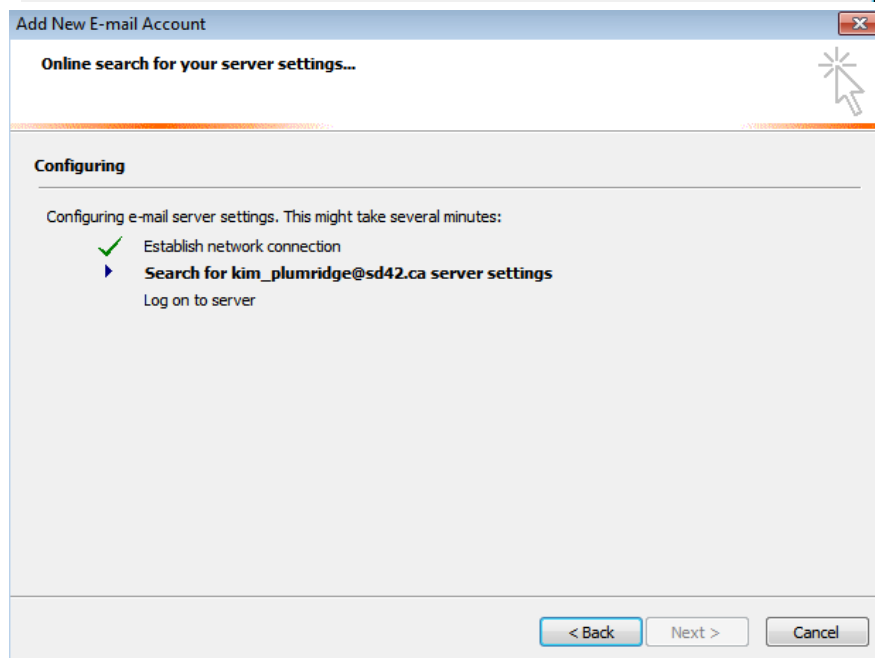
E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel



Add New E-mail Account

Online search for your server settings...

Configuring

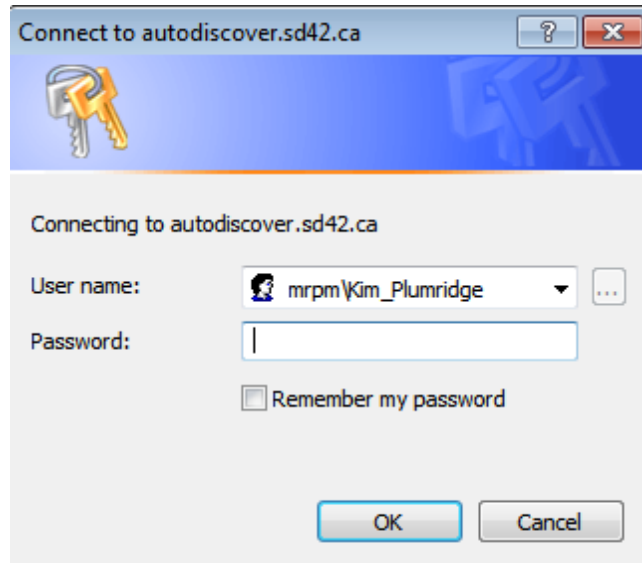
Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ▶ **Search for kim_plumridge@sd42.ca server settings**
 - Log on to server

< Back Next > Cancel

10. Now enter this:

- a. User name: mrpm\John_Smith
- b. Your e-mail password and click ok



11. This will now take you to your inbox and import all of your e-mails/contacts/folders

You are now ready to run MS Outlook 2007. Please remember these are instructions for you to set up on your own and the District will not be supporting users on the client.