

Outlook 2007: Setup and Configuration

Learning Guide

Outlook 2007: Overview

Microsoft Outlook is a powerful tool that is capable of helping you organize large group projects and coordinate meetings among many people. It can also be used for simple, day-to-day tasks such as managing your email or keeping track of your appointments.

Using Outlook's...	You can...
Mail	Send and receive email
Contacts	Create lists of addresses, phone numbers, and email addresses
Calendar	Keep track of your schedule
Tasks	Organize a to-do list

Determining the Type of Your Email Account

Outlook's Mail function is a convenient way to maintain one or more email accounts. Outlook does not give you a new email account, but it provides organization and storage beyond what is typically offered by a web-based email account.

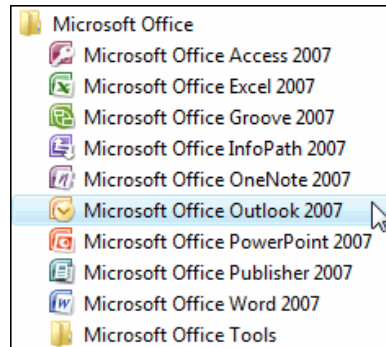
At Tufts, you may have one of the following email accounts. To properly configure Outlook, check below to determine the type of email account you have.

If you check your email online at	You have a(n)...
https://webmail.tufts.edu	Trumpeter email account
https://outlook.web.tufts.edu	Exchange email account

Configuring Outlook to Manage a Trumpter Email Account
Using the following steps you can configure Outlook to check your emails from either on or off campus.

Launching Outlook

- From the **Start** menu, select the **All Programs** submenu
- Select the folder labeled **Microsoft Office**
- From the **Microsoft Office** folder, select **Microsoft Office Outlook 2007**



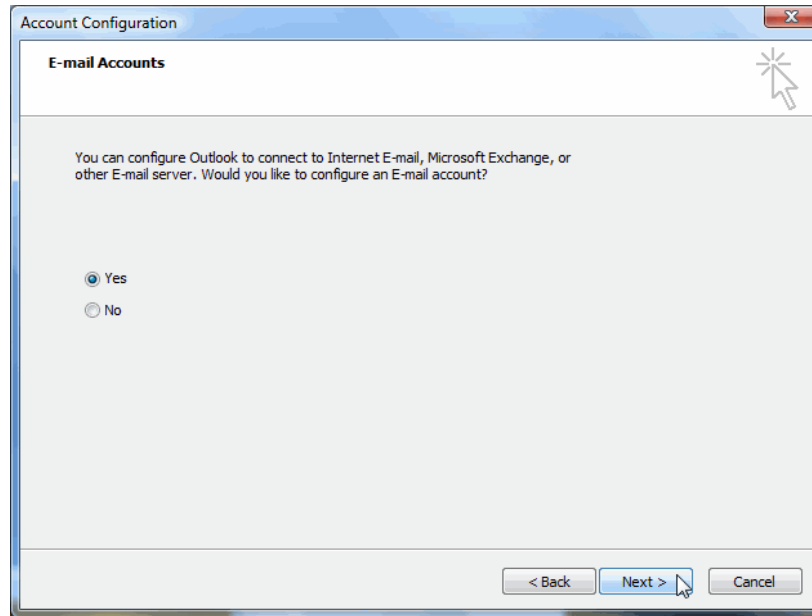
- The **Outlook 2007 Startup** window will appear

Adding a New Email Account

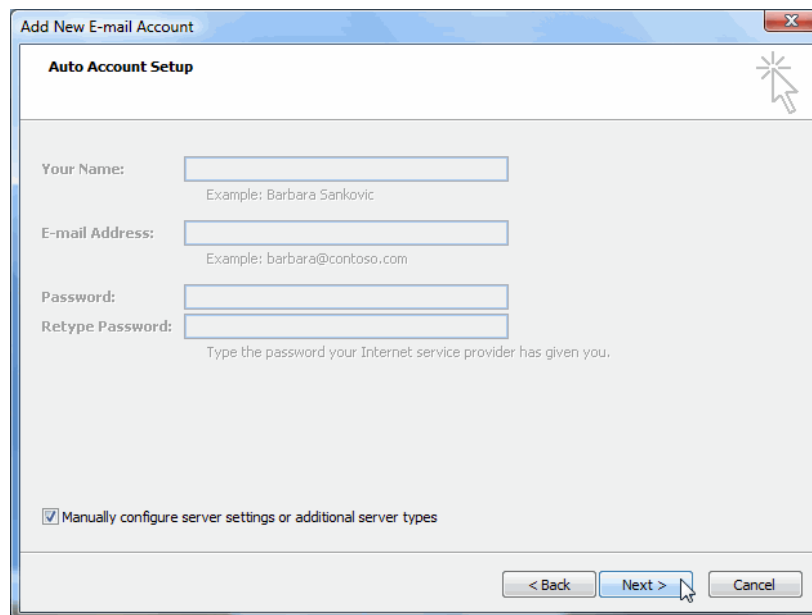
- If this is the first time launching Outlook, the **Outlook 2007 Setup** window will appear
- Click on the button labeled **Next**



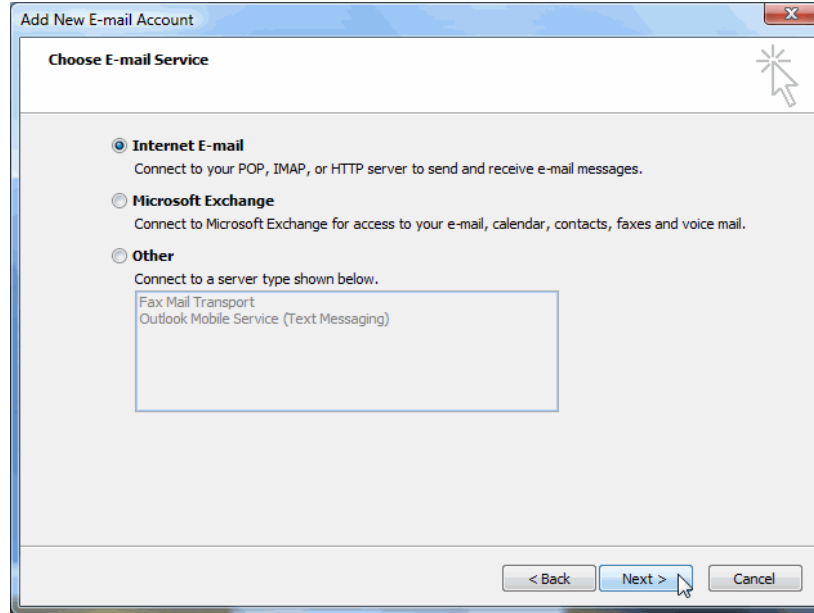
- The **Email Accounts** view of the **Account Configuration** window will appear
- Confirm that the option button labeled **Yes** is selected
- Click on the button labeled **Next**



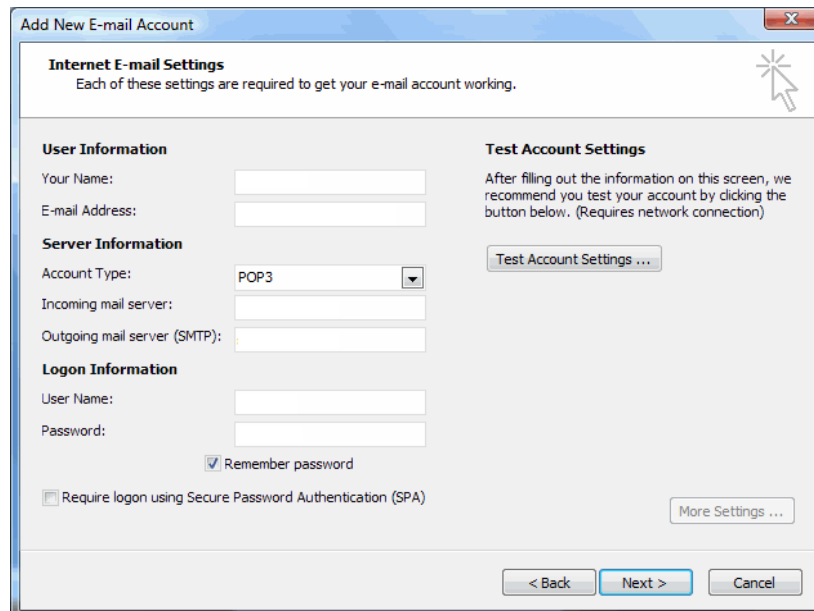
- The **Auto Account Setup** view of the **Add New E-mail Account** window will appear
- Click to place a check-mark in the box labeled **Manually configure server settings or additional server types**
- Click on the button labeled **Next**



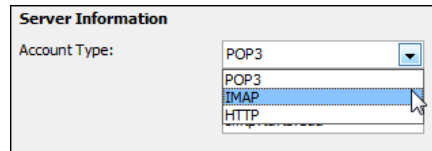
- The **Choose E-mail Service** view of the **Add New Email Account** window will appear
- Click on the option button labeled **Internet E-mail**
- Click on the button labeled **Next**



- The **Internet E-mail Settings** view of the **Add New Email Account** window will appear



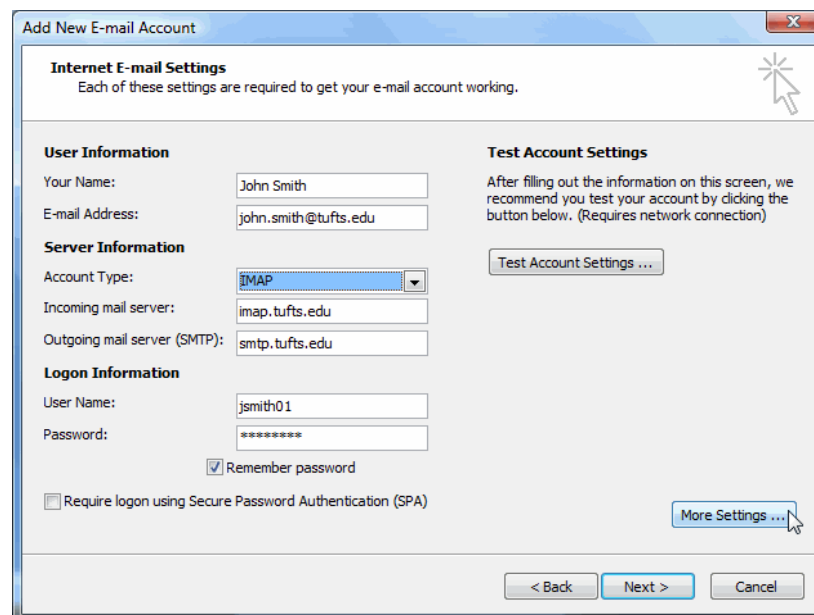
- Locate the **Server Information** area
- Click on the down-facing arrow next to the box labeled **Account Type**
- From the list that appears select **IMAP**



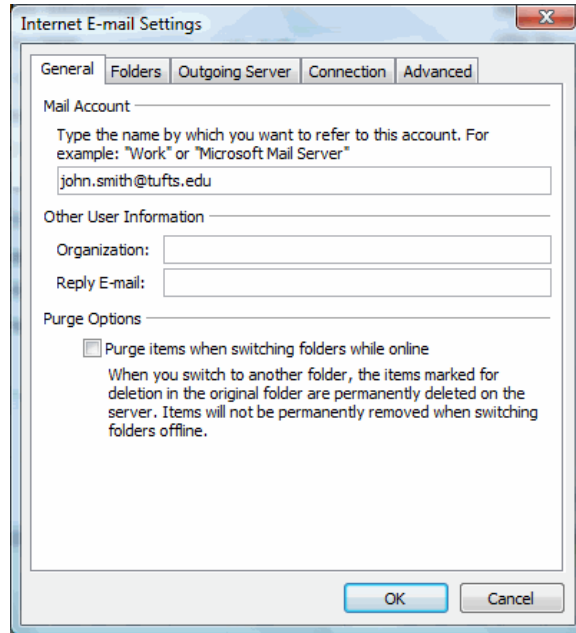
- Type the following information into the appropriate boxes

In the box labeled...	Type...
Your name	Your first and last name (for example, John Smith)
E-mail Address	Your email address (for example, john.smith@tufts.edu)
Incoming mail server (IMAP)	imap.tufts.edu
Outgoing mail server (SMTP)	smtp.tufts.edu
User Name	Your Trumpeter email UTLN (for example, jsmith01)
Password	Your Trumpeter email account password

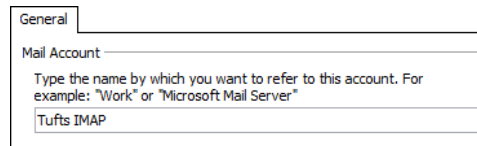
- Click on the button labeled **More Settings**



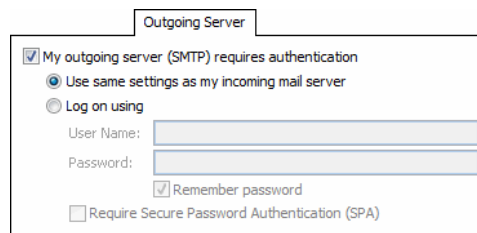
- The **Internet Email Settings** window will appear



- Click on the tab labeled **General**
- In the box labeled **Mail Account**, type the name you wish to use to refer to this email account (for example, Tufts IMAP)



- Click on the tab labeled **Outgoing Server**
- Click to place a checkmark in the box labeled **My outgoing server (SMTP) requires authentication**
- Confirm that the option button labeled **Use same settings as my incoming mail server** is selected



- Click on the tab labeled **Advanced**
- Locate the **Incoming server (IMAP)** section of the **Server Port Numbers** area
- Click on the down-facing arrow next to the box labeled **Use the following type of encrypted connection**
- From the list that appears, select **SSL**

Advanced

Server Port Numbers

Incoming server (IMAP): 143 Use Defaults

Use the following type of encrypted connection: None
None
SSL
TLS
Auto

- Confirm that **993** appears in the box labeled **Incoming server (IMAP)**

Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

- Locate the **Outgoing sever (SMTP)** section of the **Server Port Numbers** area
- Click on the down-facing arrow next to the box labeled **Use the following type of encrypted connection**
- From the list that appears, select **SSL**

Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 25

Use the following type of encrypted connection: None
None
SSL
TLS
Auto

- In the box labeled **Outgoing Server (SMTP)**, type 465

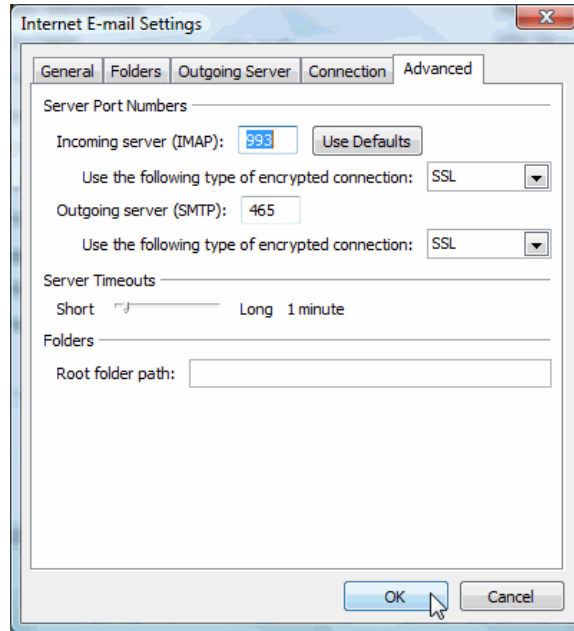
Advanced

Server Port Numbers

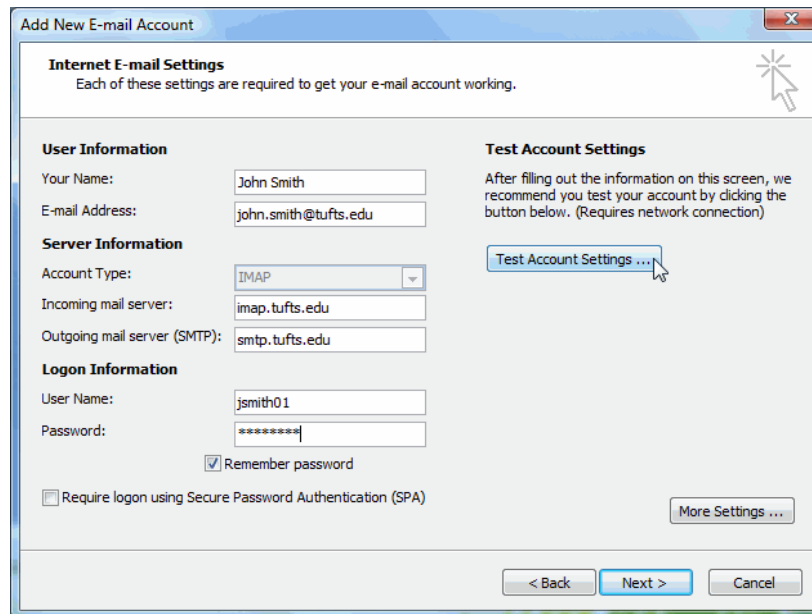
Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

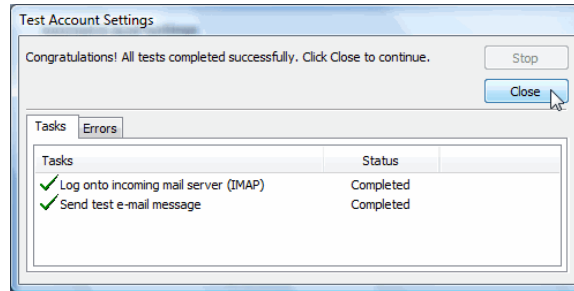
- Click on the button labeled **OK**



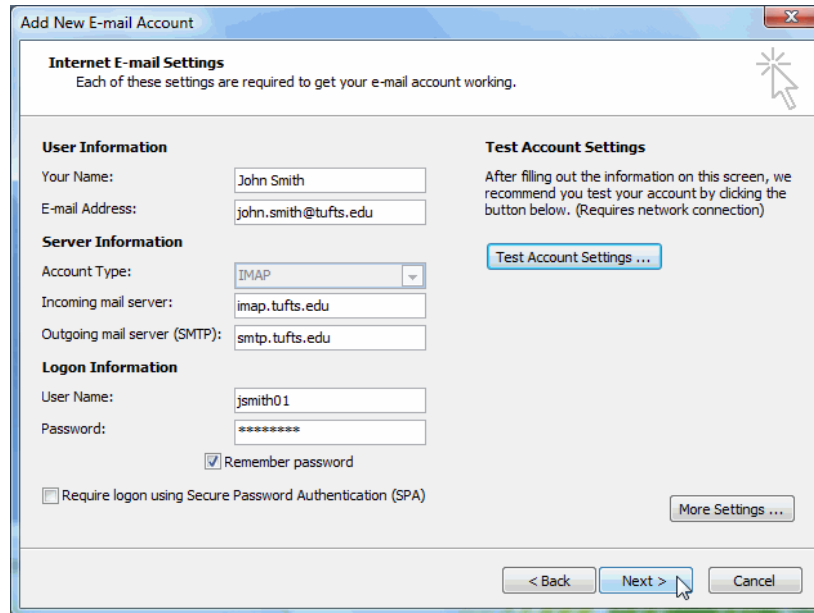
- From the **Internet Email Settings** view of the Add New E-mail Account window, click on the button labeled **Test Account Settings**



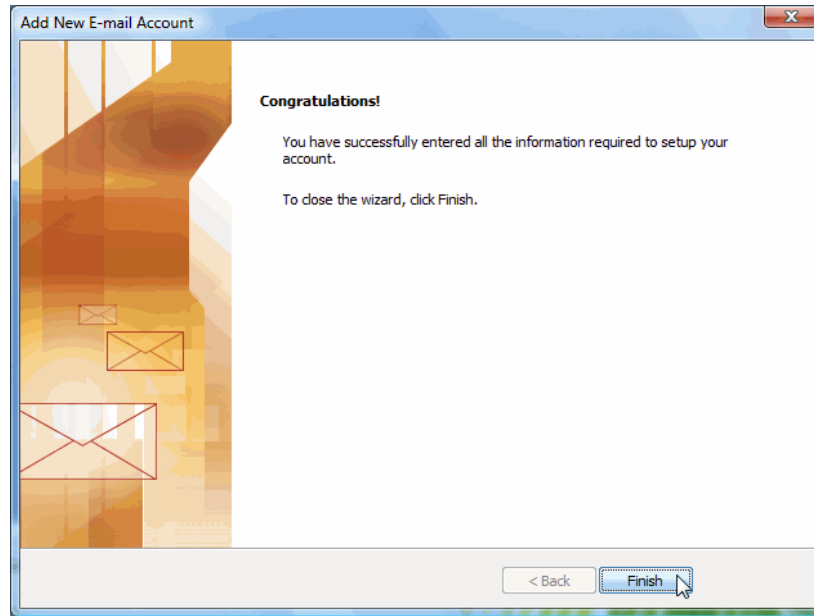
- The **Test Account Settings** window will appear displaying.
- Click on the button labeled **Close** to continue



- From the **Internet Email Settings** view of the Add New E-mail Account window, click on the button labeled **Next**



- From the **Congratulations** view of the Add New E-mail Account window, click on the button labeled **Finish**



- Outlook's **Mail** view will appear and you messages will be displayed

Configuring Outlook to Manage a Tufts Exchange Account
Using the following steps you can configure Outlook to check your emails from on campus. If you would like to use Outlook to check emails while off campus, please contact your FSP.

Launching Outlook

- From the **Start** menu, select the **All Programs** submenu
- Select the folder labeled **Microsoft Office**
- From the **Microsoft Office** folder, select **Microsoft Office Outlook 2007**



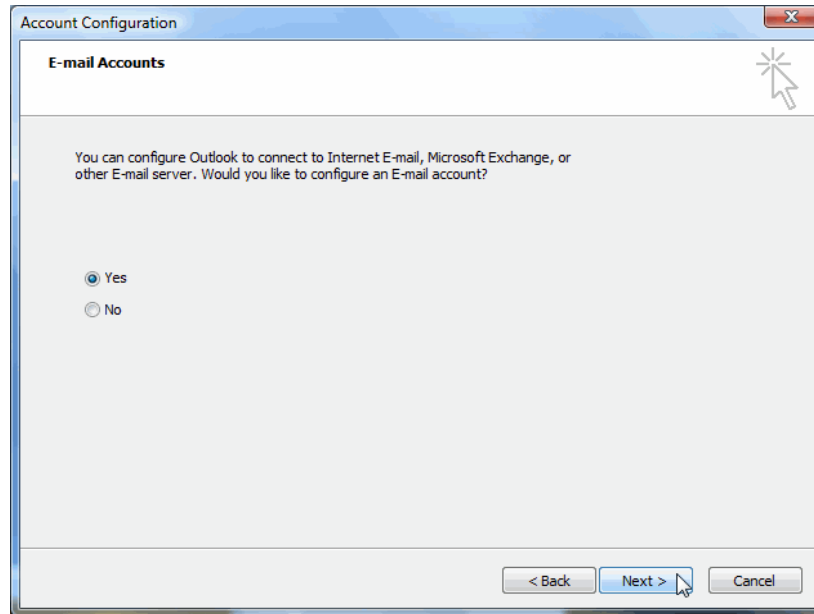
- The **Outlook 2007 Startup** window will appear

Adding a New Email Account

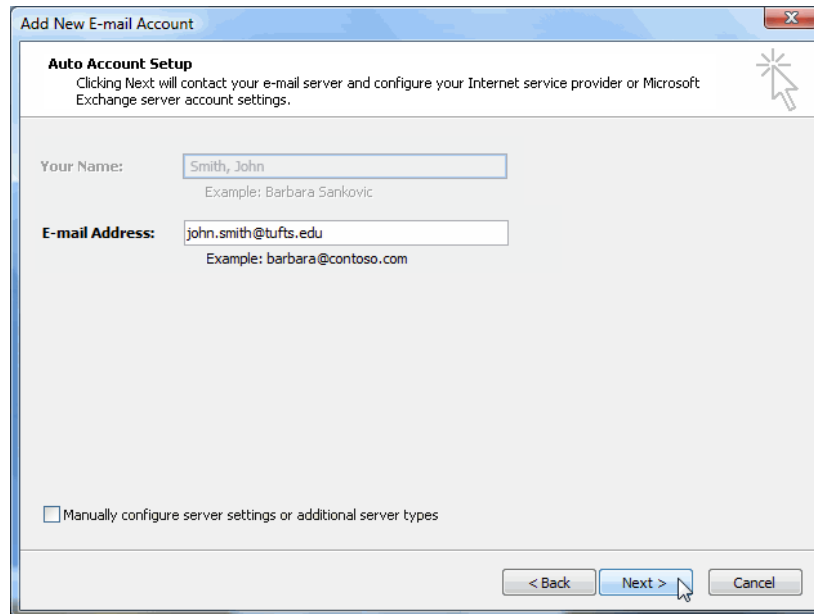
- If this is the first time launching Outlook, the **Outlook 2007 Setup** window will appear
- Click on the button labeled **Next**



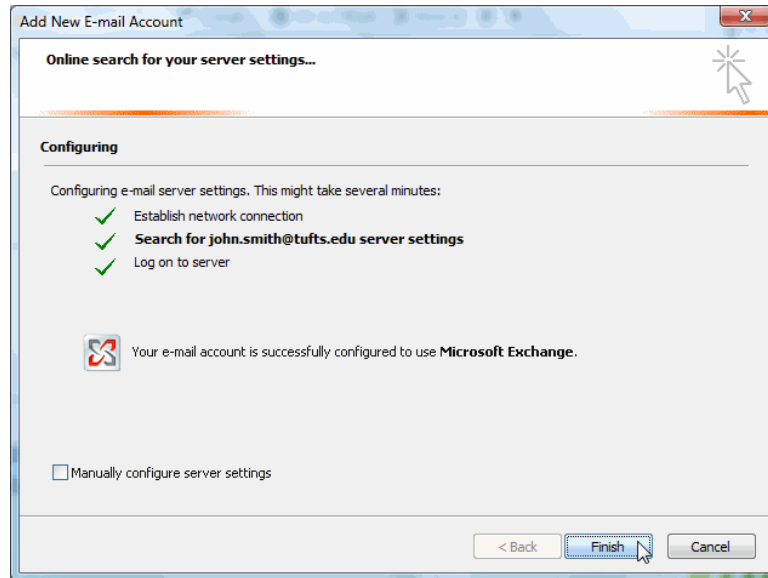
- The **Account Configuration** window will appear
- Confirm that the option button labeled **Yes** is selected
- Click on the button labeled **Next**



- The **Auto Account Setup** view of the **Add New E-mail Account** window will appear
- Your name and email account will fill into the appropriate boxes.
- Click on the button labeled **Next**



- The **Online search for your server settings** view of the **Add New Email Account** window will appear
- Your email account information will be verified
- Click on the button labeled **Finish**



- Outlook's **Mail** view will appear and your messages will be displayed