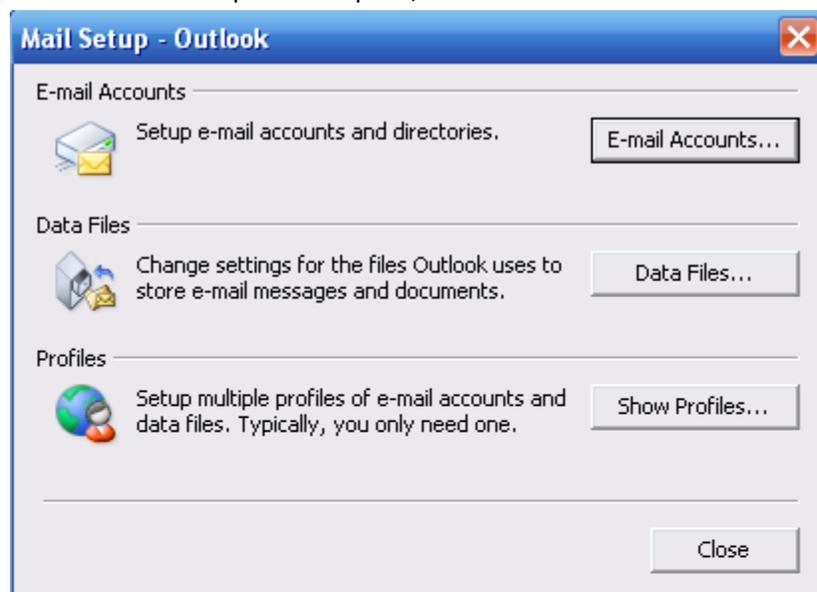


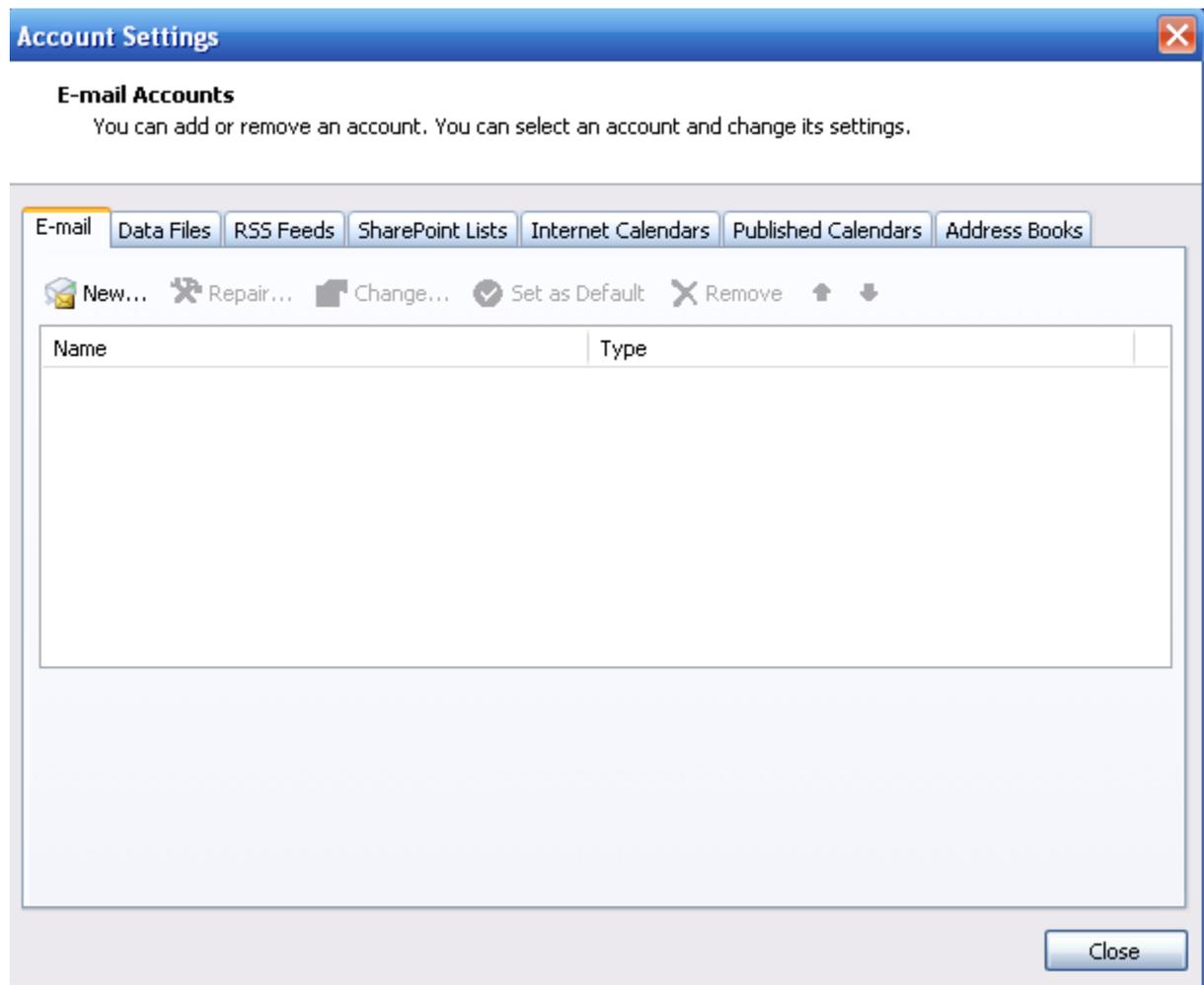
## Using Outlook 2007 to connect to your rockets.utoledo.edu account using the Exchange mail settings

To set up the Outlook 2007 client to connect to your rockets.utoledo.edu email account using the exchange function, follow the instructions below. This will allow you to gain access to your email, calendar and contacts that are stored in your rockets.utoledo.edu account. There are 8 steps to this account set up process.

- 1) Open up the control panel of your computer and choose "mail" from the menu.
- 2) Once the Mail Setup screen opens, choose the "Email Accounts" button



- 3) This will bring you to the Account Settings page where you will click the “New” button under the “Email” tab.



- 4) The next screen will ask you for your name, email address and password. Make sure that the “Manually configure server settings or additional server types” is not checked. This will allow for the program to auto-configure your account as an exchange account in Outlook

**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:** Aaron Flynn  
Example: Barbara Sankovic

**E-mail Address:** aaron.flynn@rockets.utoledo.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

- 5) After entering your information and choosing “Next”, you will be prompted to allow the website to configure your email account server settings. Choose “Allow” when this prompts you

**Add New E-mail Account** [Close]

**Online search for your server settings...** [Refresh]

---

**Configuring**

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

- ✓ Establish network connection
- ▶ **Search for aaron.flynn@rockets.utoledo.edu server settings**  
Log on to server

**Microsoft Office Outlook** [Close]

 **Allow this website to configure aaron.flynn@rockets.utoledo.edu server settings?**

<https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml>

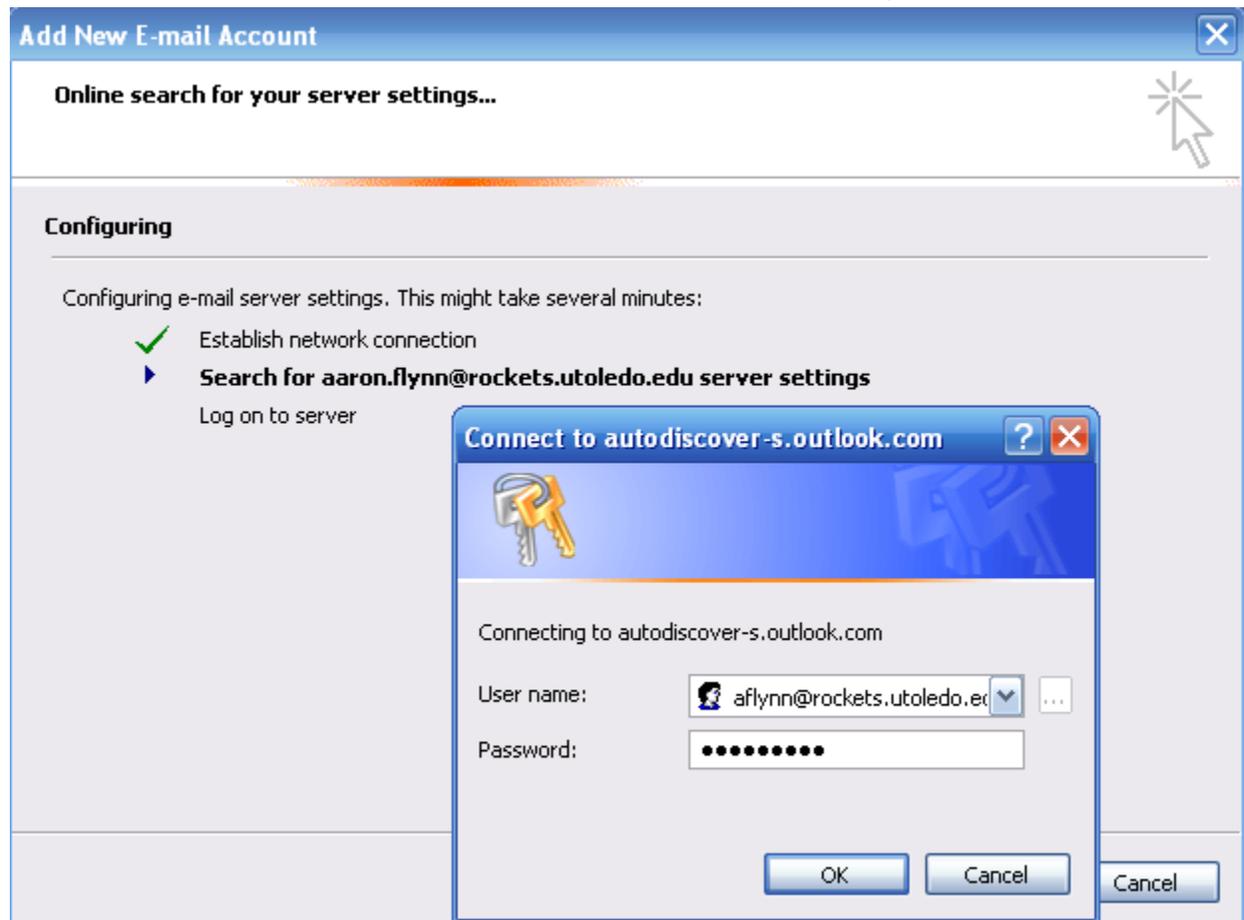
Your account was redirected to this website for settings.  
You should only allow settings from sources you know and trust.

Don't ask me about this website again

[Allow] [Cancel]

[< Back] [Next >] [Cancel]

- 6) After choosing “Allow”, you will be prompted for your username and password again as shown in the screenshot below. For your username, make sure and enter it as UTAD user ID@rockets.utoledo.edu and not as [first.last@rockets.utoledo.edu](mailto:first.last@rockets.utoledo.edu). Once you enter this click “OK”



- 7) Once this goes through the set up, you should see a screen similar to the one shown below stating that you have successfully set up your account.

## Add New E-mail Account



**Congratulations!**



### Configuring

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

-  Establish network connection
-  Search for aaron.flynn@rockets.utoledo.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

- 8) After choosing finish, you should see your account listed under the Account Settings screen that it will take you back to as shown below and you can close out of that and begin using Outlook for accessing your rockets.utoledo.edu email account

