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

Mail Setu	up - Outlook	
E-mail Ac	counts	
	Setup e-mail accounts and directories.	E-mail Accounts
Data File:	5	
6	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

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

ccoun	t Sett	ings														N
E-ma Yi	ail Acc ou can	ount: add o	s r remov	e an a	account.	You ca	in select	an acco	ount and	d chang	e its s	ettings.				
E-mail	Data I	Files	RSS Fe	eds	SharePo	oint List	s Inte	rnet Ca	lendars	Publis	hed C	alendar	s Ad	Idress	Books	
🧺 Ne	w	X R	epair	١P	Change,	📀	Set as	Default	X	lemove	+	+				
Name								Туре)							

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 Acc	ount	X
Auto Account Setu Clicking Next will Exchange server	ip contact your e-mail server and configure your Internet service provider or Microsoft 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	×
Online search for your server settings	N/Y
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	
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 <u>first.last@rockets.utoledo.edu</u>. Once you enter this click "OK"

Add New E-mail Account		×
Online search for your server settin	gs	×
Configuring		
Configuring e-mail server settings. This n	night take several minutes: ion	
Search for aaron.flynn Log on to server	@rockets.utoledo.edu server settings Connect to autodiscover-s.outlook.com Connecting to autodiscover-s.outlook.com User name: Password:	
	OK Cancel C	lancel

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!	ž
Configuring	
Configuring e-mail server settings. This might take several minutes: Image: Establish network connection Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Search for aaron.flynn@rockets.utoledo.edu server settings Image: Cog on to server Image: Cog on to server	
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

Account Settings	$\mathbf{\times}$
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
Name Type	
aaron.nyimorockets.utoledo.edu	
Close	