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Office of Information Technology

Connect to Lincoln University Exchange with Microsoft Outlook 2007
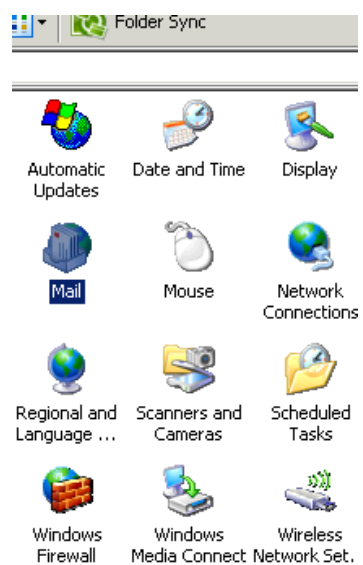
Please note:
- You MUST be a Lincoln University Faculty, Staff or Adjunct with a mailbox
- You MUST have Microsoft Outlook 2007 installed, no other version is supported

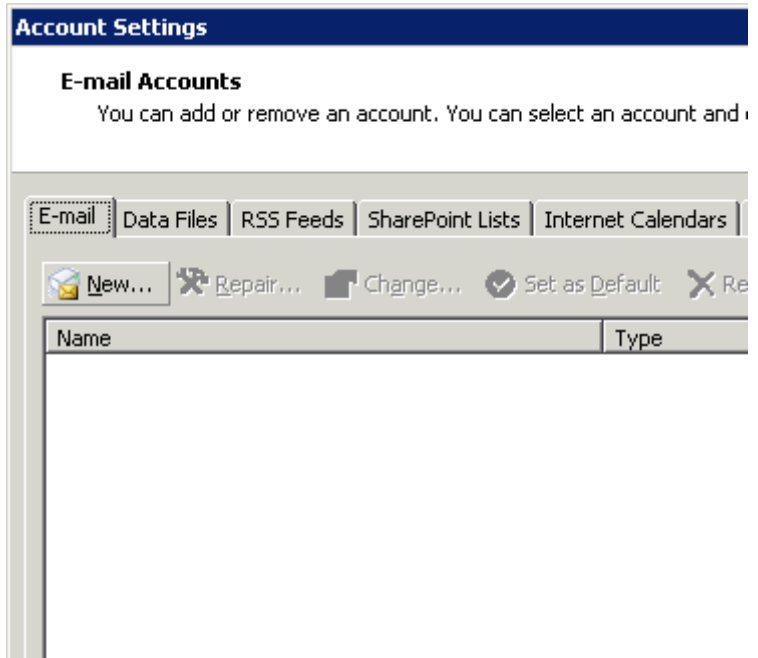1. Click **Start**, Click **Control Panel**
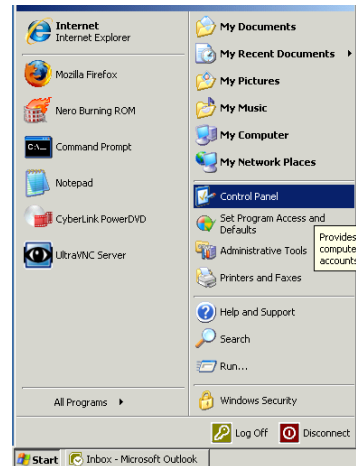
2. In Control Panel, click **Mail**

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3. Click "**E-Mail Accounts…**"

4. Click "**New…**"

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5. Check "**Manually configure server settings or additional server types**", click Next

6. Select "**Microsoft Exchange**", click **Next**

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7. Type "**luexch.lu.lincolnu.edu**" in the "**Microsoft Exchange Server:**" textbox, uncheck "**Use Cached Exchange Mode**", type your User Name in the "**User Name:**" textbox; click "**More Settings…**"

8. Click the "**Connection**" tab, Check "**Connect to Microsoft Exchange using HTTP**", Click "**Exchange Proxy Settings**"
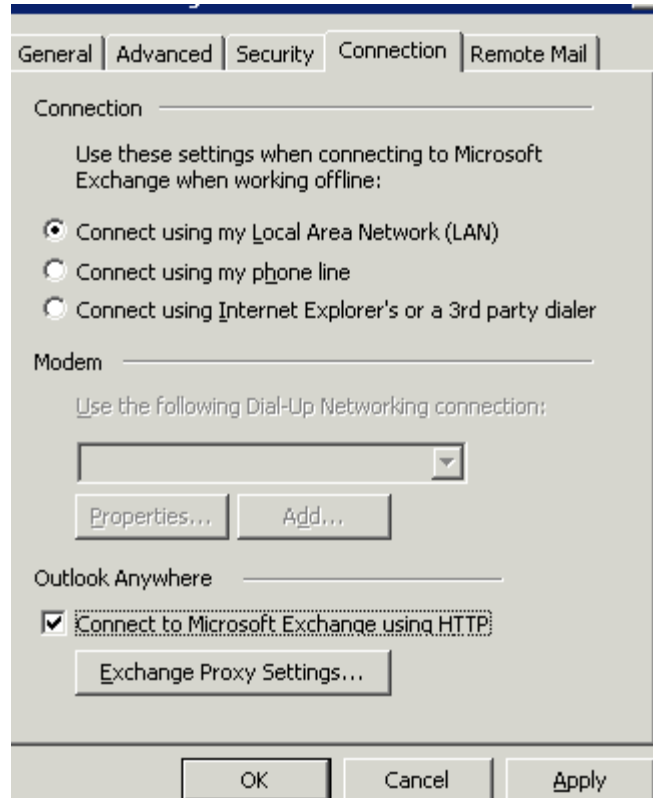
9. Type "**webmail.lincolnu.edu**" in the URL textbox, Check "**Only connect to proxy servers…**", Type "**msstd:webmail.lincolnu.edu**" in the textbox, select **Basic Authentication**, Click **OK**

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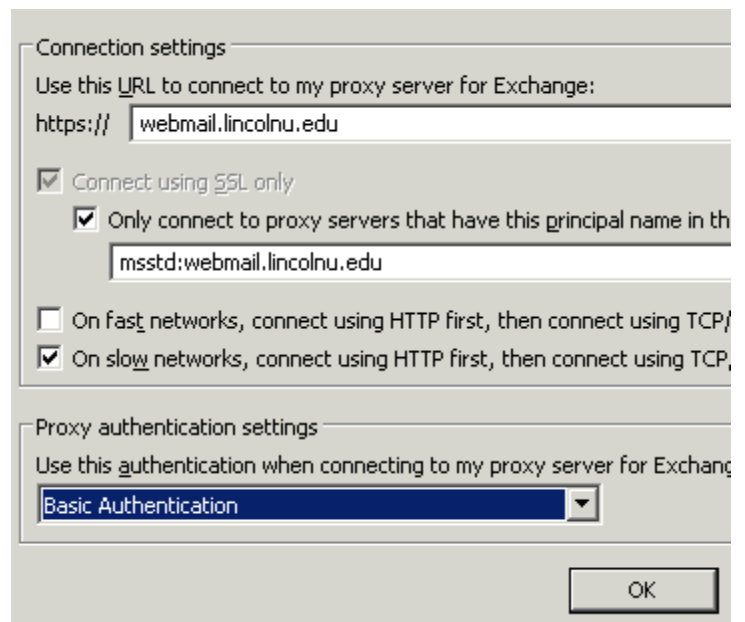
Schweich Hall * 822 Chestnut St. * Jefferson City, MO 65102 * voice 573-681-5898 * fax 573-681-5368 * helpdesk@lincolnu.edu
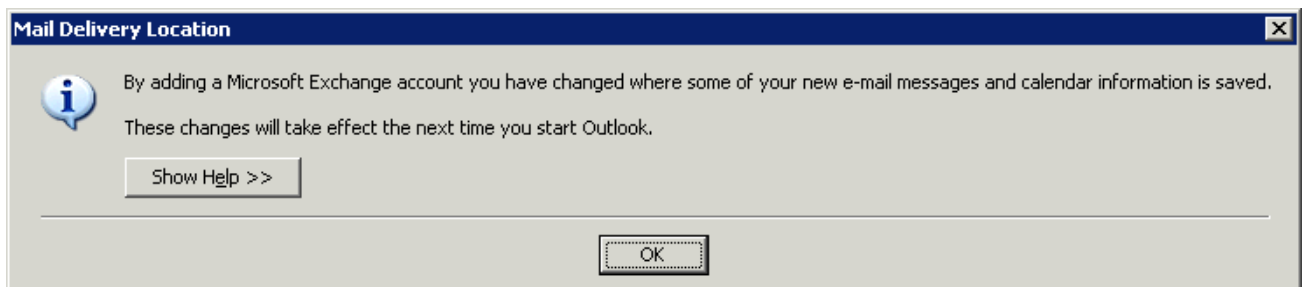
10. Click **OK**

11. Click **Next**

12. Type your username in the format "**LU\jsmit123**", Type your Password, Click **OK**

13. You may receive a message like the following, Click **OK**

14. Click **Finish**, Click **Close**, Click **Close** again, and finally close the Control Panel window
15. Open Outlook, you should be prompted for your password. Enter it, click **OK**.

You should now see your Lincoln University Mailbox. For help, see the OIT web page at
http://www.lincolnu.edu/pages/119.asp.