

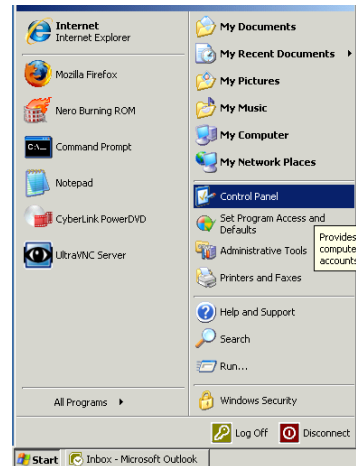
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Connect to Lincoln University Exchange with Microsoft Outlook 2007

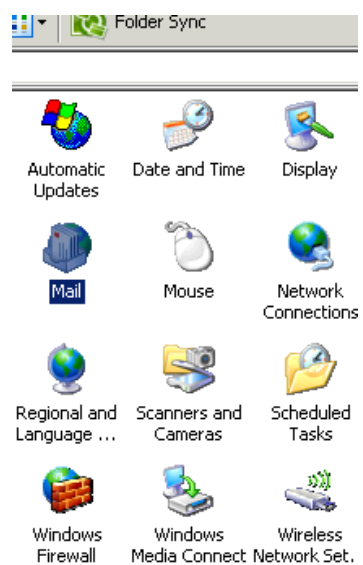
Please note:

- 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**



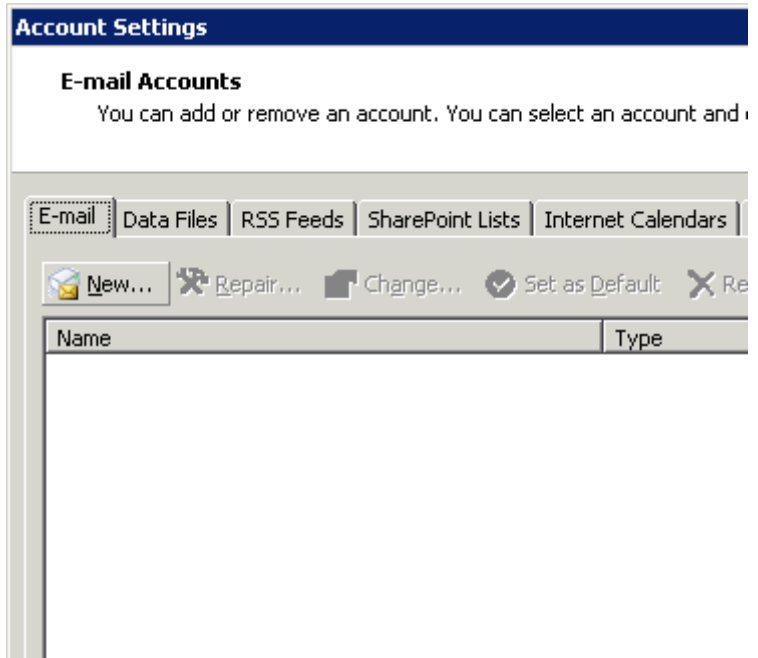
2. In Control Panel, click **Mail**



3. Click “E-Mail Accounts...”



4. Click “New...”



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

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

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6. Select **“Microsoft Exchange”**, click Next

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voicemail.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

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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...”

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

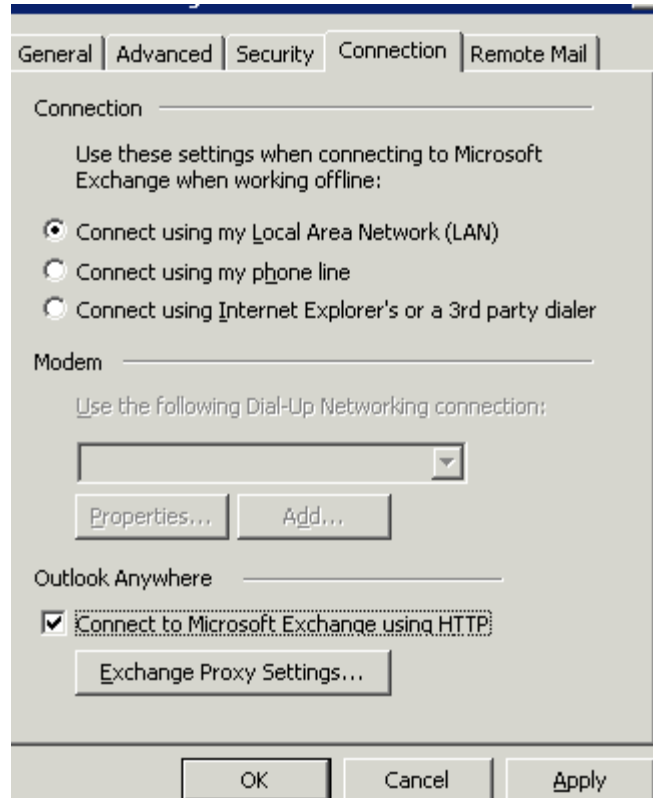
Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

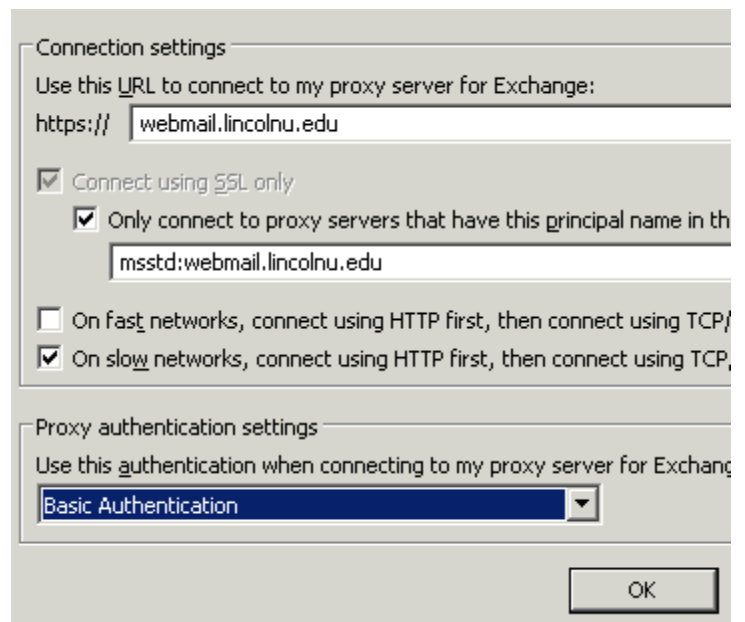
User Name:

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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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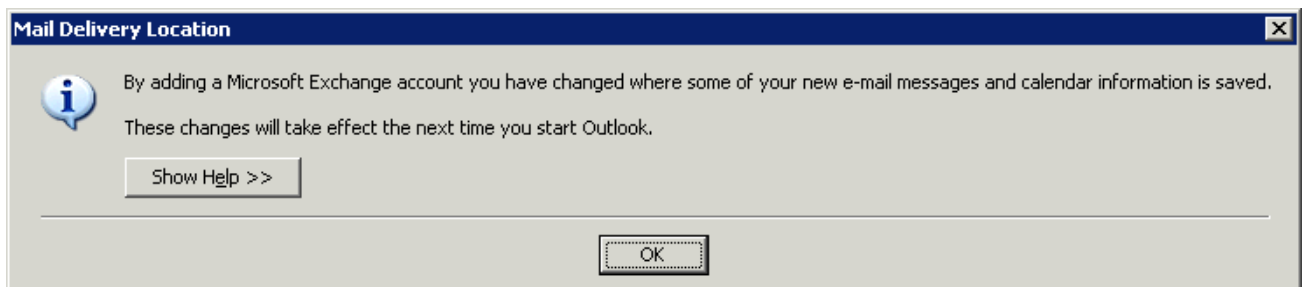
10. Click **OK**

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>.