Exchange At Home Using Office 2007



Open Outlook, when prompted with the New Profile Name type "Exchange" then press ok.

At the Add new E-mail Account type in your Name, Email Address, and Email Password then press Next.

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:	John Doe Example: Barbara Sankovic	
E-mail Address:	jdoe@fau.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

A popup window will appear which you will need to type in your username in this format "fau\username" and then type your password and check the checkbox to remember my password.



Once your username and password are accepted your settings will be automatically configured you will see the below window. Press Finish and Outlook will open.



Outlook may take 5 to 10 minutes to open the first time depending on the size of your mailox and internet connection.