



Outlook 2007 Setup Instructions for Windows XP / Service Pack 2

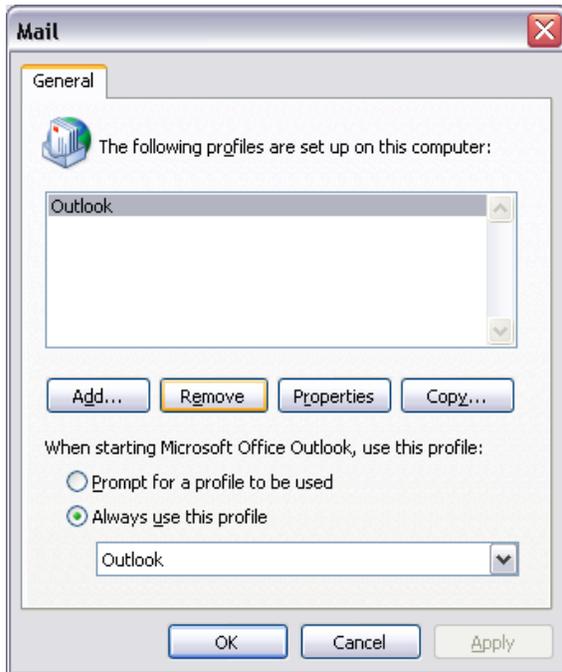
1. Click *Start ->Settings->Control Panel*.
2. Find and double-click the **“Mail”** icon in the control panel window:



3. Click on the **“Show Profiles...”** button:



4. The profiles that are setup on the PC are displayed. Click the “*Add*” button.



5. Enter the name you want to give your profile. (Techs and IT Admins – Make sure you do not give everyone the same profile name!)



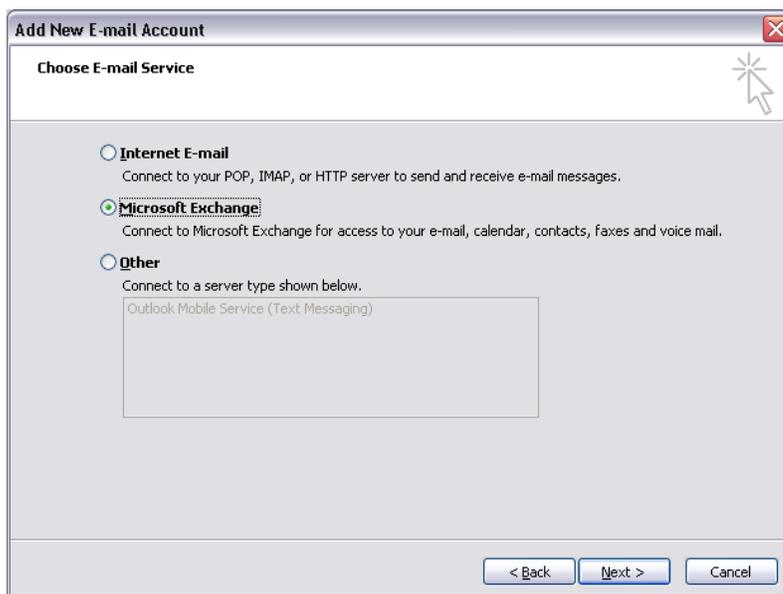
6. The Add New E-mail Account window will now appear, *Check “Manually configure server settings or additional server types”* box then click *Next*.



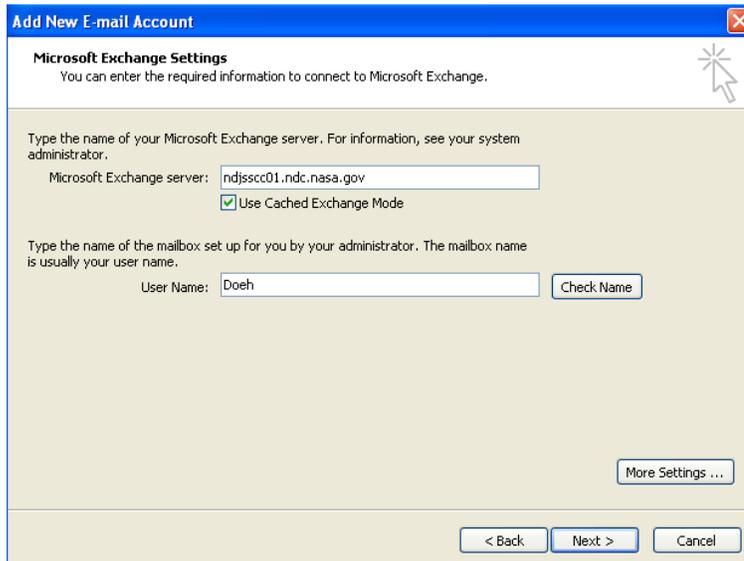
7. You *may* see a screen like this below if you are not connected to email. If it appears, enter your domain name and user is (*ndclusername*) and your password in the correct fields, and click *OK*.



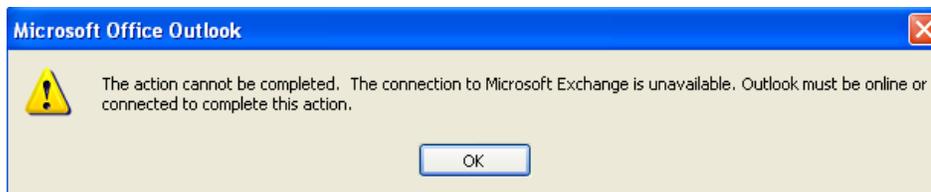
8. The Choose E-mail Service window will appear, ensure that "*Microsoft Exchange*" is selected and click the "*Next*" button:



9. Enter the following information into the proper fields.
 - Microsoft Exchange Server: *NDJSSCC01.ndc.nasa.gov*.
 - User Name: *Enter the last name only in the User Name field. **Do NOT click the “Check Name” box!***
 - Use Cached Exchange Mode: Setting may be grayed out and checked. If this setting is not grayed out, ensure you check it.
10. Click the “*More Settings ...*” box. This can take a moment while the system tries to authenticate. Experience has shown no more than 3 minutes.



11. If you receive the following error message, click “**OK.**” This is error will not adversely affect the upgrade.



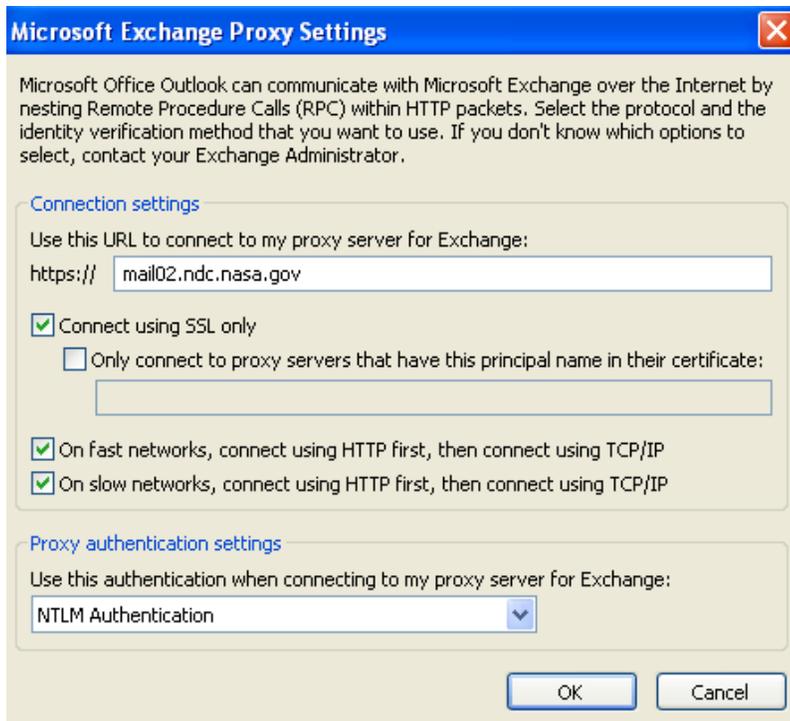
12. If you receive the above message the window below will appear. Click the “Cancel” button to continue



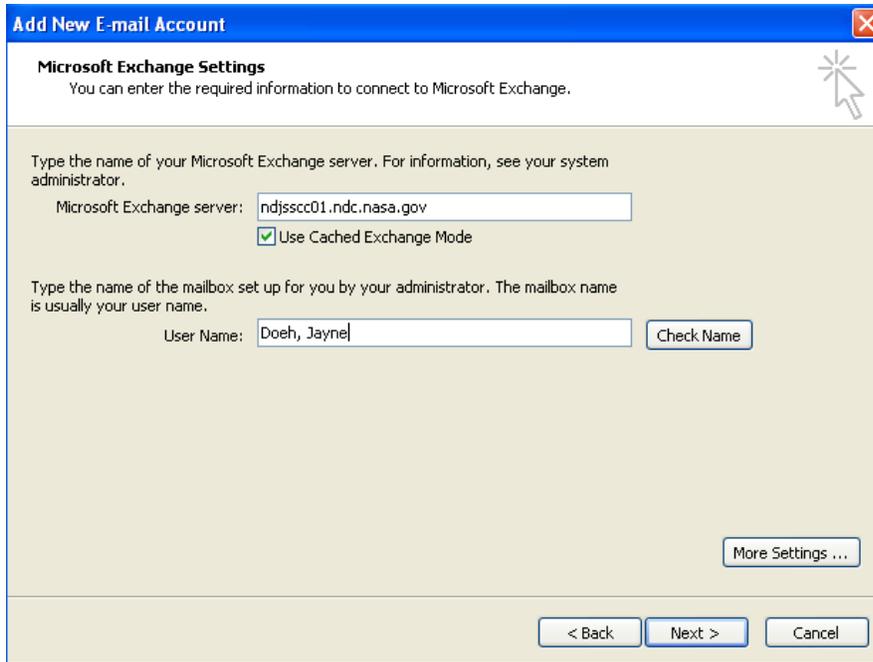
13. The first tab you will see is the “*General*” tab. Type in the name that you wish to call this connection. You can name it anything you want, or accept the default name, “*Microsoft Exchange Server*.”
- Make sure the radio button “*Automatically detect connection state*” is selected”.
 - Keep the default “*30 Seconds Until Server Connection Timeout*”.

14. Configure the “*Exchange Proxy Settings*”

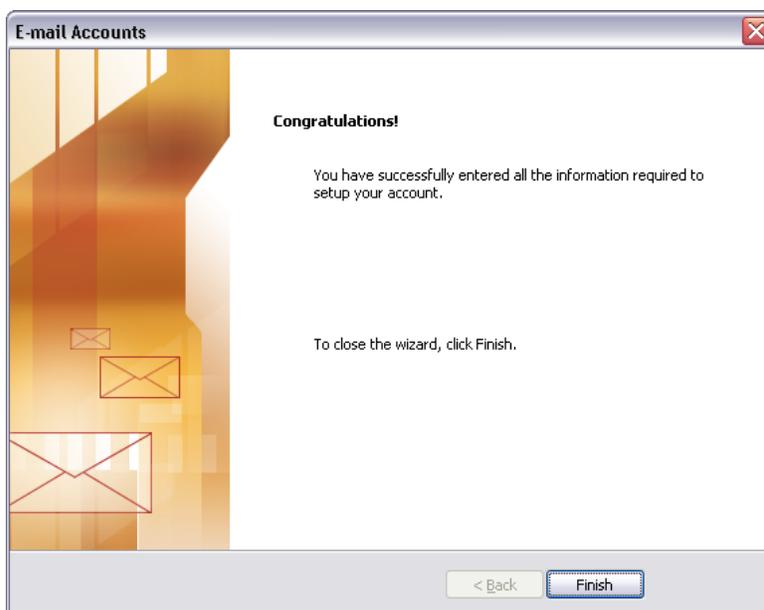
- https:// Enter “*mail02.ndc.nasa.gov*” in the text field, if the customer is on a MSFC server. Enter “*mail01.ndc.nasa.gov*” in the text field, if the customer is on a JSC server. If not sure which exchange server the customer is on at this point, then come back and double check this setting after Step 19 below by selecting *More Settings->Connection->Exchange Proxy Settings*.
- Assure “*Connect using SSL only*” checkbox is checked. (It may be grayed out – but if it’s already checked, it should be fine.)
- Assure the “*Mutually authenticate the session when connecting with SSL*” is *unchecked*.
- Assure the “*On fast networks, connect using HTTP first, then connect using TCP/IP*” is checked.
- Assure the “*On slow networks, connect using HTTP first, then connect using TCP/IP*” is checked.
- In the “Use this authentication when connecting to my proxy server for Exchange.” field, select “*NTLM Authentication*.”



15. Click **“OK”** to close this box.
16. Click **“OK”** to close the second box.
17. Click **“Check Name”**. The customer may get prompted with a login window. Have him login using the format **“Domain\User id”** to resolve his name and exchange server.



18. Click **“Next”**.
19. You are now presented with the Congratulations screen click **“Finish”** to close Outlook Email Accounts Setup



Click OK/Close/Next to return to the window below. Once there, click the drop-down arrow at the bottom and select the name of the profile that was just created. Then, click OK, close the Control Panel window and open Outlook.

