Microsoft Outlook 2007 Setup for Live@edu
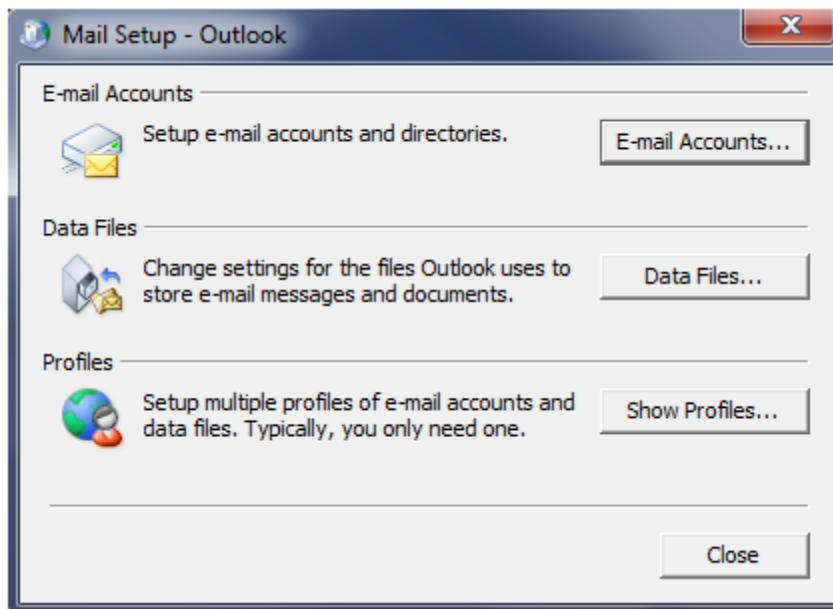
Note: Staff wishing to set up Outlook will need to view these guides for connecting to the servers.

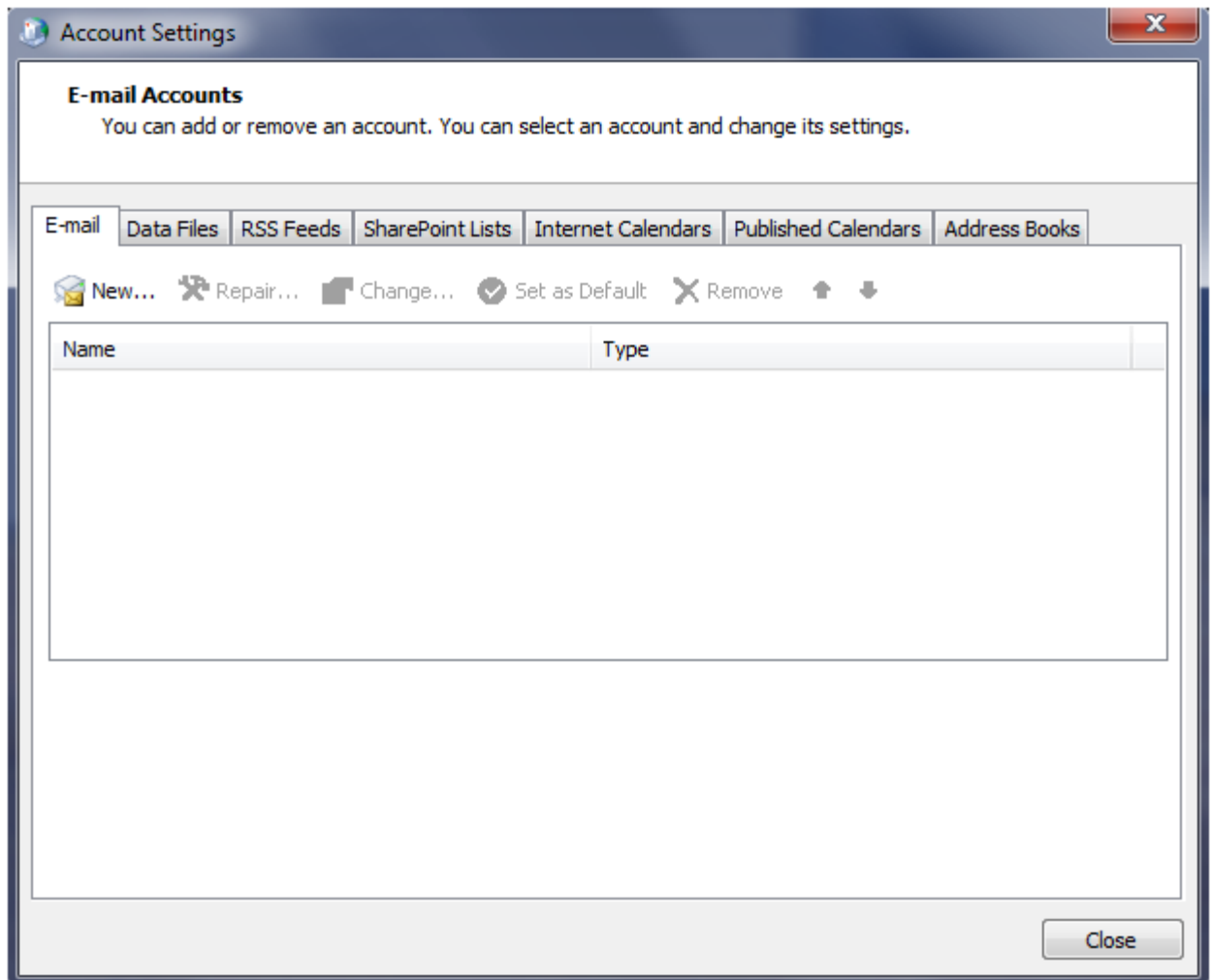## Outlook 2007 Setup for Live@edu

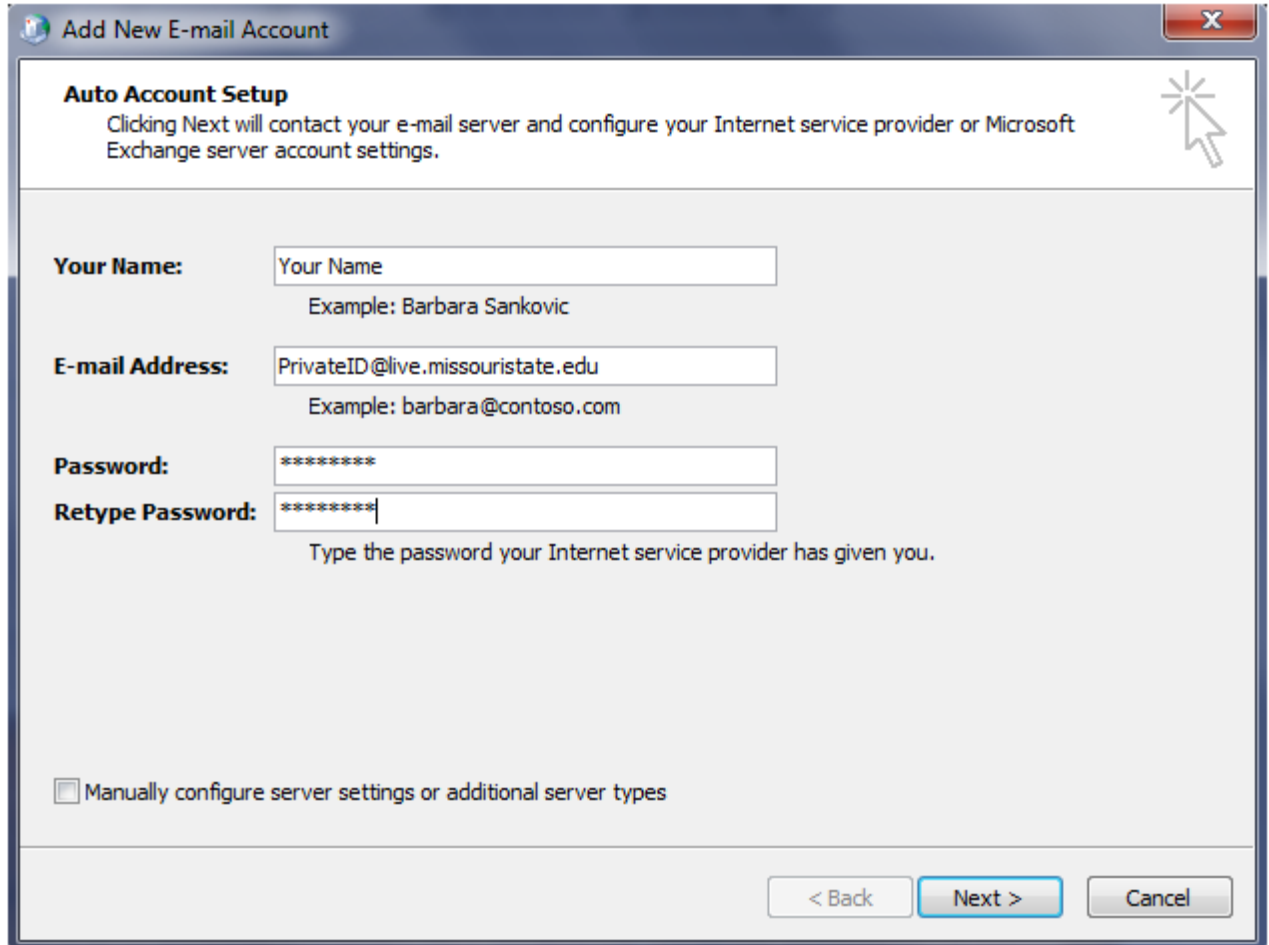1. Make sure Outlook is closed, then click on "Start" » "Control Panel"

   Mail (32-bit)

2. Open up Mail (it will be listed as mail 32bit on 64bit systems).

3. Select Email Accounts.

4. Select New

5. Enter the following Microsoft Exchange Settings:
   o Name: **Your Name**
   o E-mail Address: **PrivateID@live.missouristate.edu**
   o And enter the password you've created twice

Add New E-mail Account

Online search for your server settings...

Configuring

Configuring e-mail server settings. This might take several minutes:

✓   Establish network connection

▶   **Search for PrivateId@live.missouristate.edu server settings**

      Log on to server

[< Back]   [Next >]   [Cancel]
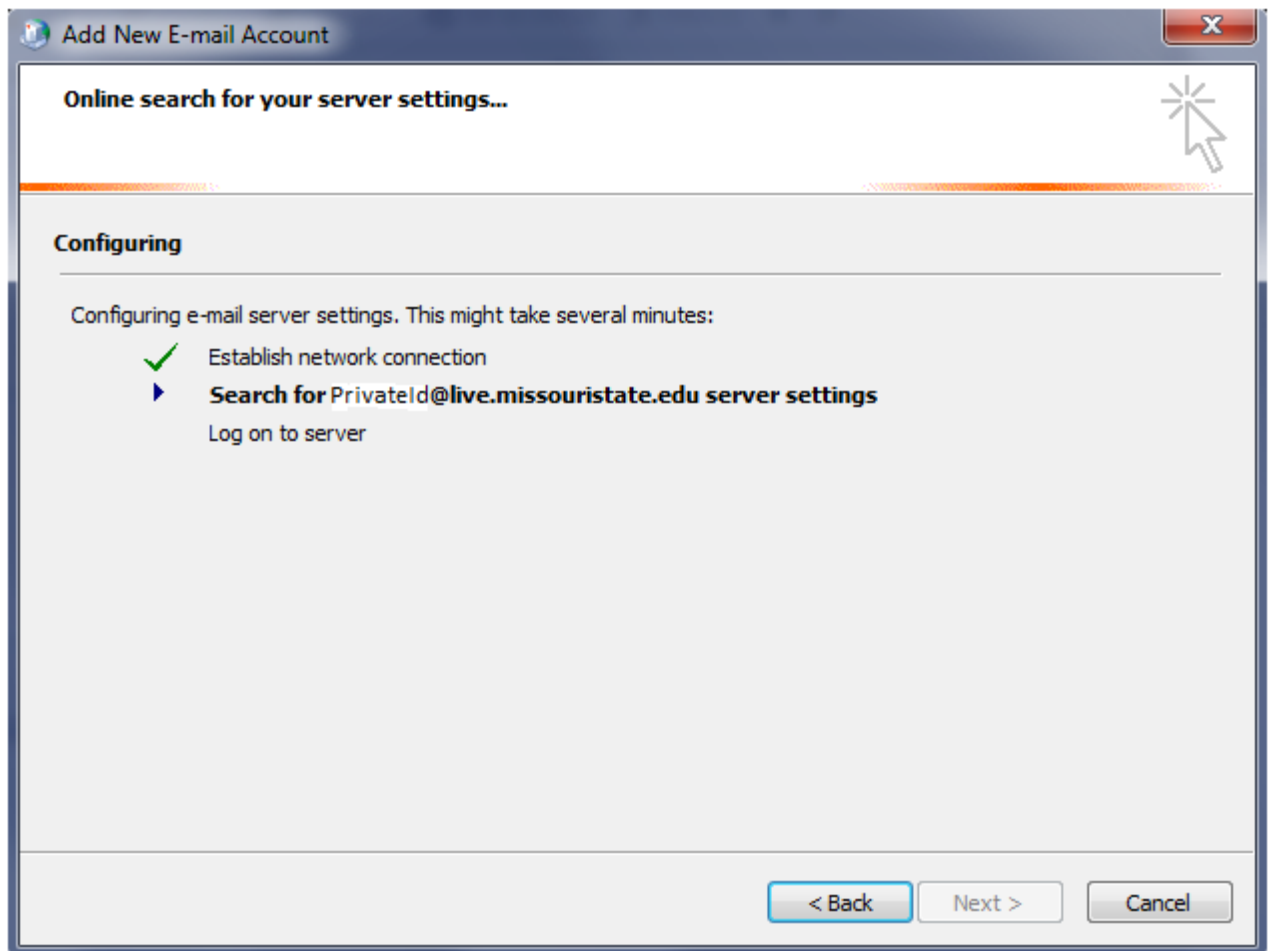
6. It will search for the settings.
   You may get a dialog box asking if you would like to allow live.missouristate.edu to make changes. **Click allow.**

http://resnet.missouristate.edu/help/bearmailOutlook2007.php
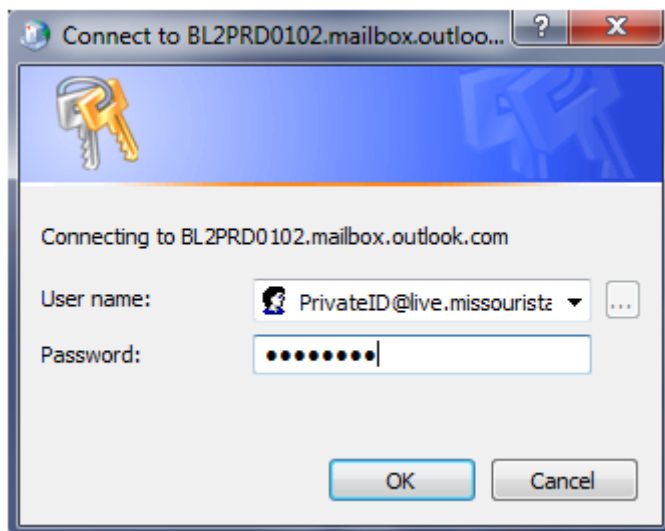
7. A login box will prompt you for creditials. Make sure it has your **private Id** in the username field. Then retype your password.
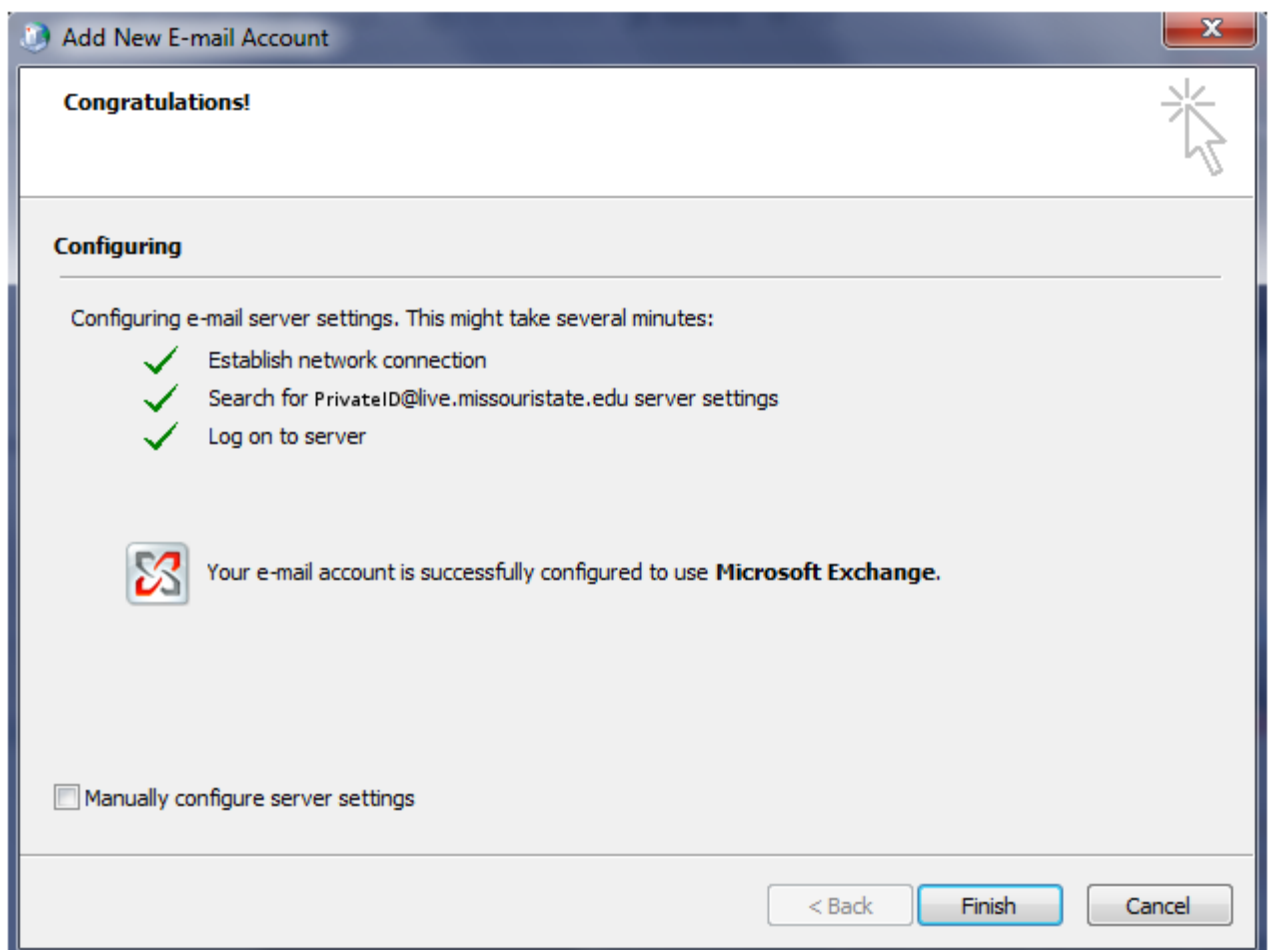
8. Congratulations you have completed the setup! Load Outlook to verify it worked.

If you have any difficulties, feel free to ccontact ResNet (417 836-6100) or one of the open access computer labs (417 836-4519) for assistance.