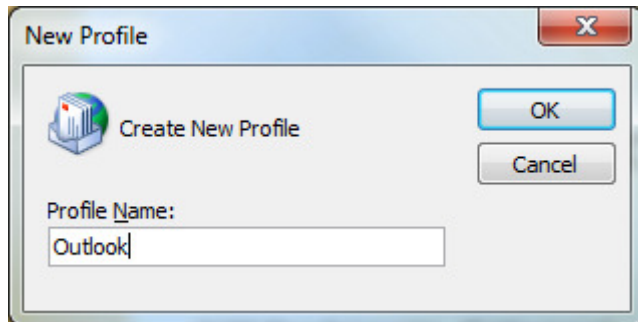
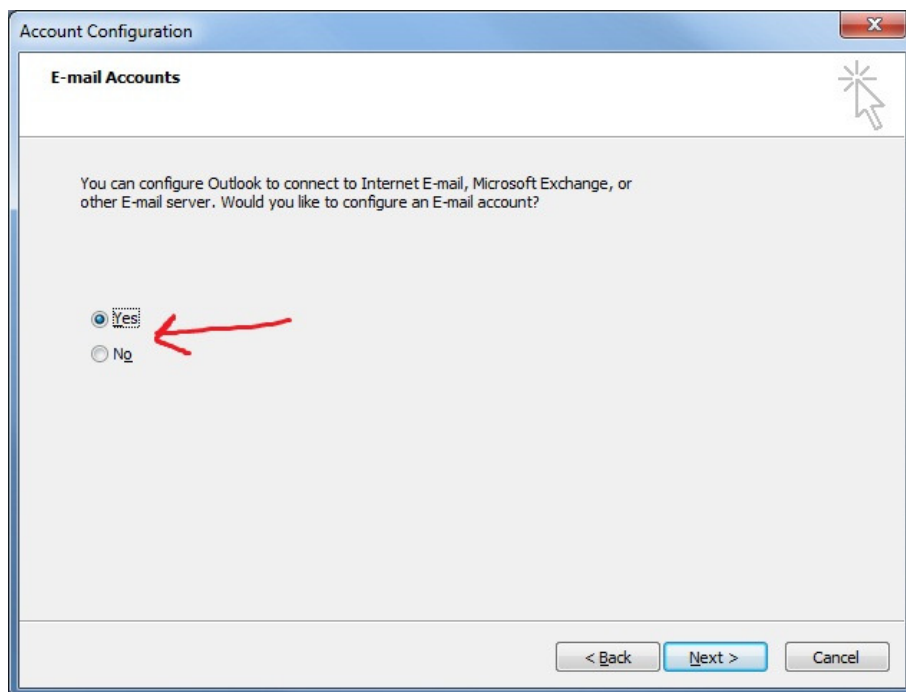


# Setting up Outlook 2007

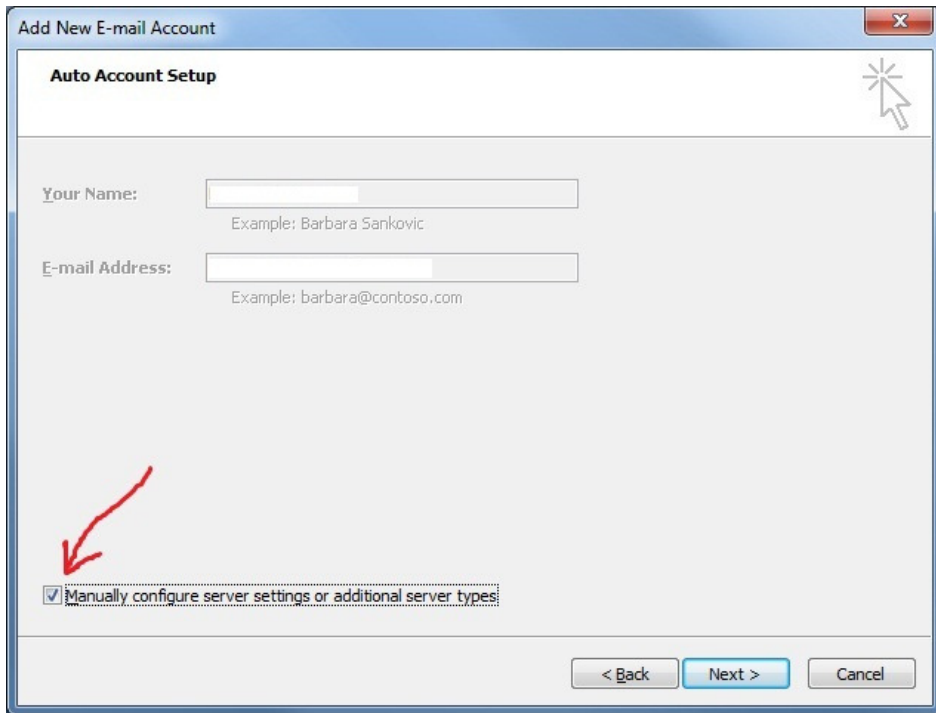
Open Outlook



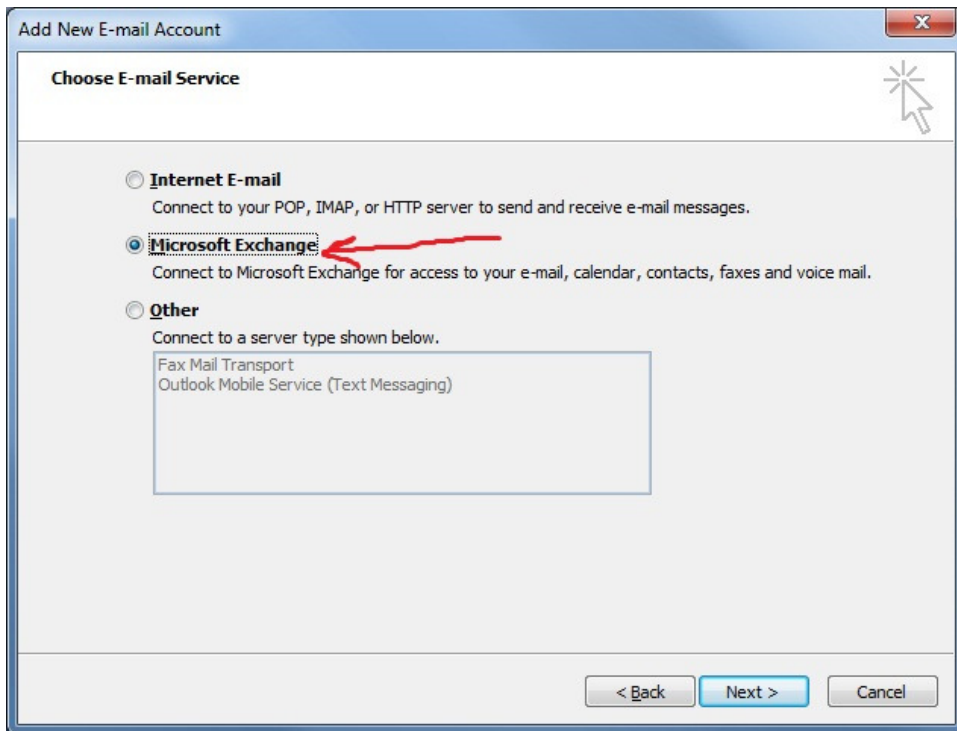
Type Outlook Click OK



Click Yes – Click Next



Click Manually configure server settings or additional server types – Click Next



Click Microsoft Exchange – Click Next

**Change E-mail Account**

**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: Outlook.nmes.lcl

Use Cashed Exchange Mode

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

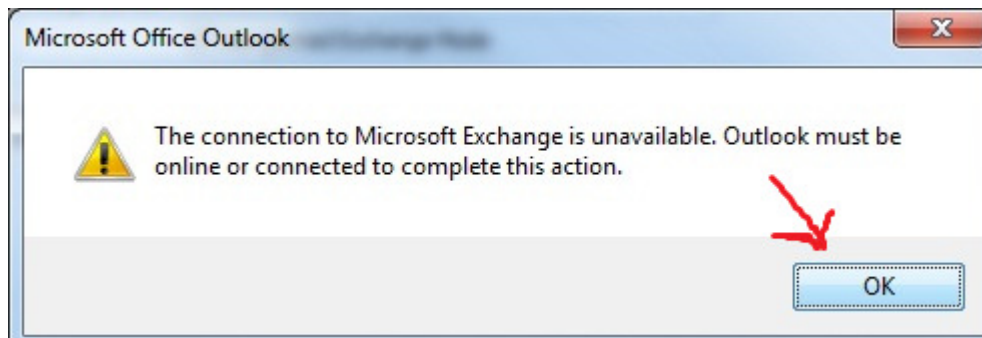
User Name: Firstname.Lastname

Type under Microsoft Exchange Server: Outlook.nmes.lcl

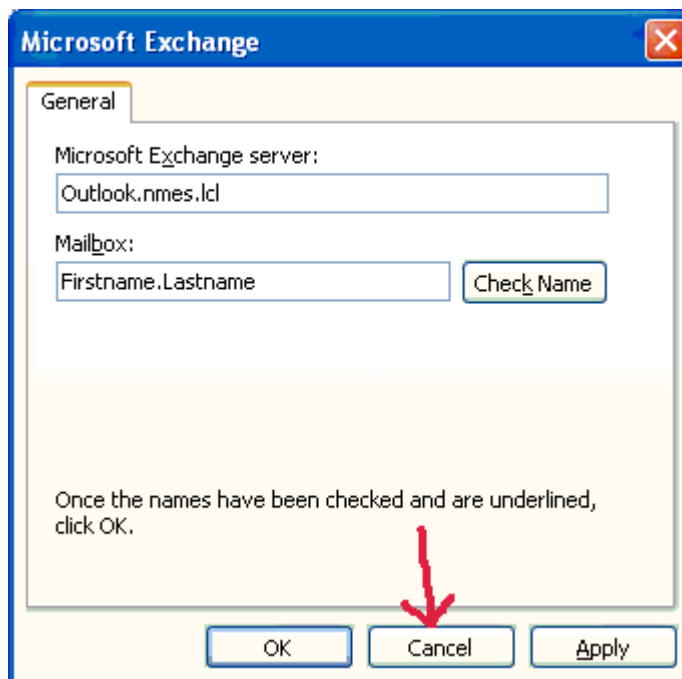
Verify that Use Cashed Exchange Mode is Checked

Type "your" Firstname a period and then your Lastname IE: John.Smith

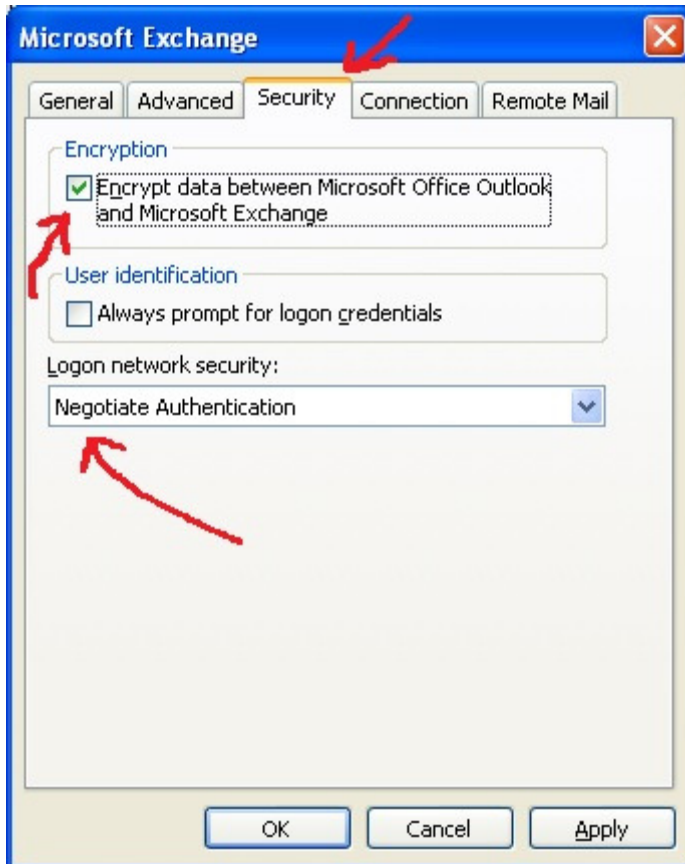
Click More Settings



Click OK

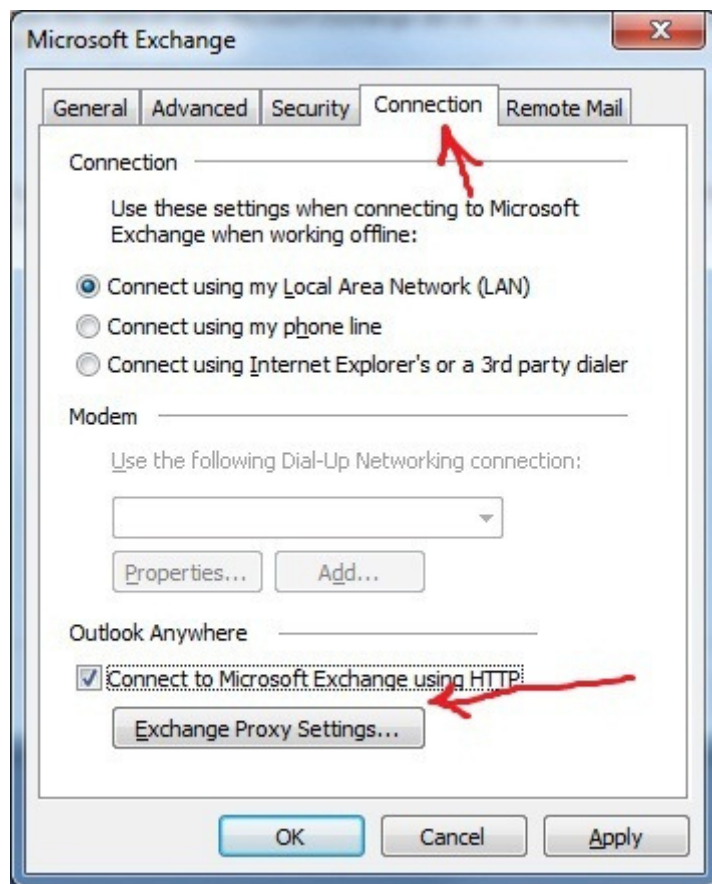


Click Cancel



Click Security Tab – Verify the checkmark is on Encrypt data between Microsoft Office Outlook and Microsoft Exchange

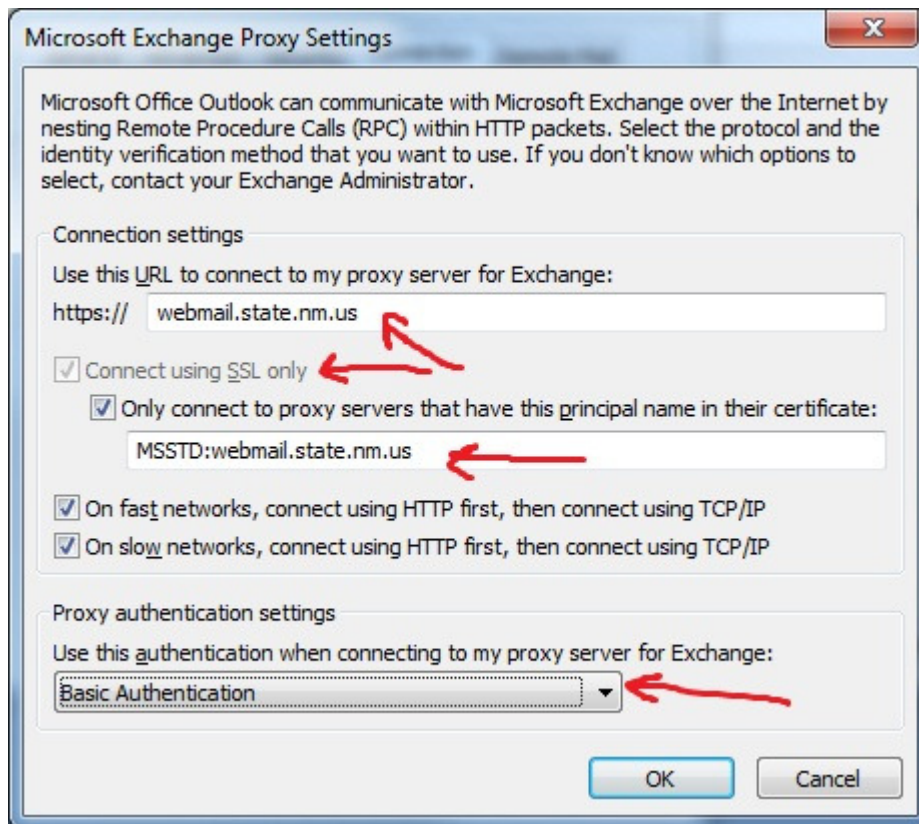
Verify under Logon network security: Negotiate Authentication is listed.



-Click Connection Tab

- Click Connect to Microsoft Exchange using HTTP

- Click Exchange Proxy Settings



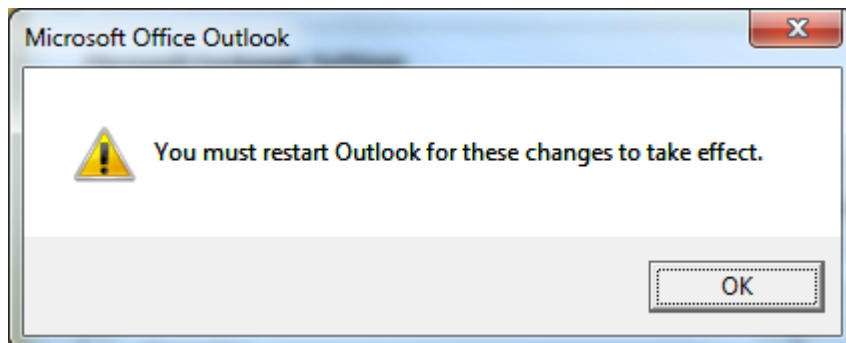
Type- webmail.state.nm.us

Click Connect using SSL only

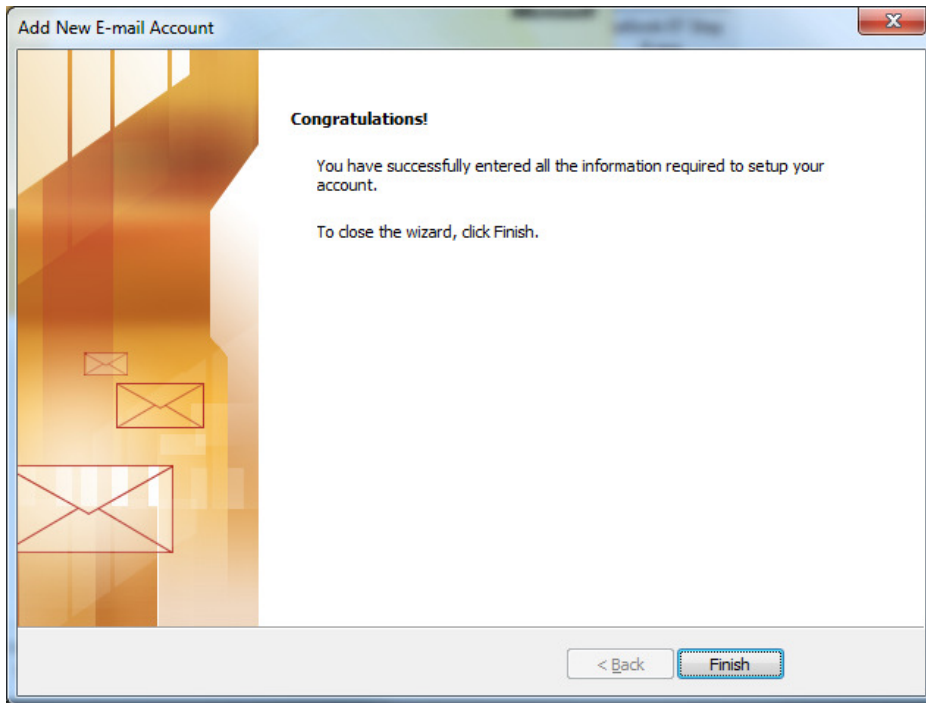
Type- MSSTD:webmail.state.nm.us

Click On fast networks, connect using HTTP first, then connect using TCP/IP

Change Proxy authentication settings to Basic Authentication – Click Ok

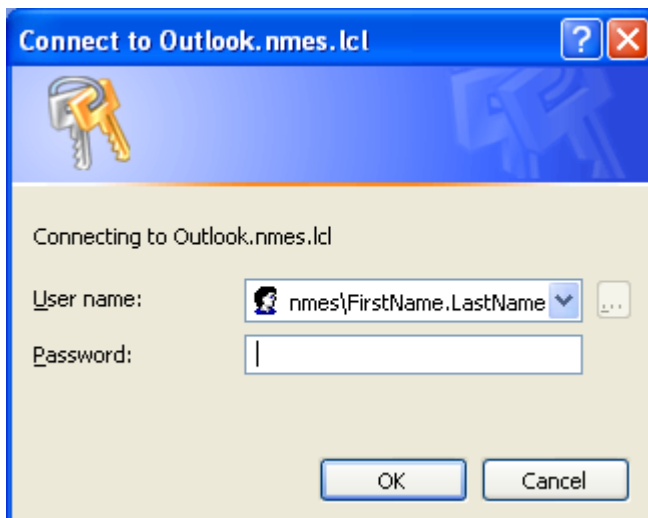


Click OK – Click Next



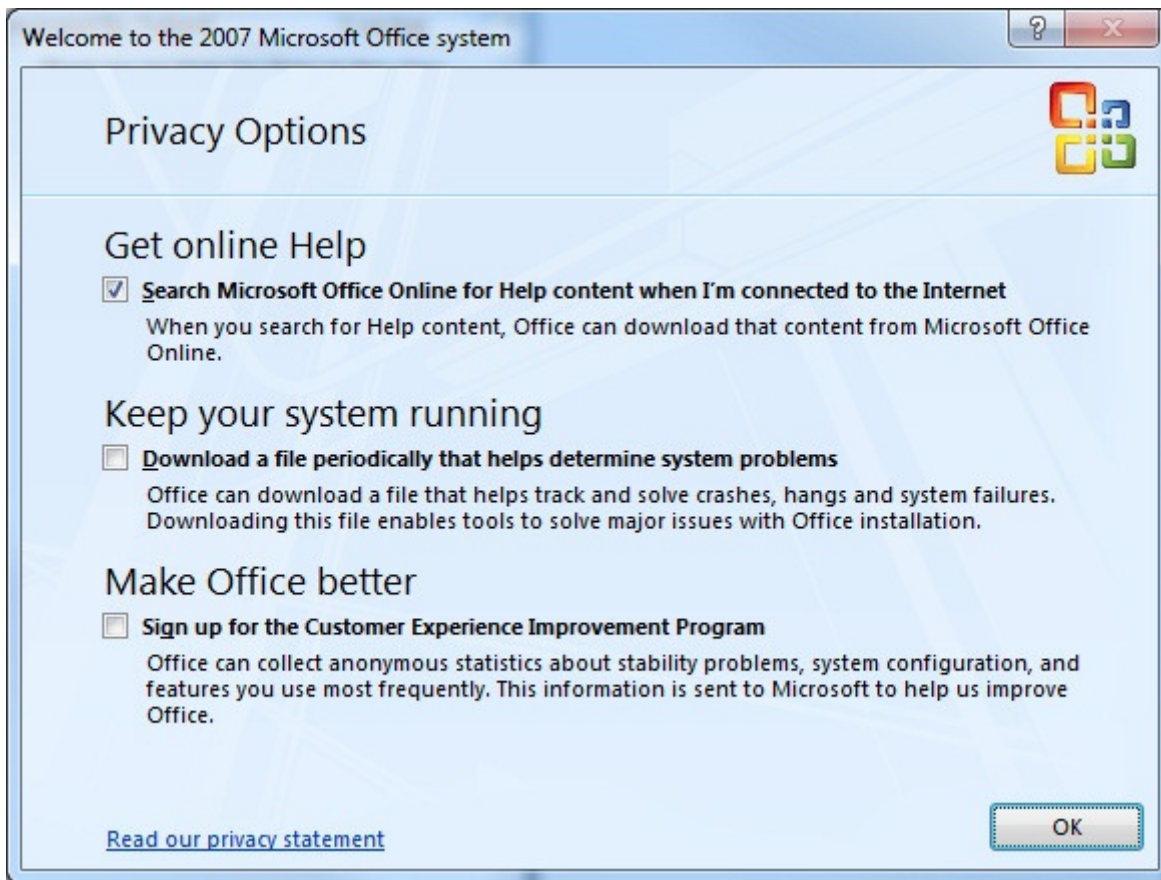
Click Finish

Double Click Microsoft Outlook 2007

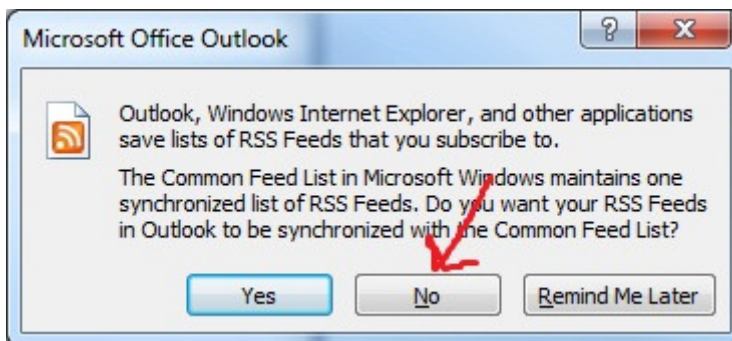


Login with NMES\First Name.Last Name and Password





Select to Search Microsoft Office Online for Help – Click OK



Click No for RSS Feeds