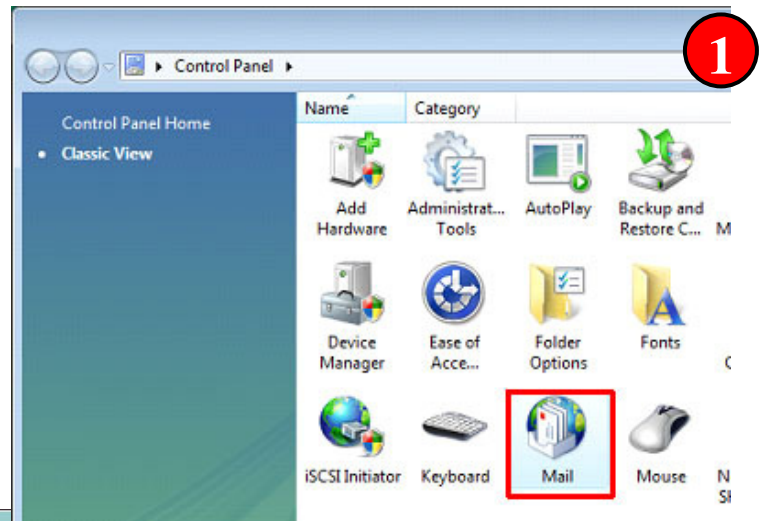


Help Document Series: Connecting to your Exchange mailbox via Outlook 2007 from off-campus

This document will take you through setting up your Clark Exchange mailbox in Outlook 2007 from off-campus. This will allow you to access your mailbox in much the same way as you do from on-campus. You will need a computer with Windows XP or Vista, Outlook 2007, and an active internet connection. If you are using a computer that already has Outlook configured for an Exchange account (i.e. a laptop), you can use these instructions to alter your existing account to work off-campus.

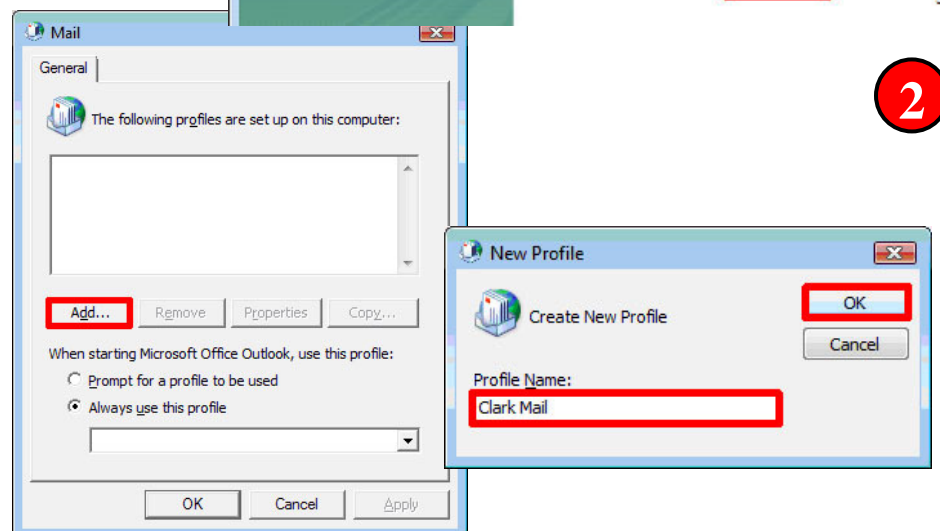
Step 1

Go to the Start menu, select **Control Panel**, and then double-click the **Mail** control panel.



Step 2

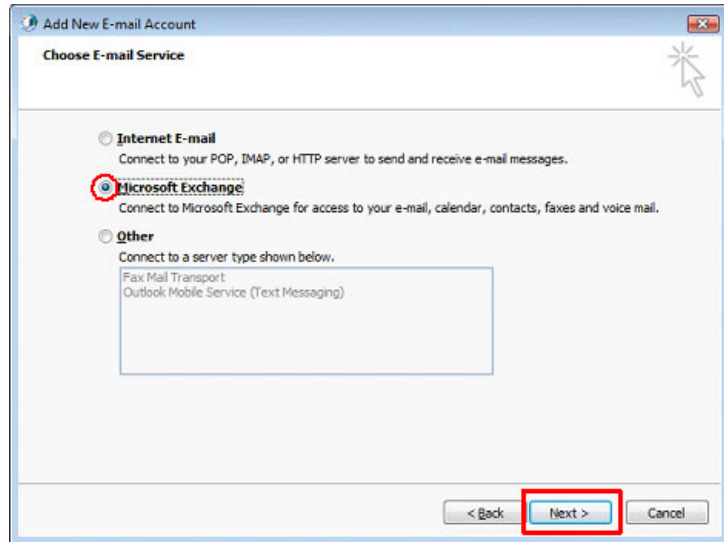
The first time you use Outlook 2007 you will need to add a profile. In the window that appears, click the **Add** button, enter a name into the **Profile Name** text field (e.g. Clark Mail), and click the "OK" button.



If you have any questions, or require further assistance, please contact the ITS Help Desk at 508-793-7745 or helpdesk@clarku.edu.

Step 3

In the **Add New E-mail Account** window, select the radio button next to **Microsoft Exchange** then click the **Next** button to continue.

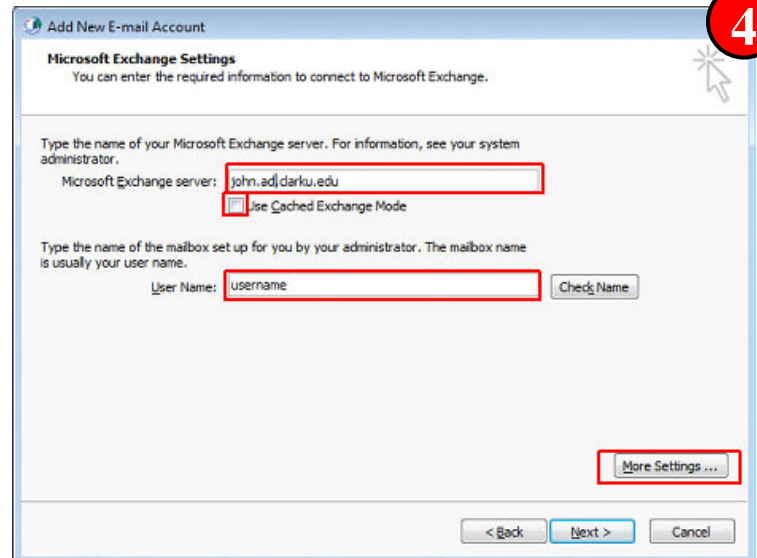
**Step 4**

In the **Microsoft Exchange Server:** text field, type in "john.ad.clarku.edu". Make sure the **Use Cached Exchange Mode** box is unchecked.

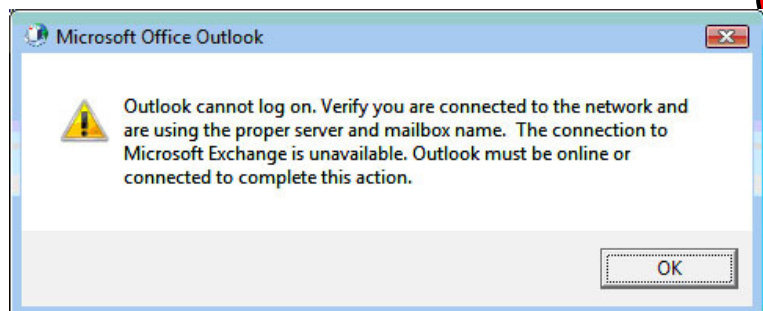
In the "User Name:" text field, type in your Clark Account username.

DO NOT click the **Check Name** button!

Next, click the **More Settings** button (you may encounter a delay before the next window appears).

**Step 5**

You will be prompted with an error message that Outlook could not log on. Click the **OK** button, and then the **OK** button in the **Microsoft Exchange Server** window that opens. The same window will now change to include more tabs.

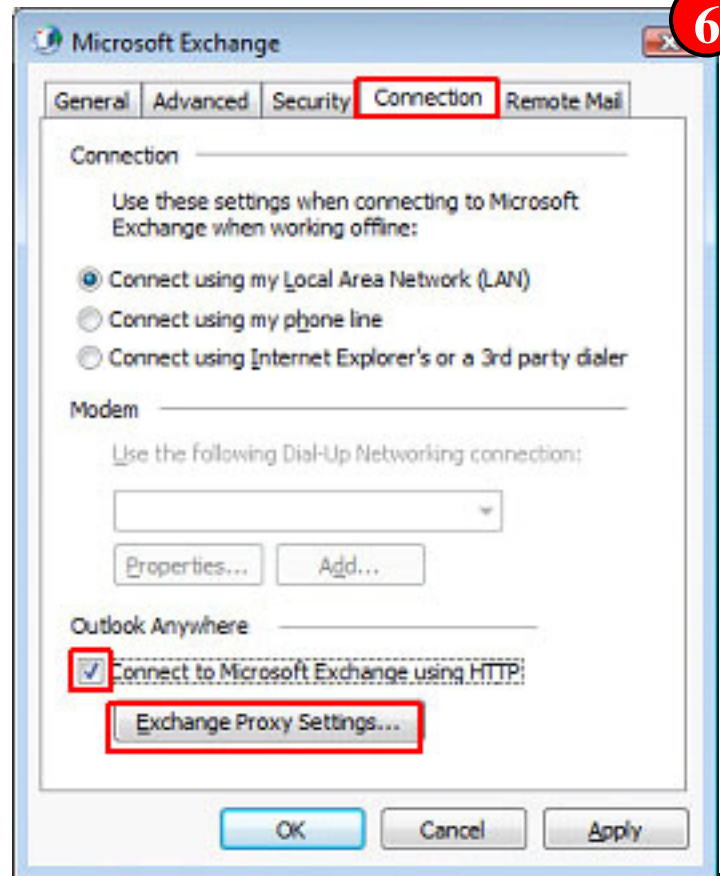


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Step 6

Click the **Connection** tab and then check the box next to **Connect to Microsoft Exchange using HTTP**.

Now, click the **Exchange Proxy Settings** button to open a new window labeled **Microsoft Exchange Proxy Settings**.

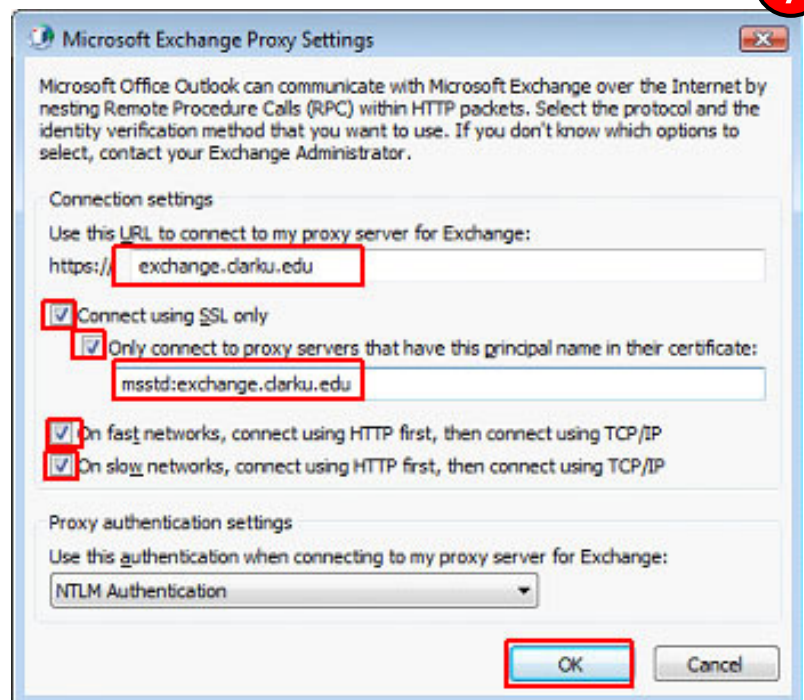
**Step 7**

Type "exchange.clarku.edu" into the **https://** text field.

Check all the boxes and type **msstd:exchange.clarku.edu** in the text field under **Only connect to proxy servers...**

Note: If this is a Clark laptop, uncheck "On fast networks...", otherwise you will be prompted for login credentials even when on the campus network.

Click the **OK** button to close this window, and **OK** again. Finally, click the **Next**, **Finish** and **OK** buttons.



If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7745** or helpdesk@clarku.edu.

Step 8

Launch **Outlook**. You will be prompted to **Connect to john.ad.clarku.edu** and you will need to use your Clark Account credentials to authenticate. Your Clark Account username should be entered as "CLARKU*username*", and your password is the same one you use on-campus.

Click the **OK** button to login and you will soon be able to access your email after it downloads from the server.