

## **How to Configure Exchange 2007 Outlook Anywhere with Microsoft Outlook 2007**

Outlook Anywhere is feature that allows a user to connect to the Mohawk College Exchange Mail system remotely. The requirements for this feature to work are a valid internet connection and Office Outlook 2007 Installed.

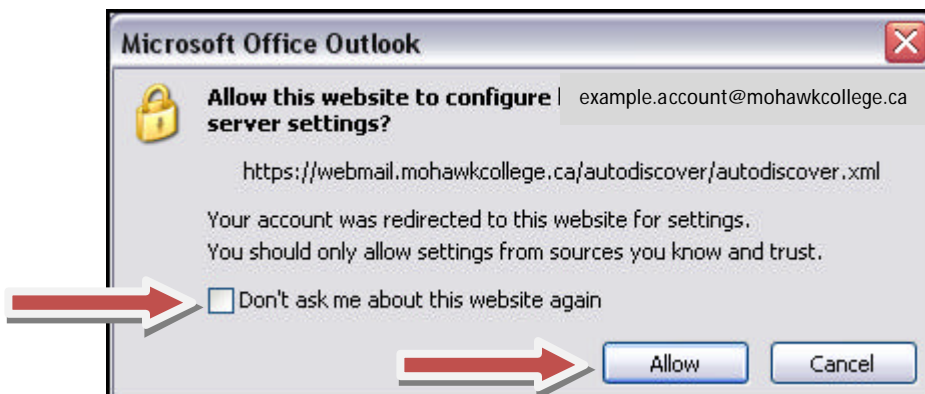
**There are two types of configuration options.**

1. Mohawk College Issued Laptop (Page 1)
2. Personal Home PC or Laptop (Page 2-6)

### ***1. Mohawk College Issued Laptop***

If you have a Mohawk College issued laptop that has had Office Outlook 2007 installed and configured to work with Exchange by a Help Desk Technician. You will be prompted with the following message when you connect your laptop to the Internet and open Office Outlook 2007. that's located outside of the Mohawk College network you will be prompted with the below message.

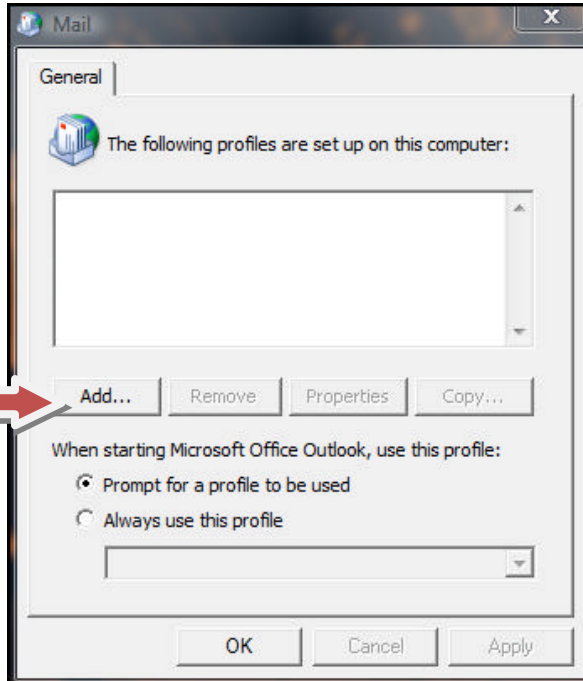
1. **Place a check mark in the: Don't ask me about this website again box**
2. **Click Allow**



## 2. Personal Home PC or Laptop Instructions

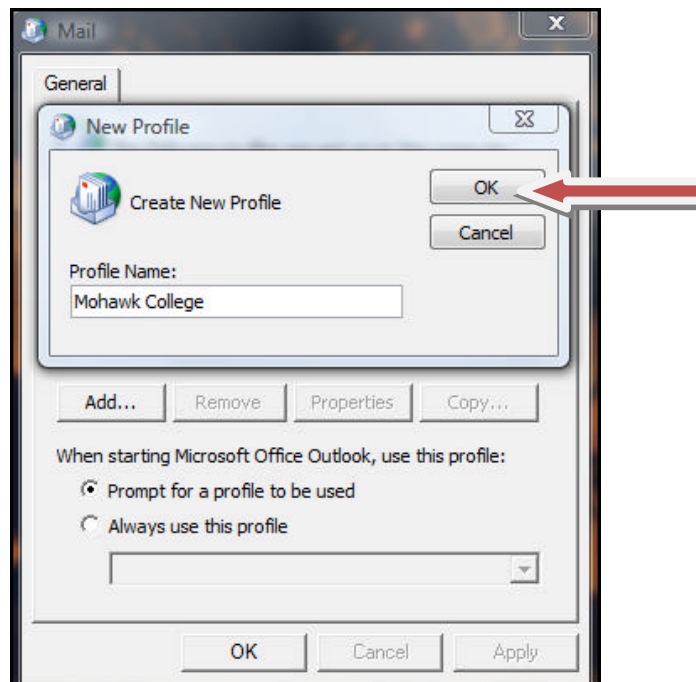
### Create a new profile:

Click start > Click Control Panel > Double Click the Mail Icon > Click Add...



In The Profile Name Box Type: **Mohawk College**

Click OK



On The Auto Account Setup Screen enter you user information

**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:** Kevin Aubertin  
Example: Barbara Sankovic

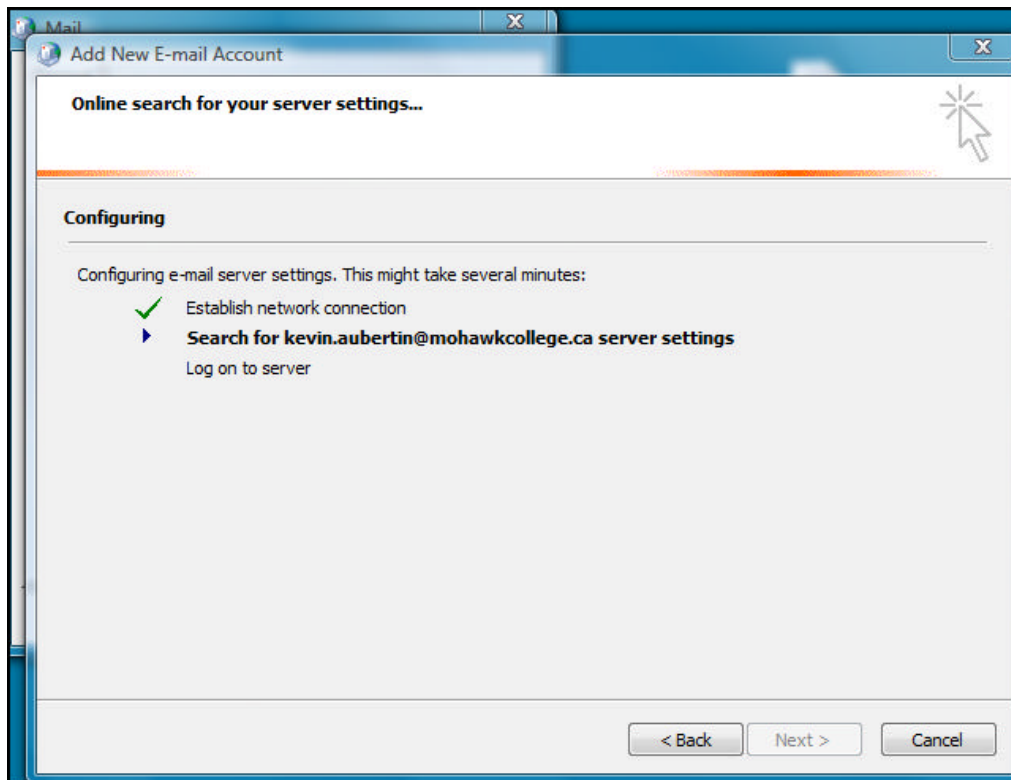
**E-mail Address:** kevin.aubertin@mohawkcollege.ca  
Example: barbara@contoso.com

**Password:** \*\*\*\*\*

**Retype Password:** \*\*\*\*\*  
Type the password your Internet service provider has given you.

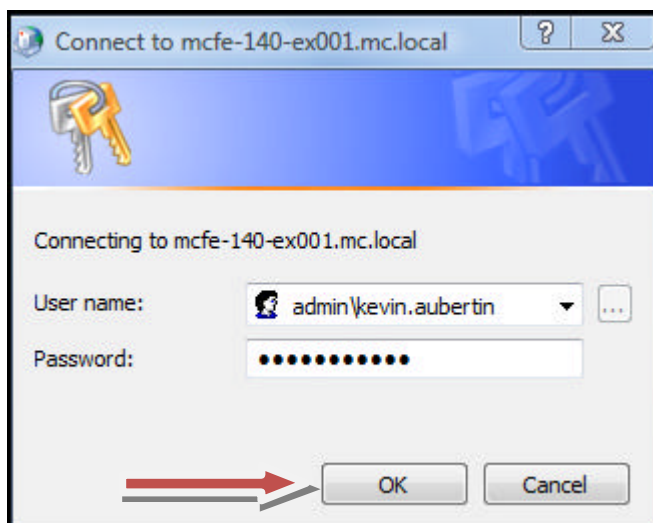
Manually configure server settings or additional server types

< Back   **Next >**   Cancel



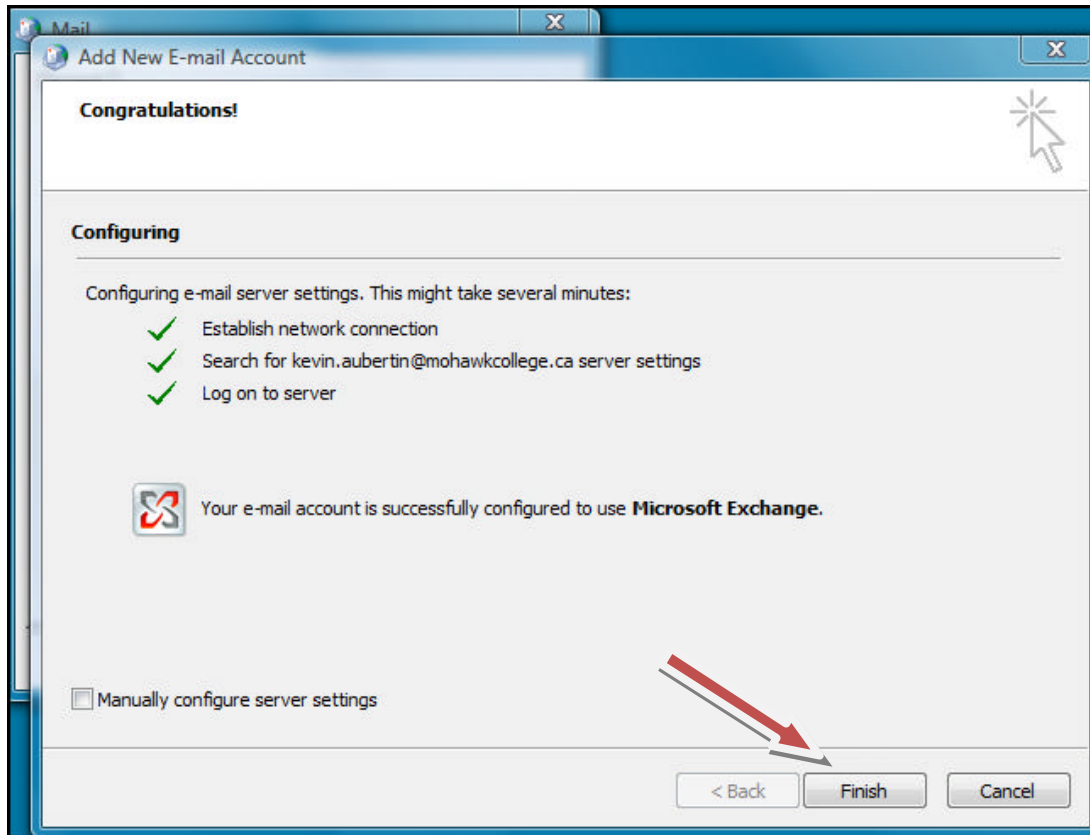
During the auto-discover a pop-up box will prompt for your password again.

### Enter Your Password and Click OK

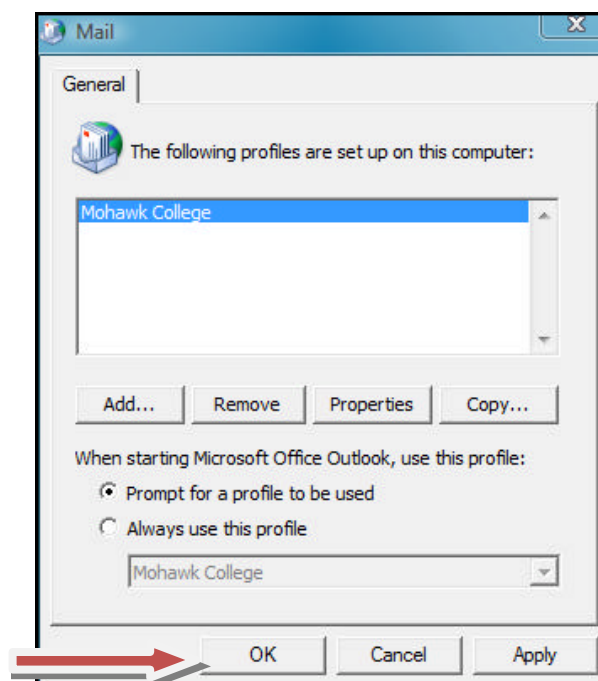


If everything was Successful You Should See a Congratulations Screen with 3 Green Check Marks

Click Finish



Click OK To Close The Mail Window



Now Open Microsoft Office Outlook 2007, **Enter Your Password and Click OK**

**EVERY TIME YOU OPEN OUTLOOK YOU WILL BE PROMPTED FOR YOUR PASSWORD**



After Opening Outlook 2007 for the first time after the above configuration steps you'll see the below messages in the bottom right hand corner of the Outlook 2007.

