Office of Information Technology



Schweich Hall * 822 Chestnut St. * Jefferson City, MO 65102 * voice 573-681-5898 * fax 573-681-5368 * helpdesk@lincolnu.edu

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Connect to Lincoln University Exchange with Microsoft Outlook 2007

Please note:

- You MUST be a Lincoln University Faculty, Staff or Adjunct with a mailbox •
- You MUST have Microsoft Outlook 2007 installed, no other version is supported •
- 1. Click Start, Click Control Panel





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3. Click "E-Mail Accounts..."

1ail Setuj	o - Outlook		
E-mail Ac	counts		
1	Setup e-mail accounts and directories.	(<u>E</u> -ma	ail Accounts
Data Files			
02	Change settings for the files Outlook uses to store e-mail messages and documents.	D	ata <u>F</u> iles
Profiles -	-		
	Setup multiple profiles of e-mail accounts and data files, Typically, you only need one.	Sho	ow Profiles
			_
			⊆lose

4. Click "New..."

Account Settings			
E-mail Accounts You can add or remove an account. You can select a	n accou	nt and i	
E-mail Data Files RSS Feeds SharePoint Lists Intern	iet Calei	ndars	
🧟 New 🛠 Repair 💼 Change 🥑 Set as D	efault	🗙 Re	
Name	Туре		
	Count Settings E-mail Accounts You can add or remove an account. You can select a E-mail Data Files RSS Feeds SharePoint Lists Intern New Repair Change Set as D Name	count Settings E-mail Accounts You can add or remove an account. You can select an account E-mail Data Files RSS Feeds SharePoint Lists Internet Caler Image: Set as Default Name Type	



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5. Check "Manually configure server settings or additional server types", click Next

E-mail Address:	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
	< <u>B</u> ack. <u>N</u> ext >

6. Select "Microsoft Exchange", click Next

C Internet E-mail			
Connect to your POP, IMAP, or HTTP server to send and re	ceive e-ma	il messages.	
Microsoft Exchange			
Connect to Microsoft Exchange for access to your e-mail, ca	alendar, co	ntacts, faxes ar	nd voi
○ <u>O</u> ther			
Connect to a server type shown below.			
Outlook Mobile Service (Text Messaging)			
J			
	< <u>B</u> ack	< <u>N</u> ext >	

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 Type "luexch.lu.lincolnu.edu" in the "Microsoft Exchange Server:" textbox, uncheck "Use Cached Exchange Mode", type your User Name in the "User Name:" textbox; click "More Settings..."

Ju New C-Mail Account			<u>^</u>
Microsoft Exchange Setting You can enter the required	js I information to connect to Microsoft Exchange.		×
Type the name of your Microsoft administrator. Microsoft <u>E</u> xchange server:	: Exchange server. For information, see your system uexch.lu.lincolnu.edu □ Use ⊆ached Exchange Mode		
Type the name of the mailbox se is usually your user name. User Name:	et up for you by your administrator. The mailbox name	Chec <u>k</u> Name	
		Mo	re Settings
	(<u> </u>	<u>N</u> ext >	Cancel



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8. Click the "Connection" tab, Check "Connect to Microsoft Exchange using HTTP", Click "Exchange Proxy Settings"

General Advanced Security Connection Remote Mail
Connection
Use these settings when connecting to Microsoft Exchange when working offline:
Connect using my Local Area Network (LAN)
C Connect using my phone line
Connect using Internet Explorer's or a 3rd party dialer
Modem
Use the following Dial-Up Networking connection:

Properties Add
Outlook Anywhere
Connect to Microsoft Exchange using HTTP
Exchange Proxy Settings
OK Cancel <u>A</u> pply

9. Type "webmail.lincolnu.edu" in the URL textbox, Check "Only connect to proxy servers...", Type "msstd:webmail.lincolnu.edu" in the textbox, select Basic Authentication, Click OK

Connection settings
Use this URL to connect to my proxy server for Exchange:
https:// webmail.lincolnu.edu
Connect using <u>5</u> SL only
Only connect to proxy servers that have this principal name in th
msstd:webmail.lincolnu.edu
\square On fast networks, connect using HTTP first, then connect using TCP/ \blacksquare On slow networks, connect using HTTP first, then connect using TCP,
Proxy authentication settings
Use this authentication when connecting to my proxy server for Exchang
Basic Authentication
ОК

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- 10. Click **OK**
- 11. Click Next
- 12. Type your username in the format "LU\jsmit123", Type your Password, Click OK

Connect to luexch.l	u.lincolnu.edu	? ×
		GA
Connecting to luexch	n.lu.lincolnu.edu	
<u>U</u> ser name:	🖸 LU\jsmit123	▼ 100
Password:	•••••	
	OK	Cancel

13. You may receive a message like the following, Click OK

Mail Deliv	ery Location	(
i)	By adding a Microsoft Exchange account you have changed where some of your new e-mail messages and calendar information is saved. These changes will take effect the next time you start Outlook.	
	Show Help >>	

14. Click **Finish**, Click **Close**, Click **Close** again, and finally close the Control Panel window 15. Open Outlook, you should be prompted for your password. Enter it, click **OK**.

You should now see your Lincoln University Mailbox. For help, see the OIT web page at <u>http://www.lincolnu.edu/pages/119.asp</u>.