



MS Outlook 2007 AC Email Access from Home

Amarillo College Employees with MS Outlook 2007 Installed on Home PC

Do you use Microsoft (MS) Outlook 2007 as your email program on campus? Would you like to use this same email program at home and on your laptop in lieu of the AC Mail Outlook Web Access? Now you can have Outlook 2007 at home as an alternative to accessing the AC Mail Outlook Web Access through your browser. It takes only a few minutes to setup the first time, but after following the instructions provided in this TIP Sheet it runs great!

To start, you will need to build an email profile that will connect to the AC mail server. (The following steps are for machines with a MS XP operating system. Some screens in MS Windows 7 may appear different to the screens shown and are presented at the end of this list of instructions).

1. Open the control panel by clicking 'Start' and then 'Control Panel' as seen in view A (in some versions, you may need to click 'Start', then 'Settings' and arrow over to click 'Control Panel' as shown in view B). You may find that you will need to disable your firewall and antivirus programs to build your profile,



2. If you need to see the control panel icons, click 'Switch to Classic View' in the upper-left hand corner.



3. Click the 'Mail' setting as shown.

🖻 Control Panel			X
Ele Edit Yew Favorites Tools	Help		27
🕞 Back - 🕥 - 🏂 🔎 Se	earch 😥 Folders 🛄 -	Rolder Sync	
Address 🚱 Control Panel		🔁 🔁 🤄	Click here
Control Panel	🗹 💋	🗫	<u> </u>
Switch to Category View	Folder Options Fonts	Game Internet Controllers Options	1
See Also	۵ 🌘 🔄	- Total (1997)	E
Vindows Update	Keyboard Mai	Mouse Nero BurnRights	
C Help and Support	ዿ 👲	الله 🛃	
	Network Network Setup Connections Wizard	Phone and Power Options Modem	×

If Outlook 2007 is your primary email program, you will see the window shown in step 4. If you use a different email program, the window in step 4 will not appear and you will see the window shown in step 5.

4. Click the 'Show Profiles' button in the window that opens.

Mail Setup - Outlook. 🛛 🛛 🗙	
E-mail Accounts	
Setup e-mail accounts and directories.	
Data Files	.Click here
Change settings for the files Outlook uses to Data Elles Data Elles	
Profiles	
Setup multiple profiles of e-mail accounts and Show Profiles	

5. Click the 'Add' button to add a profile within Outlook.

	Mail 🔀
	General
	The following profiles are set up on this computer:
Click here	
	Agd Rgmove Properties Copr
	When starting Microsoft Office Outlook, use this profile:
	C Prompt for a profile to be used
	(• Always use this profile
	Outlook 🚬
	OK Cancel Apply

6. Type a name for the new email profile such as 'Amarillo College Email' to distinguish your AC email profile then click 'OK'.

Fill in with	Mail General New Profile Create New Profile K	This button will become active;
profile name	Profile Name:	
	Add Remove Properties Copy When starting Microsoft Office Outlook, use this profile:	
	Prompt for a profile to be used Always use this profile	
	OK Cancel Apply	

7. Fill in your name in the 'Your Name' block, your ACNetID email address in the 'E-mail Address' (Example: John Q Public's ACNetID is jqpublic and his email address is jqpublic@actx.edu). Enter your password in the 'Password' and 'Retype Password' boxes. Once you have filled in the necessary information, click 'Next'.

	Met			
	Add New E-mail		×	
	Auto Account Clicking Nex Exchange se	Setup : will contact your e-mail server and configure your Internet service provider or Microsoft rver account settings.	×	
Till in these bases of	Your Name:	Example: Barbara Sankovic		
Fill in these boxes <	E-mail Addres	Example: barbara@contoso.com		
	Password.			'Next' button will
	Re <u>t</u> ype Passwo	Type the password your Internet service provider has given you.		become active;
	-			click here
	Manually confi	gure server settings or additional server types		
		< Back	Cancel	

8. As Outlook 2007 locates the AC mail server for your email account, please be patient. You may have to <u>wait for several minutes</u> (due to your connection speed, mailbox size, etc.); this wait may exceed thirty (30) minutes for this connection to take place.

d New E-m	ail Account	δ
Online sear	rch for your server settings	×.
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
~	Establish network connection	
•	Search for br16@txstate.edu server settings	
	Log on to server	

9. As this configuration process takes place, you may see the following security alert showing that there may be an issue with the security certificate. This is a validation alert based upon a difference in the AC mail server name and the nomenclature used. Click 'Yes' to proceed with the configuration process.

	Cont	Continurina				
	Secur	Security Alert 🛛 🔀 🗌				
	£	autodi Inform chang site's s	utodiscover.actx.edu nformation you exchange with this site cannot be viewed or hanged by others. However, there is a problem with the site's security certificate.			
		\checkmark	The security certificate is from a trusted certifying authority.			
		\checkmark	The security certificate date is valid.			
		×	The name on the security certificate is invalid or does not match the name of the site.			
Click 'Yes'		Do you	u want to proceed?			
o proceed			Yes No View Certificate			

10. When prompted, enter your ACNetID email address in the 'User Name' block (in the format of the example shown before 'jqpublic@actx.edu') and your password in the 'Password' block and click 'OK'. (It is <u>not</u> recommended that the 'Remember my password' box be checked, particularly if Outlook is your default mail program). Again, <u>please be patient as this step may take a few minutes</u>.

	~	Several minaces.	
		Connect to AC-ExCluster.actx.edu	
	2C		
		Connecting to AC Such the actual of	
		Connecting to AC-EXcluster.actx.edu	
Fill in these 🔔		Liser name:	
boxes		Password:	
		Remember my password	
			Click 'Ok'
	_	OK Cancel	when active

The 'Security Alert' box may appear again. Click 'Yes' to proceed.

11. Once your account is successfully configured, click the 'Finish' button.

	Add New E-mail Account	
	Congratulations!	
	Configuring	
Successful configuration	Configuring e-mail server settings. This might take several minutes:	
	Manually configure server settings	Click here
	< Bock Finish Cancel	
Successful configuration	Configuring e-mail server settings. This might take several minutes: Configuring e-mail server settings. Establish network connection Search for brid@tustate.edu server settings Log on to server Vour e-mail account is successfully configured to use Microsoft Exchange. Manually configure server settings Configureserver settings Configure server settings	Click here

12. You should now see the window containing the profile you entered in step 6 listed in the mail settings. Which profile to be used is determined by the options at the bottom of this screen. The default radio button selected is the one next to 'Always use this profile'. If Outlook is your primary email program, select the radio button 'Prompt for a profile to be used'. Select the newly created profile from the drop-down menu. Click 'Apply' and then 'OK'.

	Mail	
	General	
New profile	The following profiles are set up on this computer:	
	amarillo college email Outlook	
	Add Remove Properties Copy	
	When starting Microsoft Office Outlook, use this profile:	Take drop-down
Profile option	O Prompt for a profile to be used	to see menu of
selection	Always use this profile	profiles and
	Outlook 🖌 🗾	make selection
		Upon profile selection,
	OK Cancel Apply	'Apply' button will
		become active. Click
		'Apply' and then 'OK'

13. You have now set up an Outlook profile that will connect you to the AC mail server. Launch Outlook. Once again, **please be patient** as the initial exchange profile synchronization may take a few minutes to complete. As the configuration occurs, you may be required to enter your ACNetID email address (Example: jqpublic@actx.edu) and password and then click 'OK'

	Connect to AC-ExCluster.actx.edu	<u>? ×</u>	
Fill in these boxes	Connecting to AC-ExCluster.actx.edu User name:	•	
	Remember my password	ncel	This button will become active; click it

14. Outlook will open up. It may appear to be completely open and ready to use. However, the initial synchronization may continue to occur as you work. Again, **please be patient**; depending upon the speed of your connection and the size of your AC mailbox, this initial synch may take several minutes (as the configuration progresses, you may see a status bar update along the bottom of the Outlook window). Once completed, your Outlook window will look similar to your Outlook screen on your AC machine.

everyone - Microsoft Outlook						5 X
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Silver + 🖓 🤮 🗙 🔒 Bealy 🚳 P	Reply to All 🔒 Forward 🛛 👫 🐧	🅐 🗟 Sendi Regelse 🔸 👜 🔟 Search address books 🔹 😥 🖕				
Mail «	a everyone					• 8
Favorite Folders ¥	Click here to enable Instant Sea	NQ.				
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All Mail Items •						
- 92 Mailbor - William D. Siddens	Date: Today					
🖬 🥁 Cabinet	Courtney G. Milles	. Flags of Our Fathers: Do You Have Your Copy?	Wed 5/5/2010 9:02 At	M 26 KB		P
everyone (2)	Nichol Dolby	RE: Booksigning for Miles today	Wed 5/5/2010 8:31 At	M 4 KB		A a
HelpDesk	Date: Yesterday					
Network Account Forms	🔄 😸 Paul Matney		Tue 5/4/2010 7:54 AM	1 30 KB		2
Deleted Items (36)	Date: Monday					
Documents Drafts	Monty 8. Downs	Last chance	Man 5/3/2010 4:25 Ph	M 274 KB		V
Inbox (1)	🖂 Janet L. Barton	Jab Posting	Man 5/3/2010 10:55 A	AM 16 KB		Chatter data use
Junk E-Mail	Heather L. Atchley	Spring Pling	Man 5/3/2010 10:42 A	4M 3 KB		Status data ma
Outbex	f 🙆 Carol L. Bevel	Important Requisition Update	Man 5/3/2010 8:02 AM	M 164 KB		
Sent Bens	🖻 Date: Sunday					
B JD Search Folders	I Paul Matney	Vice President of Academic Affairs Finalist Visit	Sun 5/2/2010 12:55 Pt	M 33 KB		annear here
Mailbor - Helpdesk IT	🖻 Date: Last Week					uppedi nere
	Thomas E. Sanders	RE: Display Case Available	Fri 4/30/2010 2:12 PM	1 231 KB		P a
	G Carolyn 5. Leslie	Retirement Reception	Fri 4/30/2010 2:08 PM	1 78 88		8
	Thomas E. Sanders	Display Case Available	Fri 4/30/2010 2:05 PM	1 230 KB		F
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	🖻 Jill L Gibson	The Ranger Online highlights Student Stress, AC Alert and the Professor Emeritus	Thu 4/29/2010 10:47 P	PM 1 KE		
L. Contacts	Paul Matney	Summer Heurs	Thu 4/29/2010 4:01 Ph	M 3KB		2.3 C
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🚽 🖼 🗹 🔸	El Brenda C. Waren	News About Your Benefits	Wed 4/28/2010 3:14 P	PM 41 KB		*
	Lin lanet Radzo	Annual Encoliment for Journance Repetits	30a/4.4/78/2010 1:25 P	BA 4 VR		10° 100

15. Answer 'Yes' if the RSS feed synchronization question appears.

Micros	oft Office Outlook	<u>? ×</u>
	Outlook, Windows Internet Explorer, and oth save lists of RSS Feeds that you subscribe to	ner applications
Click here	The Common Feed List in Microsoft Windows maintains one synchronized list of RSS Feeds. Do you want your RSS Feeds in Outlook to be synchronized with the Common Feed List?	
	Yes No F	emind Me Later

- 16. Once you have viewed your mailbox, made any adjustments to the mailbox presentation, and allowed sufficient time for the full synchronization to occur, close out Outlook. Reenable your firewall and anti-virus if you had to disable them to build your profile. If Outlook is your primary email program, you will need to reset your regular email profile.
- 17. You will find that the next time you access your AC email from home, the speed at which you can work in your mailbox should be nearly as fast as if you are on campus.

Users with MS Windows 7 operating system

Users having machines with the MS Windows 7 operating system may find some of the screens shown in the instructions above to be different in the view or format.

1. The look of your control panel in Windows 7 may be different than that found in XP. To find the mail application, type 'mail' in the 'Search Control Panel' box.



2. Select the 'Mail' option for the 'Mail Setup' box.



3. Depending upon whether Outlook is your primary email program, the next screen to appear will be either the one shown on page 2, step 4 or step 5. The remainder of the screens in this profile setup should be similar to those following page 2, step 5.

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This is a publication of Information Technology Services. For further assistance please contact the Technology Information Center (806) 371-5100, or email helpdesk-it@actx.edu.