



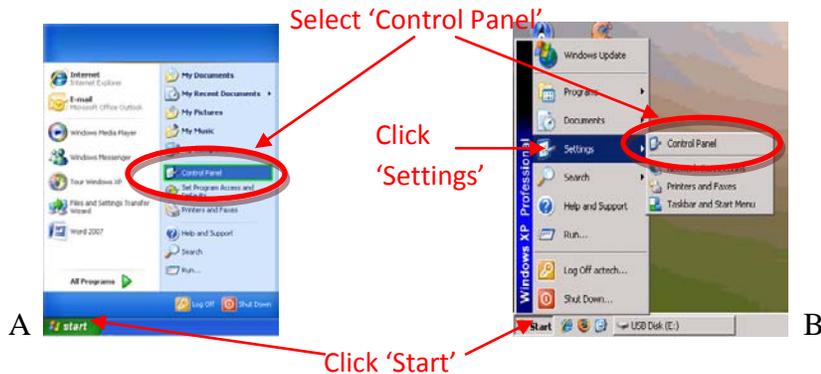
MS Outlook 2007 AC Email Access from Home

Amarillo College Employees with MS Outlook 2007 Installed on Home PC

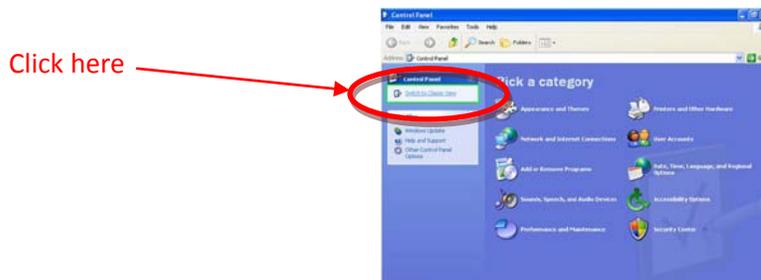
Do you use Microsoft (MS) Outlook 2007 as your email program on campus? Would you like to use this same email program at home and on your laptop in lieu of the AC Mail Outlook Web Access? Now you can have Outlook 2007 at home as an alternative to accessing the AC Mail Outlook Web Access through your 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).

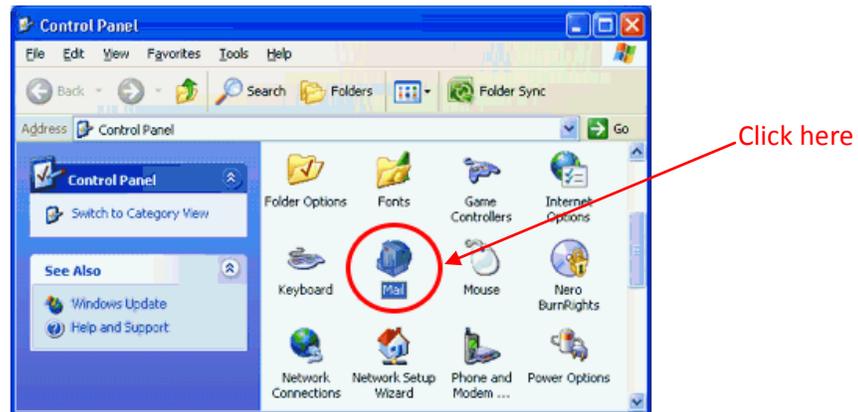
1. Open the control panel by clicking 'Start' and then 'Control Panel' as seen in view A (in some versions, you may need to click 'Start', then 'Settings' and arrow over to click 'Control Panel' as shown in view B). You may find that you will need to disable your firewall and antivirus programs to build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



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

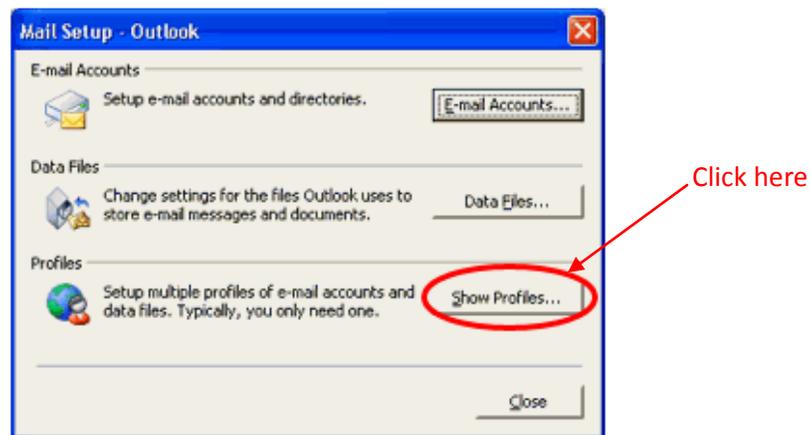


3. Click the 'Mail' setting as shown.

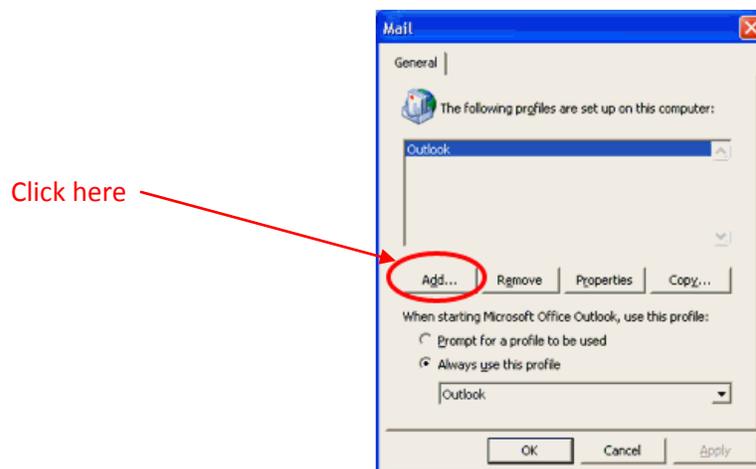


If Outlook 2007 is your primary email program, you will see the window shown in step 4. If you use a different email program, the window in step 4 will not appear and you will see the window shown in step 5.

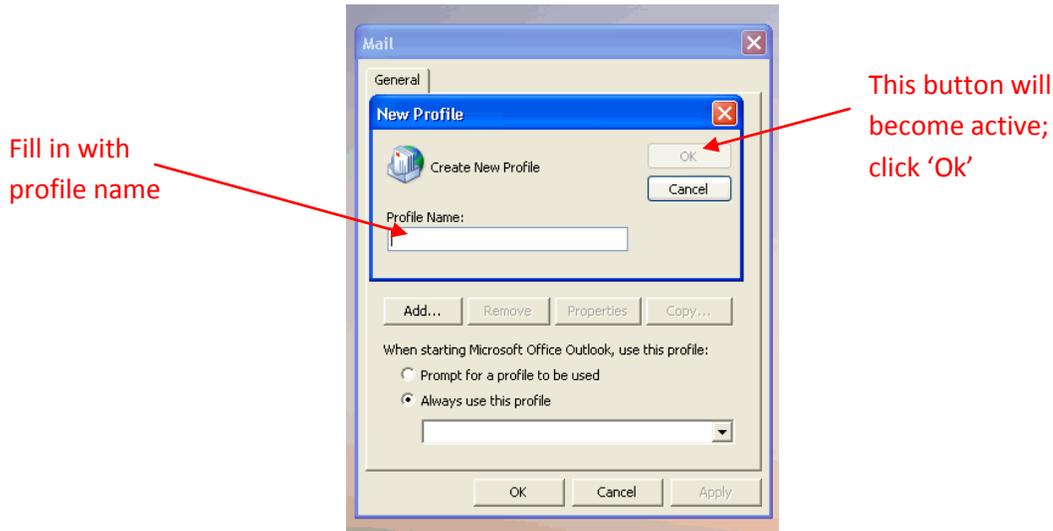
4. Click the 'Show Profiles' button in the window that opens.



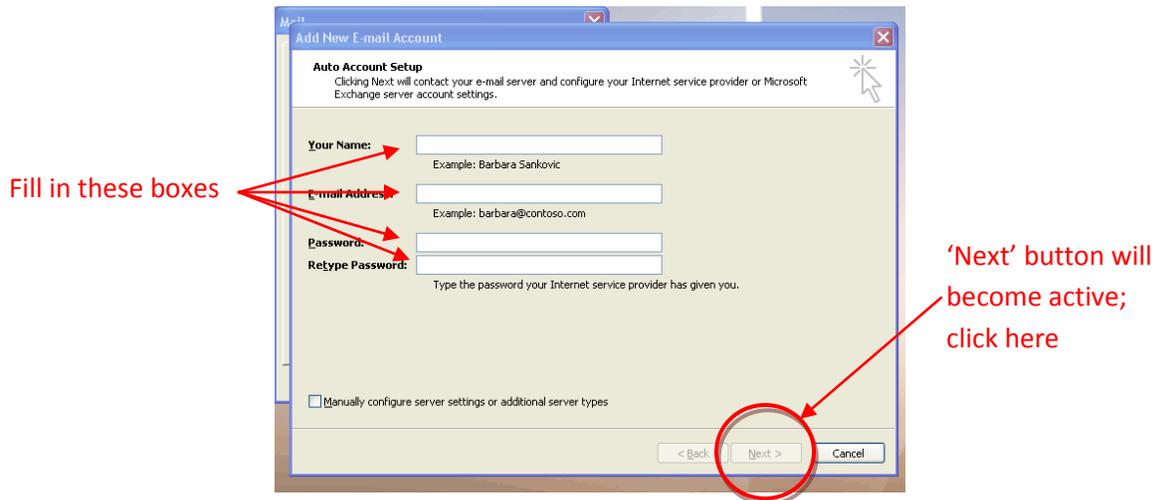
5. Click the 'Add' button to add a profile within Outlook.



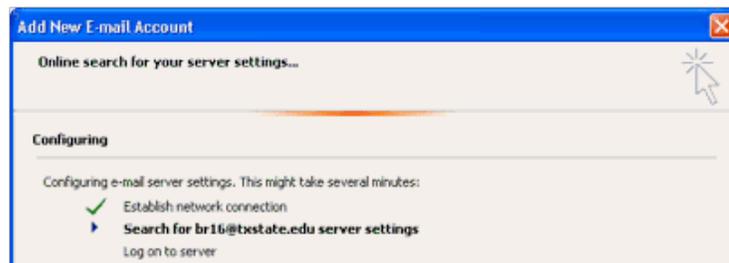
6. Type a name for the new email profile such as 'Amarillo College Email' to distinguish your AC email profile then click 'OK'.



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'.



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



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.

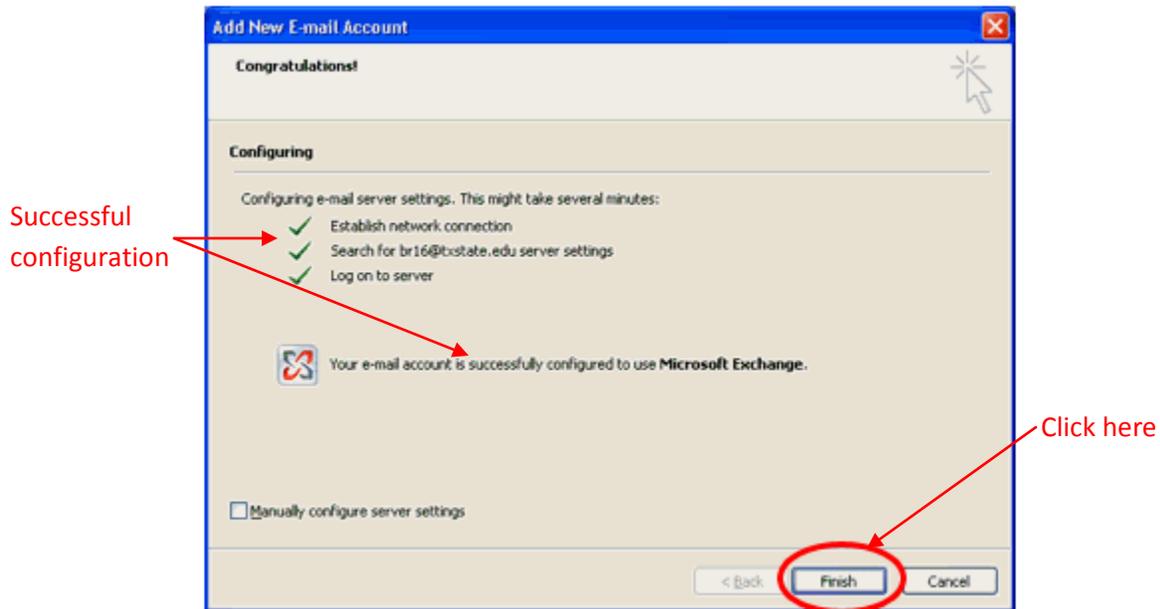


10. When prompted, enter your ACNetID email address in the 'User Name' block (in the format of the example shown before 'jqpublic@actx.edu') and your password in the 'Password' block and click 'OK'. (It is **not** recommended that the 'Remember my password' box be checked, particularly if Outlook is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

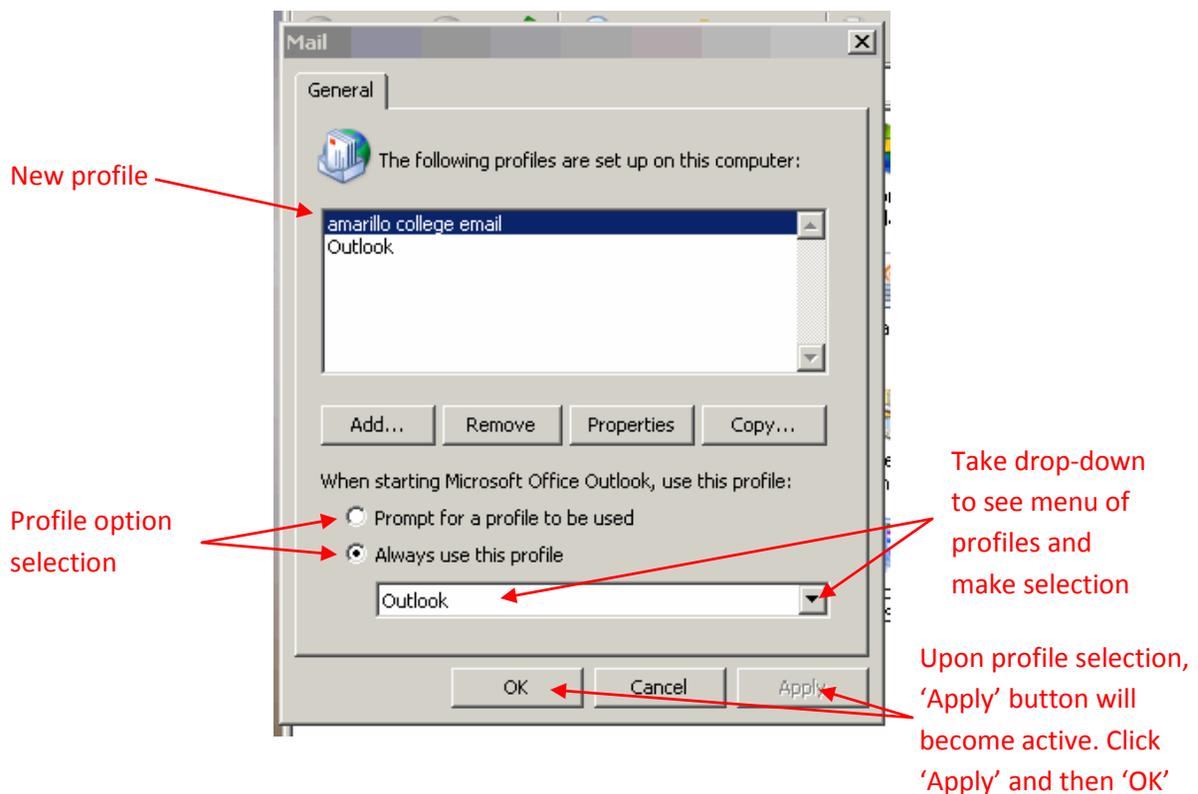


The 'Security Alert' box may appear again. Click 'Yes' to proceed.

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



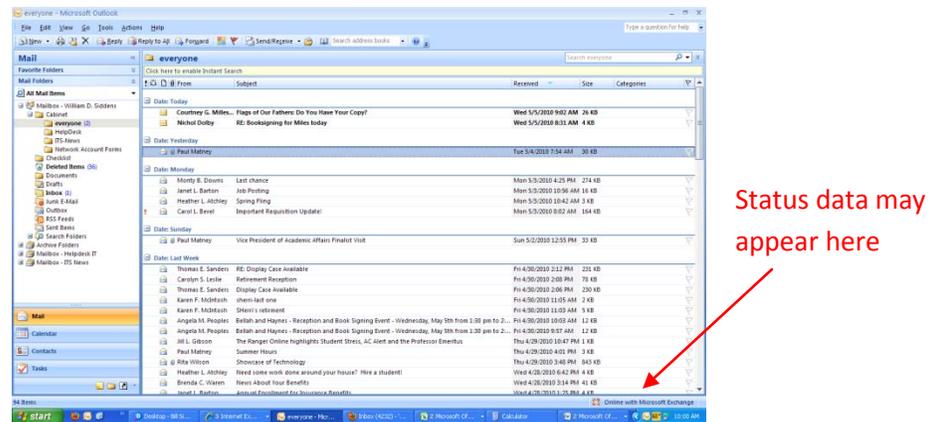
12. You should now see the window containing the profile you entered in step 6 listed in the mail settings. Which profile to be used is determined by the options at the bottom of this screen. The default radio button selected is the one next to 'Always use this profile'. If Outlook is your primary email 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'.



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'



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.



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



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. Re-enable 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

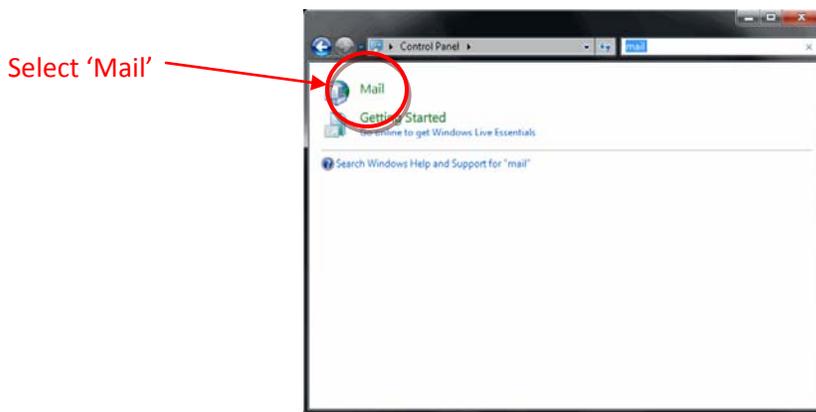
Users having machines with the MS Windows 7 operating system may find some of the screens shown in the instructions above to be different in the view or format.

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.



Type 'mail' in the search box

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



Select 'Mail'

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.

last updated: 5/4/2010

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.