Connecting Outlook 2007 for Gordon College E-mail

Window Vista Instructions

Make sure you have Microsoft Outlook 2007. If it’s installed you can find it under:
Start Menu ➔ All Programs ➔ Microsoft Office

If you do not have the latest version, please contact CET for a copy. Outlook is part of our Microsoft Campus Agreement and all students and Gordon-owned computers qualify for a copy of it at a significantly reduced price.

Make sure you are connected to the Internet.

Before continuing, please run Windows Update to verify that you are running the latest version of your operating system, and of Outlook 2007. Outlook 2007 must be running at least SP2.

1) If Microsoft Outlook is open, close it.
2) Click on the Start Menu. Right-click the Control Panel option and choose “OPEN”.
3) On the left panel, click “Classic View”.
4) If you can’t see a program icon called “MAIL” in the list of options, proceed to Step 5. Otherwise do the following:
   a. On the left panel, click “Control Panel Home”
   b. Click on the word link: “User Accounts”
   c. In the left pane at the bottom click “Additional Options”
   d. Click “View 32-bit Control Panel Items”. A new window will appear
5) Double click the “Mail” program icon.
6) If a profile has never been set up before, proceed to step 7c. Otherwise:
   a. You can either use the profile already set up in Outlook or create a new one.
   b. If you use an existing one
      i. Highlight it and click “properties”.
      ii. Then click “Email Accounts” button.
      iii. Click the New… button and proceed to Step 8.
   c. If you want to create a new profile:
      i. Click the Add… button
      ii. Give the profile a name (like “Gordon E-mail”)
7) Now you will see the “Auto Account Setup”.
8) Type your Name, E-mail Address, and Password.
9) Click the Next button.
10) Check the box “Don’t ask me about this website again”
11) Press “Allow”
12) Type your email address and password
13) Press OK
14) Press Finish
15) If you added this Microsoft Exchange email account to a profile that already existed, you need to view the email accounts of that profile and make the account the Default account.
16) In Outlook, press Tools → Account Settings
17) Then click close all windows by clicking the OK or Close buttons.