Connecting Outlook 2007 for Gordon College E-mail

Window XP 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 the 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 Microsoft Update to verify that you are running the latest version of your operating system, and of Outlook 2007. Both Windows XP and 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) If the window that opens is blue and says “Pick a category” at the top, click “Switch to Classic View” on the left panel.
4) Double click the “Mail” program icon.
5) Click on “Show Profiles”
6) If you have already opened the Outlook program, it will have likely created a profile for itself. If there is not an existing profile already set up (it would be displayed in the white box), proceed to step 6c, below.
   a. You can either use the profile already set up in Outlook or create a new one.
   b. If you use an existing profile:
      i. Highlight it and click “properties”.
      ii. Then click “E-mail Accounts” button.
      iii. Click the New… button under the E-mail tab and proceed to Step 6.
   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.