

## Configuring Outlook 2007 for Outlook Anywhere Connectivity

### Prerequisites:

-Outlook 2007 is installed

### Outlook 2007 configuration:

1. Open up "Control Panel" by clicking Start/Run then typing in "control" (without quotes), click Ok
2. Double click the "Mail" icon
3. Click the "Show Profiles" button
4. Click the "Add" button, type in any name you like for the profile, click "Ok"
5. Check the "Manually configure server settings or additional server types" box, click "Next"
6. Select "Microsoft Exchange", click "Next"
7. Enter in `exchsvr2.merlin.ca` in the "Microsoft Exchange Server" field

**Add New E-mail Account**

**Microsoft Exchange Settings**  
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

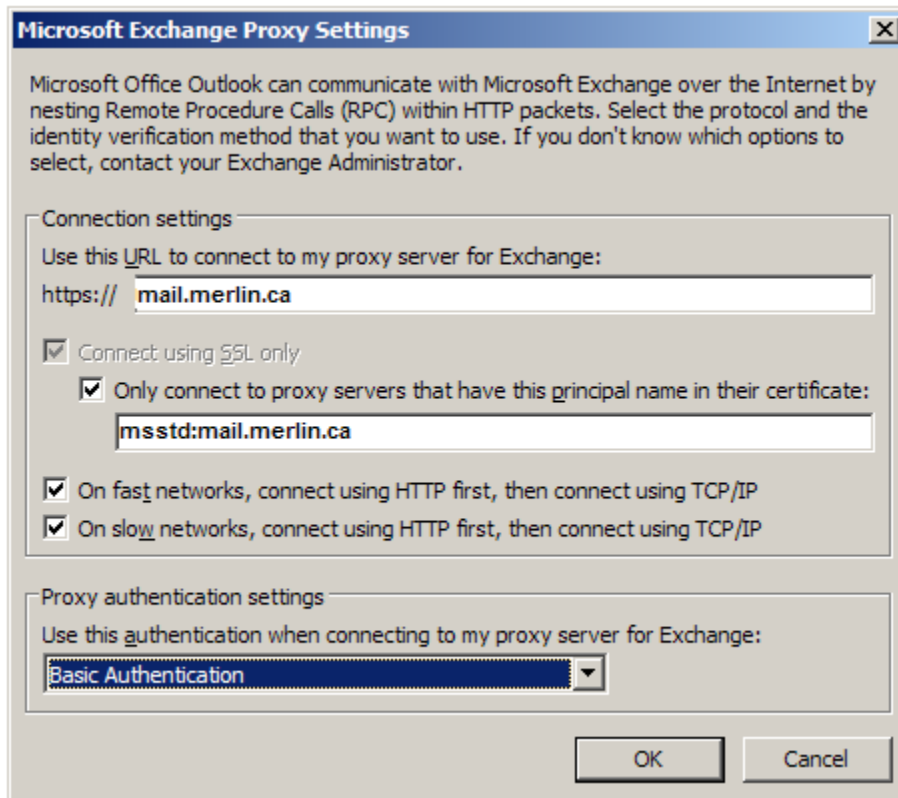
Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

8. Enter in your name (ex. 7oakstest1) in the "User Name" field
9. Click the "More Settings" button, click "Ok" when an error comes up, click "Cancel" at the next window
10. Click the "Connection" tab
11. Check the "Connect to Microsoft Exchange using HTTP" box, click "Exchange Proxy Settings" button

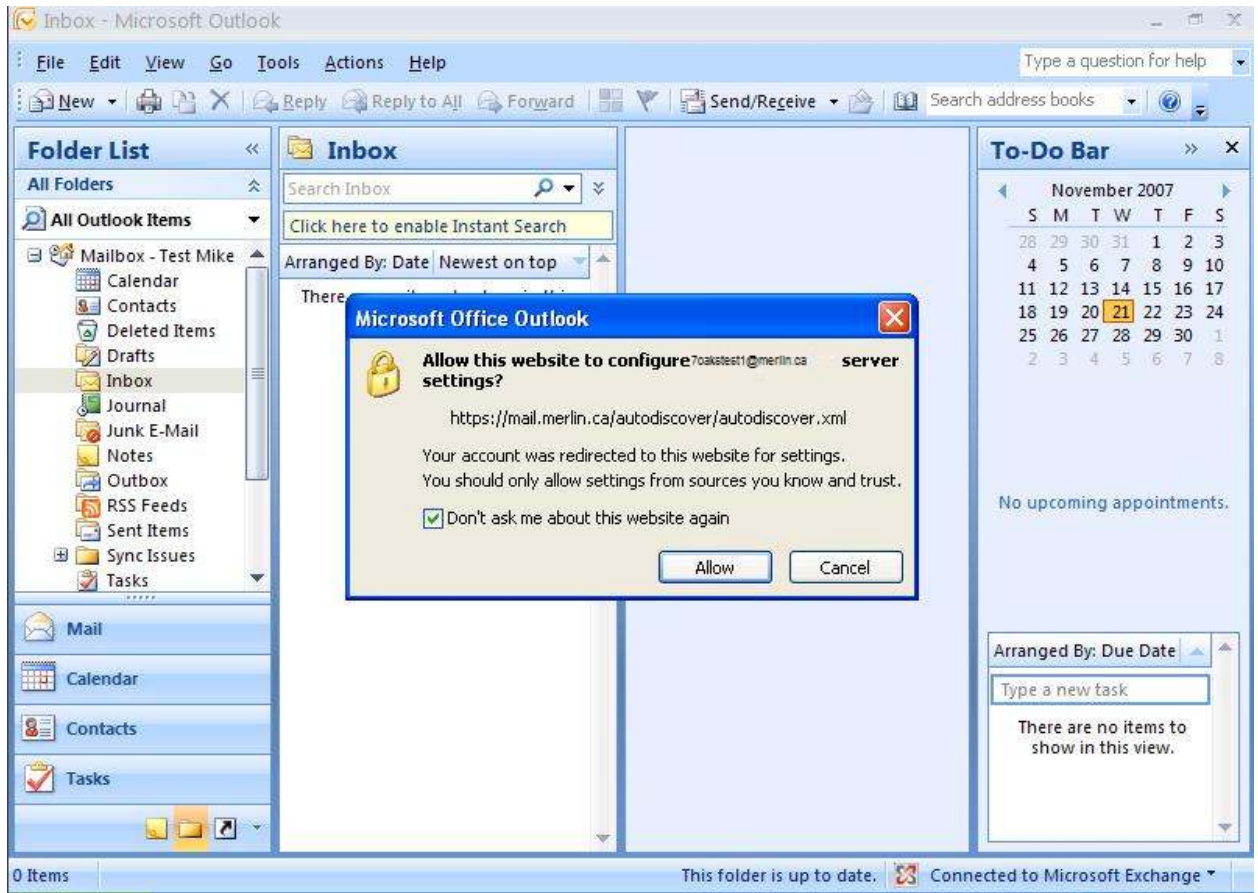
12. In the <https://> field at the top enter in your mail server [mail.merlin.ca](mailto:mail.merlin.ca)
13. Check “Only connect to proxy servers that have this principal name in their certificate” box then enter in the field [msstd:mail.merlin.ca](mailto:msstd:mail.merlin.ca)
14. Check “On fast networks, connect using HTTP first, then connect using TCP/IP” box and check “On slow networks, connect using HTTP first, then connect using TCP/IP” box
15. In the “Proxy authentication settings” drop down, select “Basic Authentication”



16. Click **Ok**, Click **Apply**, Click **Ok**, Click **Next**, Click **Finish**, Click **Ok**
17. Launch Outlook, you will be prompted for login credentials, use your [e-mail address for the user name](mailto:7oakstest1@merlin.ca) and your [e-mail account password for the password](#), your now ready to use Outlook.



18. Upon your first launch of Outlook you will be prompted regarding a redirect. Check “[Don't ask me about this website again](#)” then click **Allow**.



**Your Outlook is now fully configured.**