Help and more information
For assistance with getting Outlook set up on your PC, please click the Help button on our website:
sussex.ac.uk/its/exchange

or see the information on those pages for advice including:
• how to transfer your contacts to the new system
• reading and sending email for group accounts

Installing Outlook
If Outlook is not displayed in the Microsoft Office program list (see page 1), you will need to install it first:
1 Open Internet Explorer
2 Click on the grey diamond icon which appears in the toolbar to open the Novell Delivered Applications window
3 Double-click on All and then the Outlook 2007 icon
4 Outlook will be automatically installed

Removing MMCO
Check to see if you are using Meeting Maker Connector for Outlook (MMCO) by opening Outlook and looking at the top menu. If there is a menu called Meeting Maker, then you have the MMCO installed. It must be removed before connecting to the new mail system.
Please see our website for details on how to remove Meeting Maker Connector for Outlook (MMCO).
Using Outlook
If you find you need additional features that are not available in OWA, you can try Outlook 2007. You will need to run through this process to set it up for the first time.

First check that Outlook is installed but don’t open it yet. From the **Start** menu, go to **All Programs**, Microsoft Office then **Outlook 2007**.

Please note that Outlook Express is a different program - it is **Outlook 2007** that should be listed. See page 4 for information on how to install Outlook 2007 if it’s not already listed and then continue with **Setting up your details**.

If you have been using MMCO, please remove it at this point (see page 4) and then continue with the process to set up your details.

**Setting up your details**
1. From the **Start** menu, open **Control Panel** and select **Mail**
2. If you see a Mail Setup window, click on **Show Profiles**
3. Select **Add** and enter a name for the profile (such as “exchange”) then click **OK**
4. Enter your **Name**, **Email address** and your **Password** (twice) and click **Next**
5. A pop-up login window will appear. In the **User name**: field enter **ad_us\** followed by your username and in the **Password** field, enter your password then click **OK**
6. After a few seconds, Outlook should report that your e-mail account is configured. Tick the box to **Manually configure server settings** and click **Next**
7. Check that the box for **Cached Exchange Mode** (see below for an explanation) is unticked and click **Next**

**Cached Exchange Mode**
In this mode, a copy of every email message is kept on your computer. For most users, this should be turned off but if you really need to keep a copy of your email (for example if you have a laptop and want to be able to search old emails while you are offline), you can leave this option checked. Please be aware however that it could take several hours for Outlook to download all of your mail the first time you use it.