

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).

Email at Sussex

QUICK START
Windows PC

Getting started

Check that you are set up on the new mail system by logging into the Outlook Web App at:

exchange.sussex.ac.uk/owa

- 1 enter your normal username (e.g. ano23) for **Domain\user name** and password
- 2 Click **Log On**

You should see your inbox with a message confirming that your account has been transferred. If you have not received a confirmation, your account is not yet ready to use. See the **Help** on page 4 for more details on what to do.

As long as you have received the message however, you are ready to start using the new mail system.

Using Outlook Web App

The Outlook Web App (OWA) is a very good way of using your email and calendar. There's nothing to install or configure and you can simply login with almost any web browser including Internet Explorer, Firefox and Chrome.

Most users will want to use OWA at least some of the time, for example, to check email when travelling and for many, there may never be a need to use anything else.

We recommend that you try OWA for a while to see if it meets your needs and if you like it, there's nothing else to set up. See the **Email at Sussex** booklet or our website for more information on all the features in OWA.

You can still use email and calendaring on your mobile and can also transfer your contacts and address books to the new system - see our website for more information.

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Email on your mobile If you use a mobile device to check your mail and calendar, you no longer have to synchronise with your PC using iTunes or Outlook - see the **Email at Sussex** booklet or website for details.

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**.

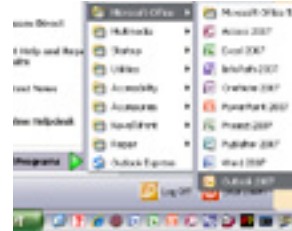
Please note that Outlook Express is a different program - it is **Outlook 2007** that should be listed.

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**



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Transferring your contacts and calendar Go to our website to transfer your contacts and address books. When we start using the new system for calendaring, you will also be able to transfer your calendar from Meeting Maker.

When you've completed setting up your account, go back to the **Mail** window and tick the option to **Always use this profile**, then choose your new profile from the drop-down list under the radio button and click **OK**. If you only have one profile, this may already have been set automatically.

You can now open Outlook. You will need to enter the login details (**ad_us** followed by your username, and your password) each time you login.



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.

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