

Configure Outlook 2007/2010 for Your Home Computer (MAPI)

Follow these steps to configure your ECU faculty/staff e-mail account to open in your home computer/laptop Outlook 2010 program. Screenshots from a Windows 7/Office 2010 desktop, but also work for the Outlook 2007.



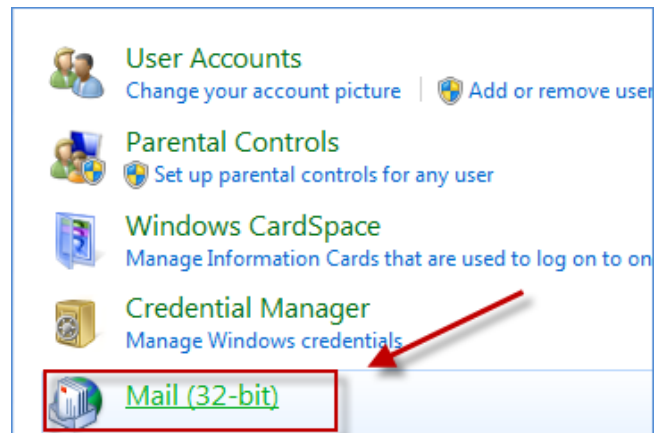
Step 1. Open the computer's Control Panel.

Click the **User Accounts** category.

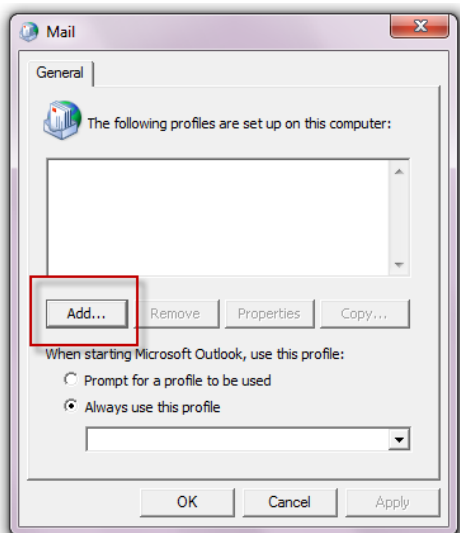
Step 2. Click the Mail icon.

The **Mail** dialog box opens.

If the **Mail Setup – Outlook** dialog box opens first, click the **Show Profiles...** button to open the **Mail** dialog box.



Step 3. Click the Add... button. You will now create a profile.



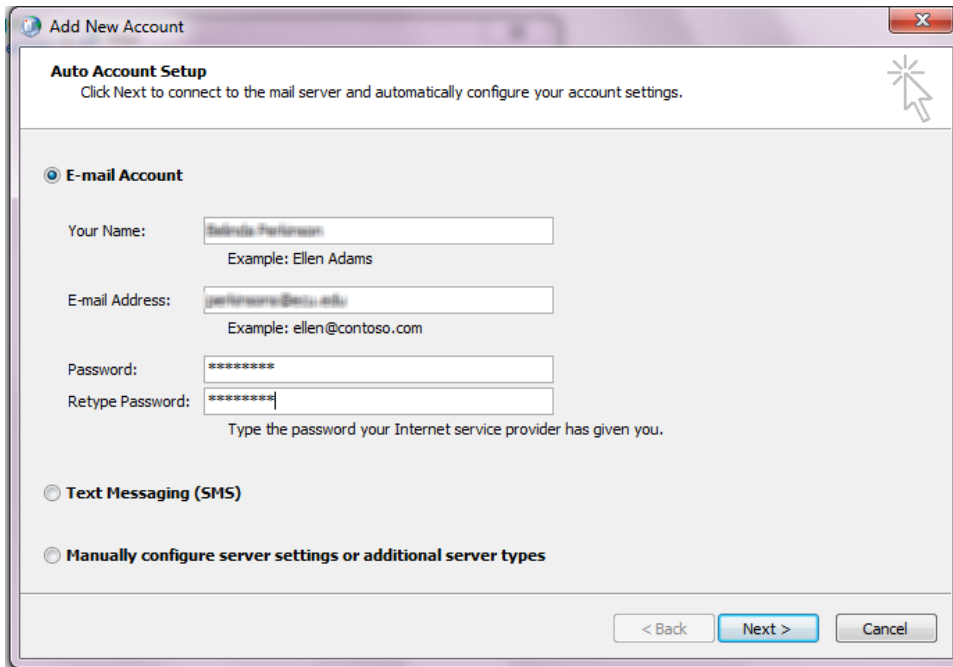
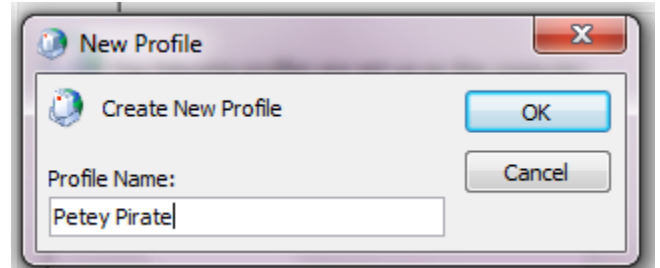
What's a Profile?

An Outlook profile stores e-mail account specifics like the user name, display name, e-mail server name and account password.

In this case, you are configuring a profile to store your ECU Exchange e-mail account information.

Step 4. Choose a name for the new profile.

Click **OK**. The **Add New Account/Auto Account Setup** dialog box opens.



Step 5. Complete the E-mail Account information.

Type your name, e-mail address and your ECU passphrase (twice).

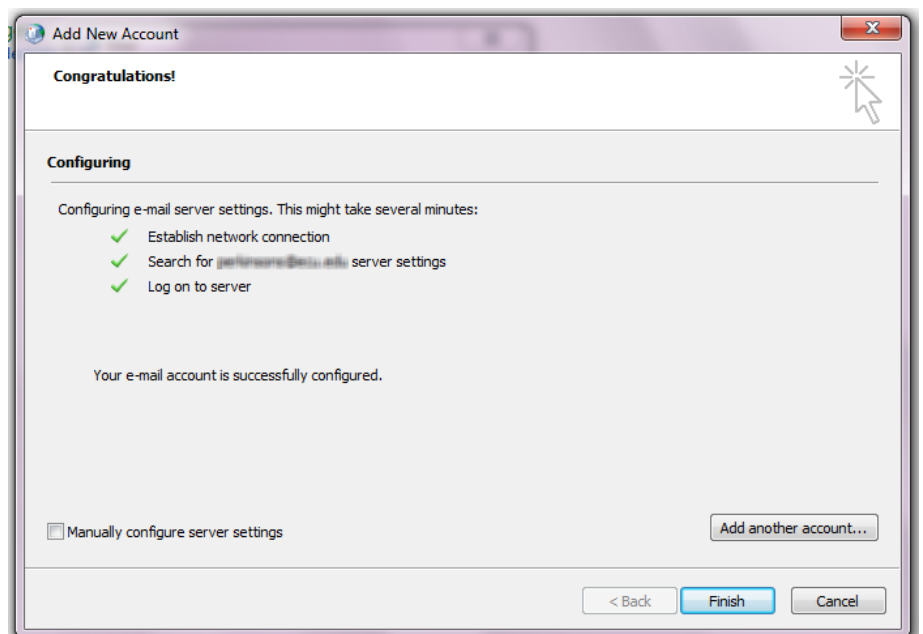
Click **Next**.

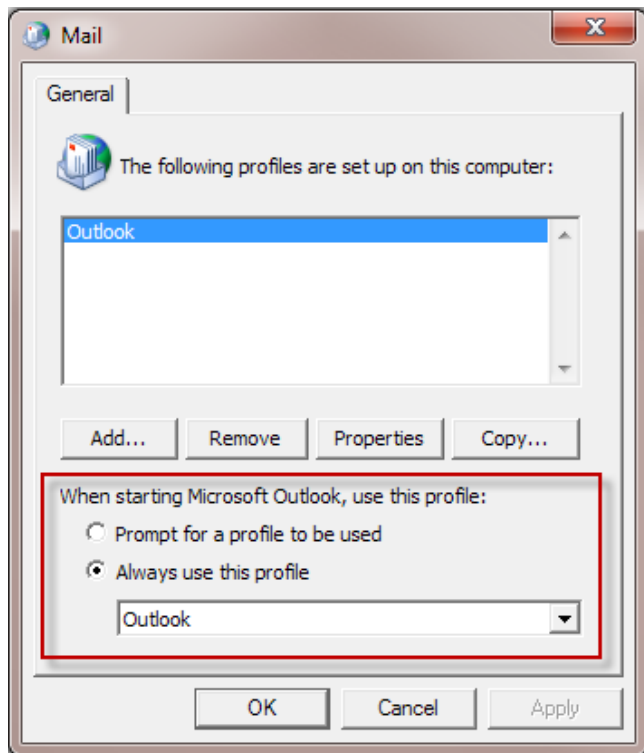
The **Add New Account/Configuring** dialog box opens.

Step 6. Wait while Outlook connects to the ECU Exchange 2010 server.

It could take a minute or so to establish a connection and find your account settings.

Once you see three green checks and "Congratulations!" at the top of the box, Click **Finish**.





Step 7 (Optional). Tell Outlook which profile to open as the default.

There may be more than one e-mail profile on the computer you are using. For example, a shared family computer.

If so, click the radio button beside the **Prompt for a profile to be used** option. This way, each user can choose which profile to open from a list.