

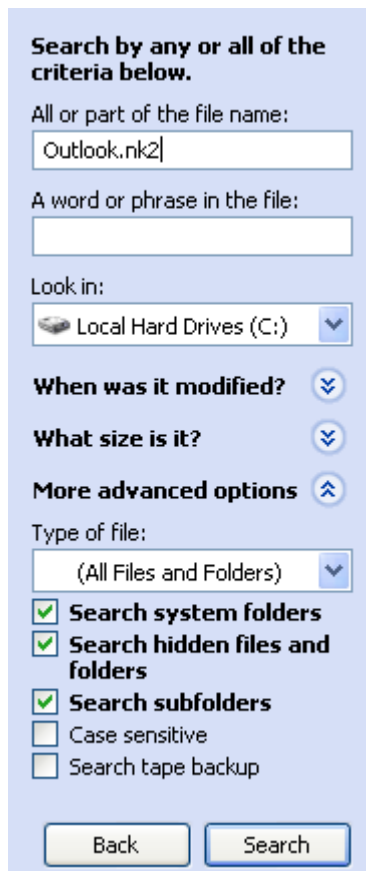
# How to setup MS-Outlook 2007 to work with the Vanier College Exchange server

First make sure all email clients such as Outlook or Outlook Express (or Thunderbird) are closed.

Next we need to delete any “cached” address book values that are no longer correct.

Right click on “My Computer”, or from the start menu open up “My Computer” and right click on Drive C, and select “Search”. Then select the option “All files and folders”.

Enter “Outlook.nk2” in the field “All or part of the file name:” and select Look in: Local Disk (C:) as shown below. . Then select the option “More advanced options and make sure that “Search system folders and Search hidden files and folders” is selected.



Then click on Search. Let it run it may take some time.

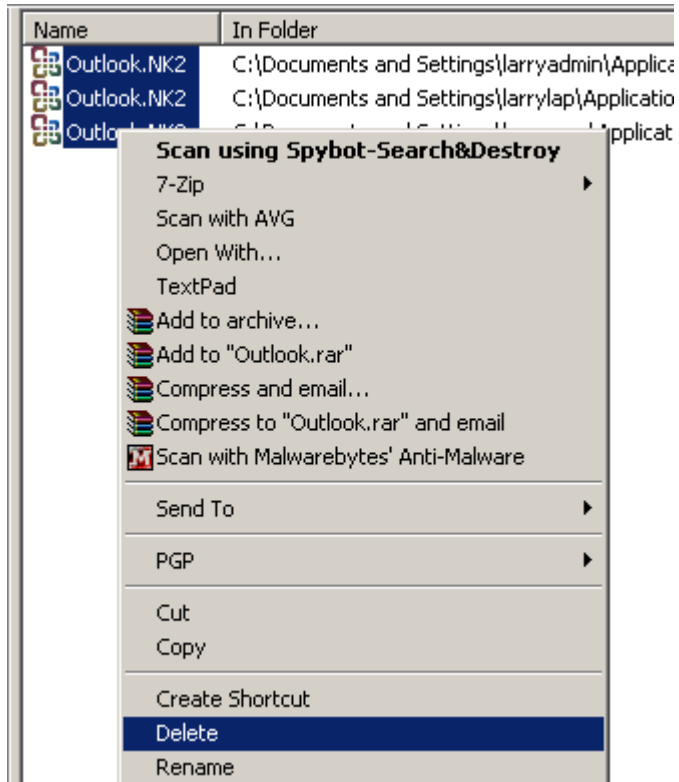
Your results may include one or more found files.

(if you have never been using outlook on this machine the search won't find any files)

Name	In Folder	Size	Type
Outlook.NK2	C:\Documents and Settings\larryadmin\Application Data\Microsoft\Outlook	1 KB	Office Data File
Outlook.NK2	C:\Documents and Settings\larrylap\Application Data\Microsoft\Outlook	1 KB	Office Data File
Outlook.NK2	C:\Documents and Settings\larryuser\Application Data\Microsoft\Outlook	1 KB	Office Data File

If any files are found, select them all and delete them as shown below.

For each file found, select it (or select all the files at once), right click and select Delete from the menu.



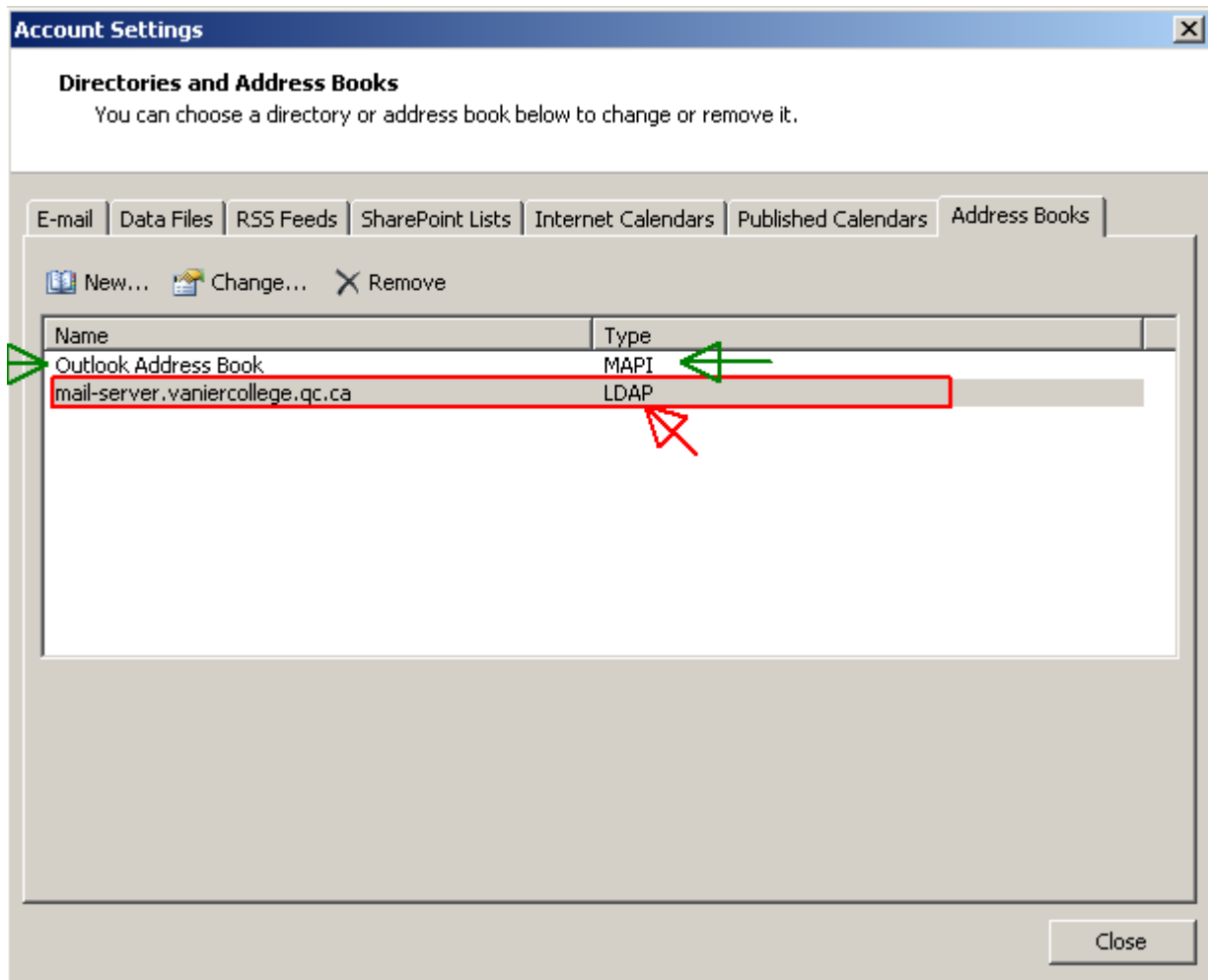
When you have completed this close the search results window.



Next Open “Control Panel” and select Mail .

First you will remove old information if it exists.

Click on the “Address Books” tab at the far right.



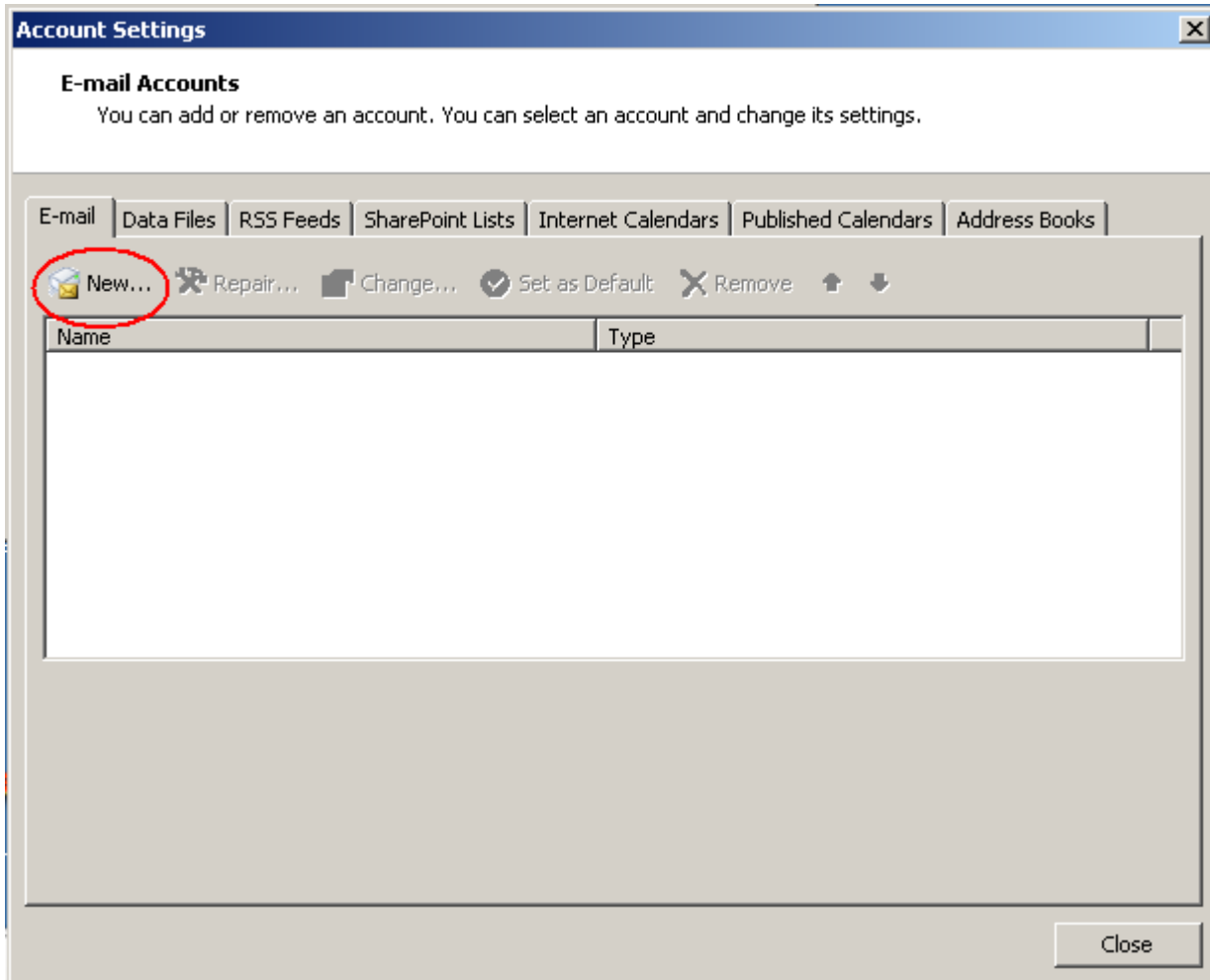
You need to delete any entries that are of Type LDAP.

As shown in the image above you should select the entry of type LDAP and click on the “Remove” button. DO NOT REMOVE any entries of type MAPI as shown (pointed to by green arrows).

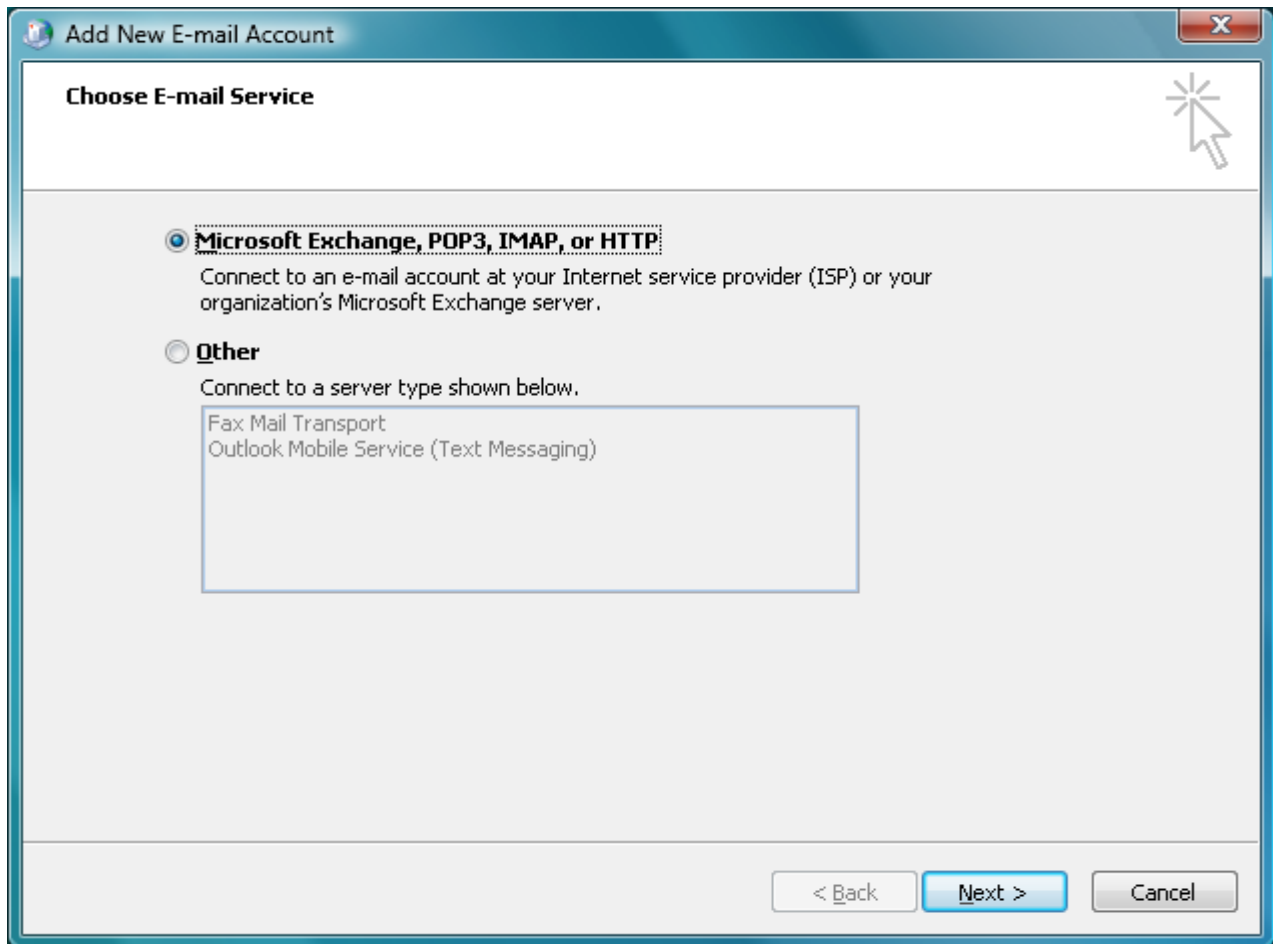
Next click on the E-mail tab at the far right of the window.

Delete any existing **Vanier College** email profiles. (don't panic your local email will remain on your drive)

Then click "New"



You may see the following box, click “Next”



Fill in **your information** in the various fields (as I have done below).

Note the password is the password you use when accessing your email from the web interface (OWA). When you are finished click “Next >”.

**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:**   
Example: Barbara Sankovic

**E-mail Address:**   
Example: barbara@contoso.com

**Password:**

**Retype Password:**   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back    Next >    Cancel

You will then be prompted for login information again.

Note that your email account identifier (in my case callahal) must be prefixed with **vaniercollege\**

**Connect to ifexch-htcas1.VanierCollege.intra**

Connecting to autodiscover.vaniercollege.qc.ca

**User name:**

**Password:**

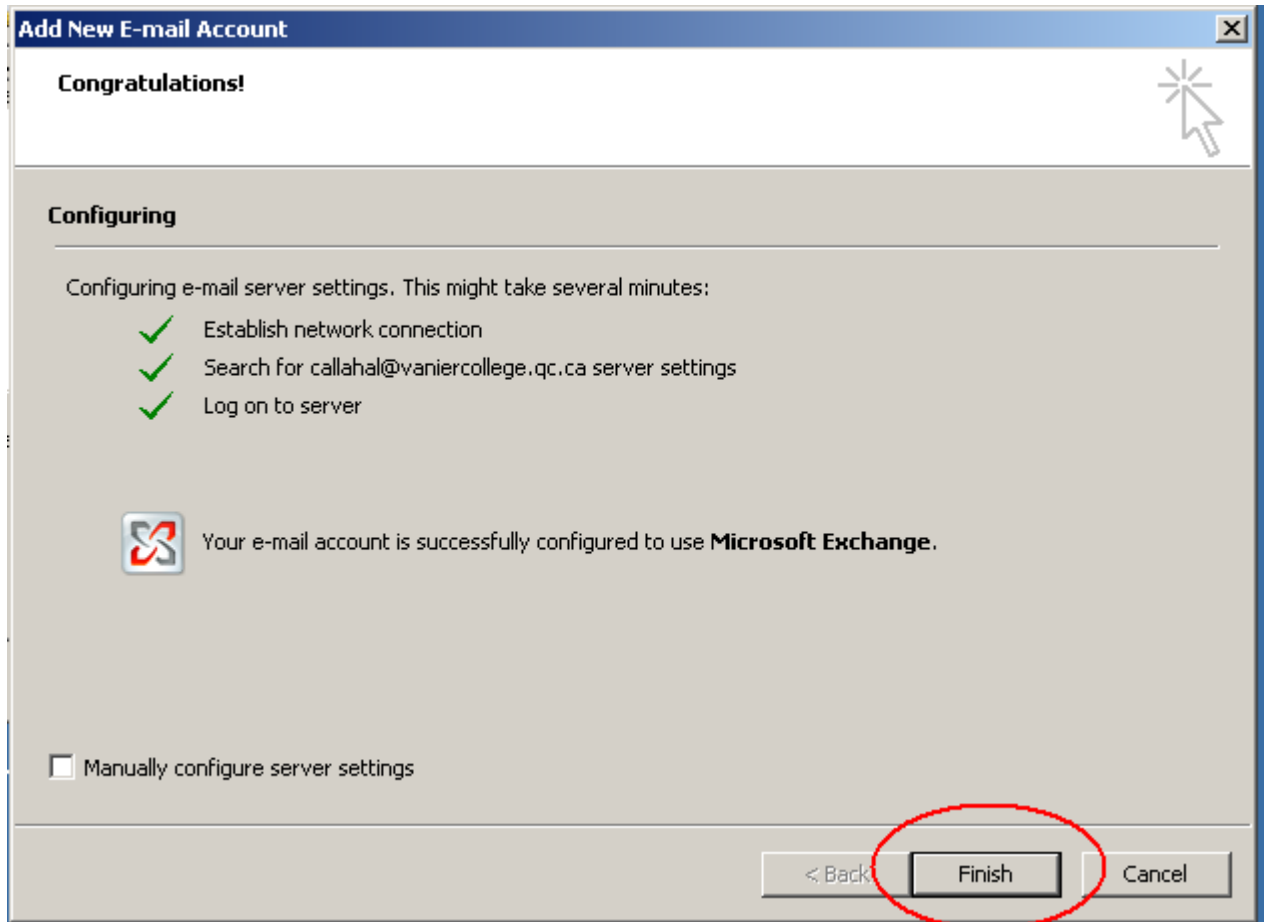
Remember my password

OK    Cancel

Enter your email password again and click “OK”.

Wait for Outlook to complete the configuration this may take up to a minute or so.

Once it is finished you should see the three green check marks as shown below.



Then click the “Finish” button.

Another information dialog box may appear. Click “OK” in this box.

Close all of the Control panel windows.

You should now be able to use Outlook as you email client for your Vanier Exchange Server account.