Configuring Outlook

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I. Overview

Microsoft Outlook, configured properly, can provide the end user the same experience whether their computer is on the OCU campus network, using a wireless network connection, or accessing email from anywhere else over the Internet. What follows are the steps to get this done.

Note: Your machine MUST meet the prerequisites for this configuration to work.

II. Prerequisites

Windows XP, Windows Vista, Windows 7, Windows 8
Outlook 2010, Outlook 2013
A high speed Internet connection is highly recommended.

III. Configuration (Quick Start)

1. Click the “Start” button and open the “Control Panel”.
2. Double-click the “Mail” icon.
3. Click the “Show Profiles” button.
4. Click the “Add” button.
5. Enter a profile name and click “OK”. This profile name can be any descriptive name for the mailbox you are configuring.
6. Enter your name, OCU email address, and your email password then click “Next”. Outlook with then automatically configure all the settings necessary for your mailbox.
7. Click “Finish”.
8. You will now see your new profile listed. At this point you have two options:
    a. Choose “Always use this profile” and select your new profile in the drop down list. This is typically what you would choose.
    b. Or, choose “Prompt for a profile to be used” which causes Outlook to prompt you each time it is opened for the profile you wish to open.
9. Click “OK” and close “Control Panel”.

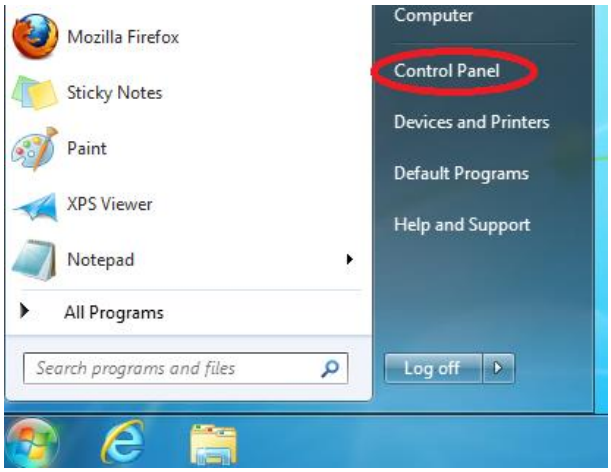
At this point you have Outlook configured. You can now open Outlook and ensure your settings are correct. Keep in mind, if you chose to have Outlook prompt you for a profile, you will be offered a list of profiles to choose from. In this case, select your new profile and choose “OK”.

To connect to the mailbox, you will be required to enter the username and password combination which has rights to the mailbox. Your OCU email address is your username.

Once authenticated, Outlook will retrieve data from your mailbox. Depending on the size of your mailbox, this may take some time. This delay should only occur the first time you access your mailbox this way.

IV. Configuration (illustrated)

1. Click the “Start” button and open the “Control Panel”.



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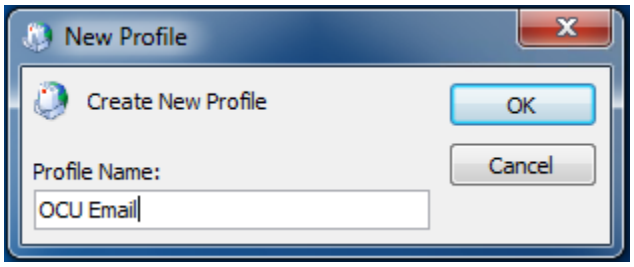

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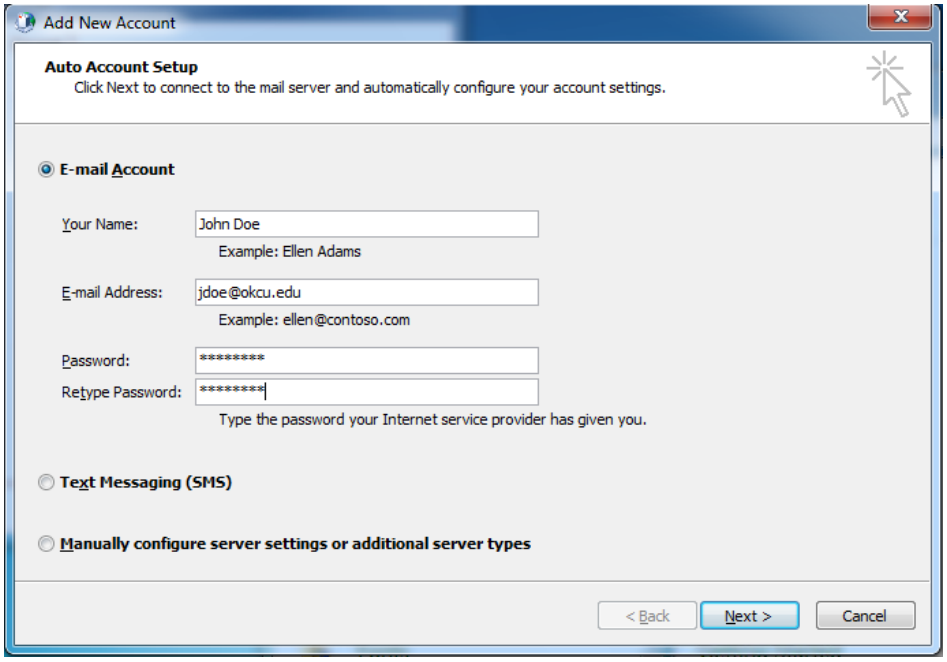

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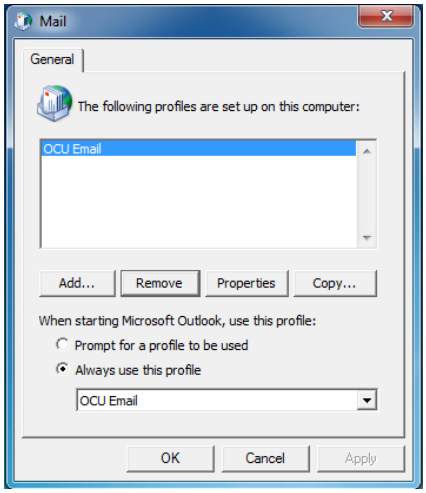

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