

Set up Outlook 2007 to get your my.whitworth.edu e-mail

You can automatically set up Office Outlook 2007 to access your account from the Outlook.com website using only your e-mail address and password sign-in information. Currently only the 2007 version of the program is supported.

You can only include one Exchange e-mail account per Outlook profile. For information about Outlook profiles, see [Add or remove an e-mail account](#) at the Microsoft Office Online Web site.

How do I set up Outlook 2007 to get my e-mail from Outlook.com?

1. Close Outlook 2007 if it's open.
2. In Control Panel, click **Mail**.

In Windows XP

- a. Click **Start > Control Panel > User Accounts > Mail**. (In Classic view, double-click **Mail**.)

In Windows Vista

- b. Click **Start > Control Panel**.
- c. In the 32-bit edition of Windows Vista, click **User Accounts** (or **User Accounts and Family Safety**) > **Mail**. In the 64-bit edition of Windows Vista, select **Additional Options > View 32-bit Control Panel Items**, and then double-click **Mail**. (In Classic view, double-click **Mail**.)
3. In the **Mail Setup** dialog box, click **Show Profiles > Add**.
4. Type a name for the profile and then click **OK**. (As a best practice, give the profile a name that identifies it as the profile for your account on Outlook.com.)
5. When the **Add New E-Mail Account** dialog box opens, enter your name, e-mail address, and password in the appropriate fields, and then click **Next**.
6. Outlook 2007 will display a message that asks you to allow a Web site to automatically set up your account. The program runs auto-setup periodically. If you don't want to see this message every time auto-setup runs, select **Don't ask me about this website again**, and then click **Allow**.

Outlook 2007 will automatically set up the account. You'll be asked for your user name and password before Outlook 2007 can connect to your account. Make sure you enter your full e-mail address (for example, tony@contoso.com) as your user name. You may be prompted to enter your user name and password several times before you connect.