Microsoft Outlook 2007 “Outlook Anywhere” Instructions - Bloomsburg University Students

If you have Outlook 2007, set it up like this rather than using POP or IMAP and you will have a much better experience including access to your calendar, tasks, and contacts.

Instructions for setting up Outlook 2007 for use with your student email account:

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

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

   **In Windows Vista**
   - Click Start > Control Panel.
   - 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.)

   **In Windows 7**
   - Click Start > Control Panel > User Accounts > Mail (32-bit).

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 student email account, such as “BloomU”.)
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. 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, abc12345@huskies.bloomu.edu) as your user name. You may be prompted to enter your user name and password several times before you connect.