Microsoft Outlook 2007 “Outlook Anywhere”  
Live@EDU Exchange email account setup

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 read/write access to your calendar, tasks, and contacts.

Instructions for setting up Outlook 2007 for use with your BU Live@EDU account:

1. Close Outlook 2007 if it’s open.
2. In Control Panel, click Mail. 
   **In Windows XP**
   1. Click **Start > Control Panel > User Accounts > Mail**. (In Classic view, double-click **Mail**.)

   **In Windows Vista**
   2. Click **Start > Control Panel**.
   3. 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 BU Live@EDU account.)
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 (HuskyID) (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.

What else do I need to know?

- Before you can connect to your e-mail for the first time with Outlook 2007, you need to complete your account registration with Windows Live. To do this, sign in to your account by browsing to [http://mail.huskies.bloomu.edu](http://mail.huskies.bloomu.edu), and then enter your user name and password to access your e-mail account. When your Windows Live account registration is complete, sign out, and then you should be able to use Outlook with your account.