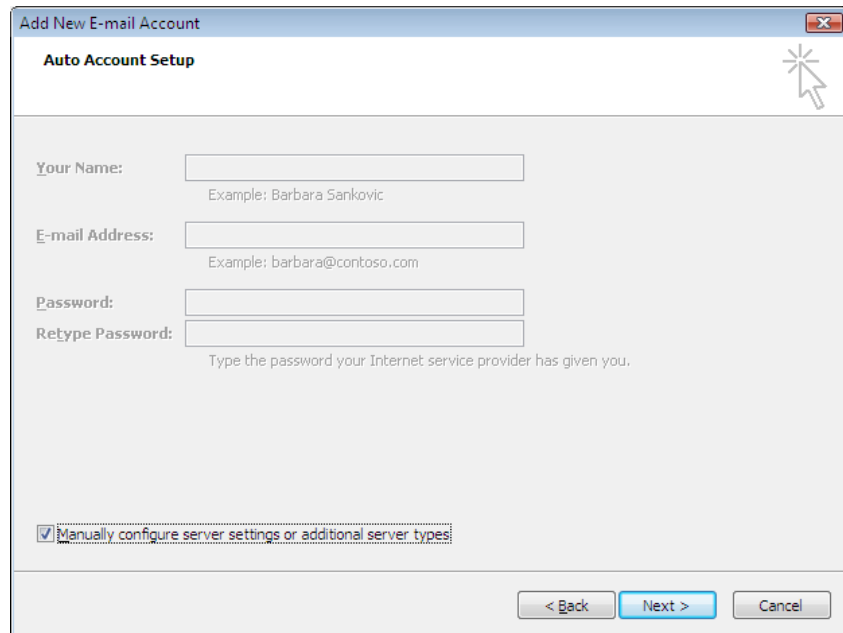


## CONFIGURE EMARQ MAIL

1. Click on the **Start** menu, and select **E-mail, Microsoft Office Outlook**. The Outlook 2007 Startup window will open up.
2. Click **Next** to continue, and the **E-mail Accounts** window will open.

Check **Yes** in answer to the question: **Would you like to configure an E-mail account?** Click **Next** to continue.

3. When the **Auto Account Setup** window opens, check **Manually configure server settings or additional server types**. Click **Next** to continue.

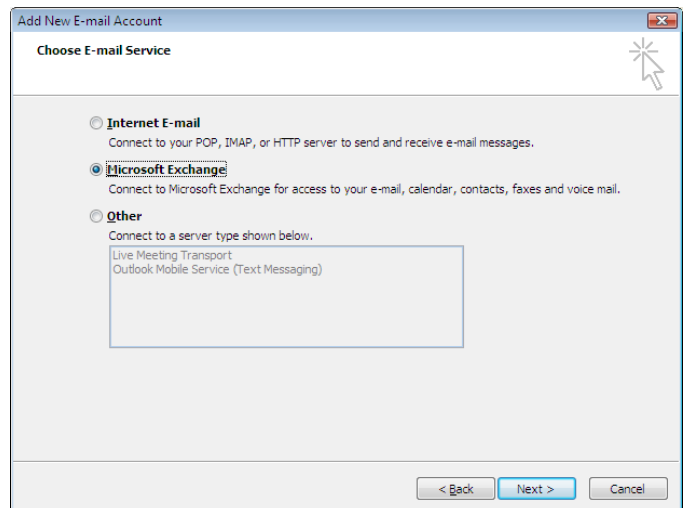


The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. The window contains the following fields and options:

- Your Name:** Text input field with the example 'Barbara Sankovic'.
- E-mail Address:** Text input field with the example 'barbara@contoso.com'.
- Password:** Text input field.
- ReType Password:** Text input field with the instruction 'Type the password your Internet service provider has given you.'
- Manually configure server settings or additional server types**
- Navigation buttons: '< Back', 'Next >', and 'Cancel'.

Note: Steps 4 and 5 will only appear if you are NOT CONNECTED TO THE MARQUETTE NETWORK, that is, you are off campus, when you configure your e-mail account.

4. The **Choose E-mail Service** window opens. Select **Microsoft Exchange**, and click **Next** to continue.



The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. The window contains the following options:

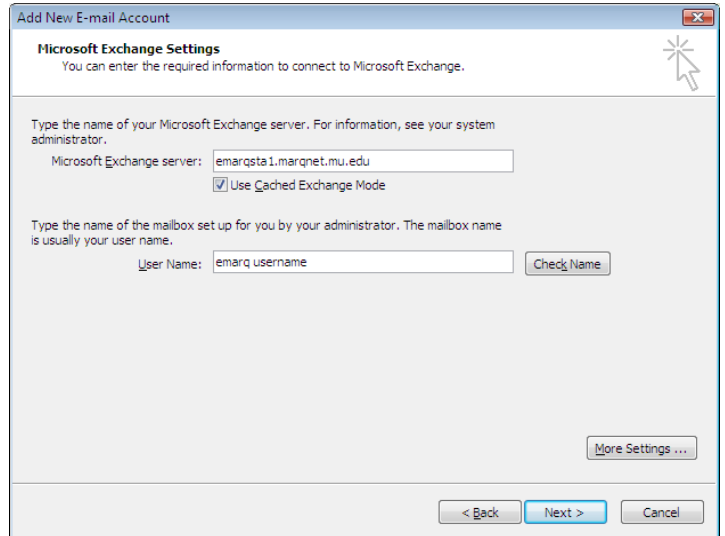
- Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**  
Connect to a server type shown below.  
Listed server types: Live Meeting Transport, Outlook Mobile Service (Text Messaging).
- Navigation buttons: '< Back', 'Next >', and 'Cancel'.

5. The **Microsoft Exchange Settings** window opens. In the text box next to **Microsoft Exchange server:** enter **EMARQSTA1.marqnet.mu.edu**

Check **Use Cached Exchange Mode**.

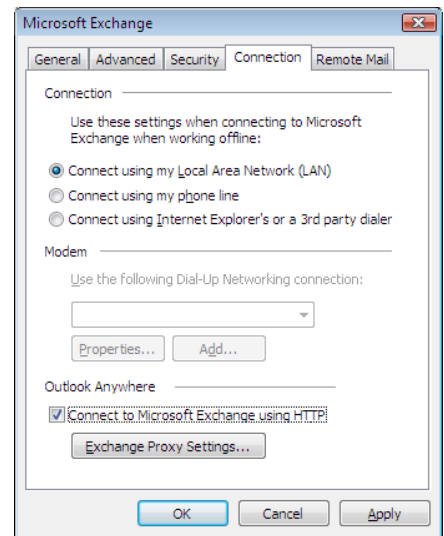
Enter your emarq username in the text box next to **User Name:**

Click **Check Name**, and then **More Settings**.



6. When the **Microsoft Exchange** window opens click on the **Connection** tab, and check **Connect using my Local Area Network (LAN)**.

Click on **Exchange Proxy Settings**.



7. When the **Microsoft Exchange Proxy Settings** window opens enter your Connection settings:

Enter **emarq.marquette.edu** in the text box next to **https://**

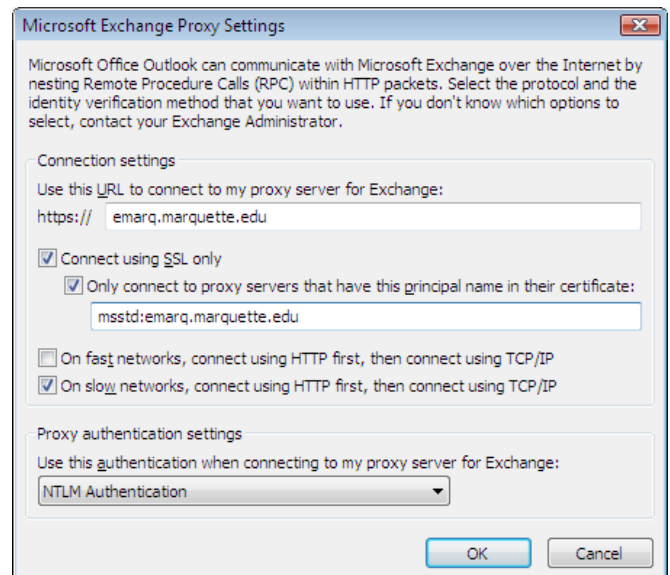
Check **Connect using SSL only**.

Check **Only connect to proxy servers that have this principal name in their certificate:**

Enter this text in the text box: **msstd:emarq.marquette.edu**

Check **On show networks, connect using HTTP first, then connect using TCP/IP**.

Select the proxy authentication setting at the bottom of the window. Click on the pull-down arrow and select **NTLM Authentication**. Click on **OK** and on **OK** again, and then click **Next**.



8. A window will open up to connect to E-Marq.

Enter your login name. Be sure to include marqnet\yourname.  
Enter your password and click **OK**.

Outlook 2007 has now been configured for eMarq.

Click **Finish** to begin using Outlook.

