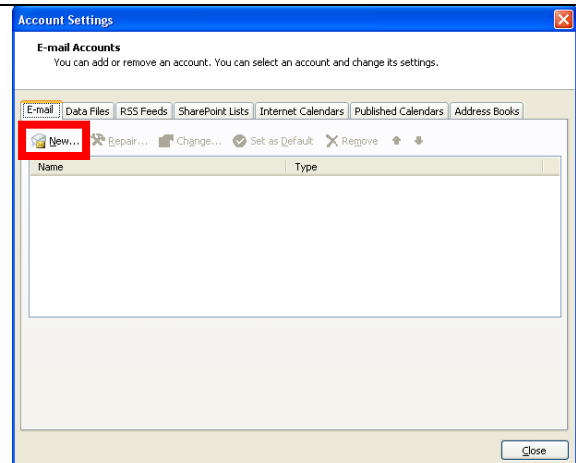
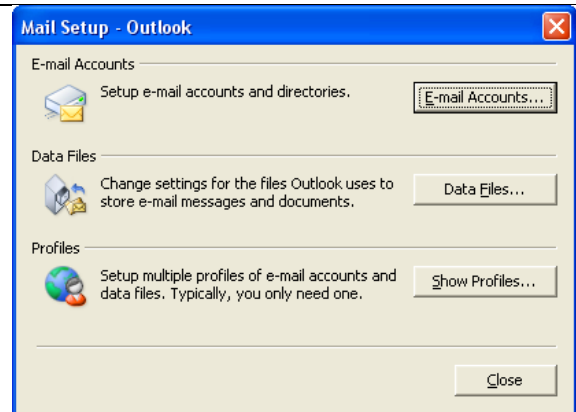


Setup Outlook Live on Outlook 2007

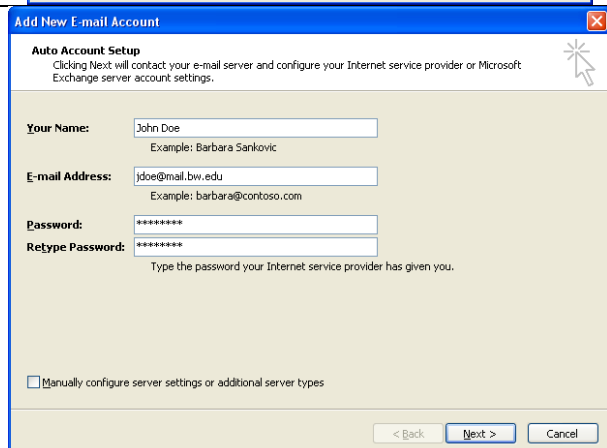
To Add Outlook Live to Outlook 2007

Outlook Live can only be setup on Outlook 2007. If you have any other version than 2007, you will not be able to configure it to work with Outlook Live

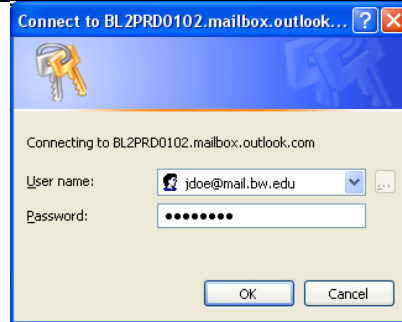
1. Make sure you exit out of Outlook 2007 before proceeding.
2. Open the start menu and select Control Panel.
3. Once the Control Panel opens, double click on Mail.
4. Click on E-Mail Accounts...
5. Click on New... within the E-Mail tab.



6. In the Add New E-Mail Account window, enter your name, e-mail address, and password into the appropriate fields. For the e-mail address field, enter your e-mail address with "@mail.bw.edu" at the end. For the password field, enter your Outlook Live password (most likely your BW password). Click Next.



7. Once prompted for your password, enter your Outlook Live password. Make sure your e-mail address ends with "@mail.bw.edu". Click OK.



8. Outlook will automatically setup your account for you. Once it is finished, click on Finish.
9. Close the Account Setup and the Mail Setup windows.
10. Open Outlook 2007 to make sure that your account has been setup correctly. It may take a few minutes for Outlook to sync to Outlook Live.

