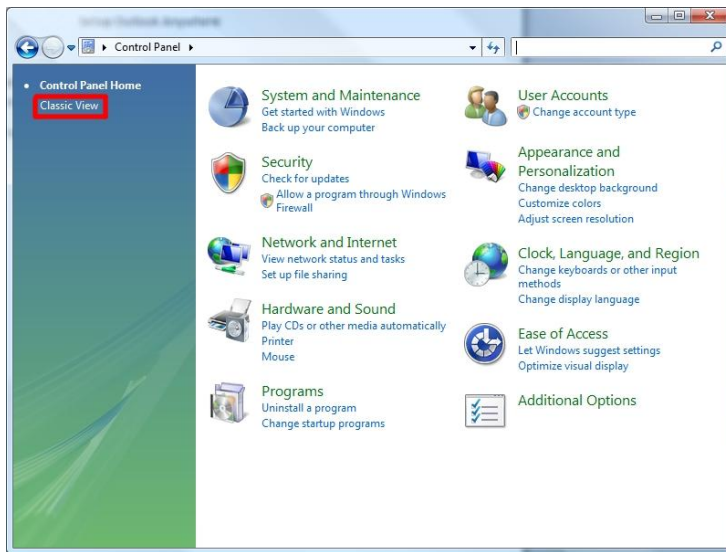
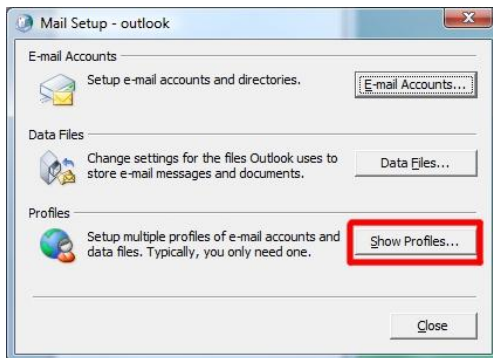


Setup Outlook Anywhere

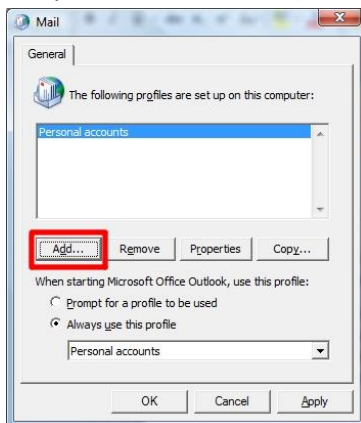
1. Click “Start” then click “Control Panel”.
2. If it is not already set, Click “Classic View” on the left margin.



3. In the alphabetical list find and double click “Mail”.
4. Click the “Show Profiles” button.



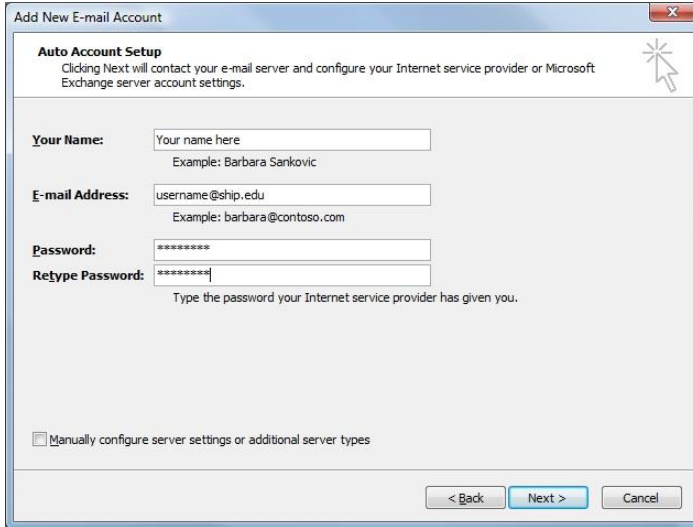
5. Here you will see a profile for your accounts already setup in Outlook (This may be empty if Outlook is not setup for other accounts). Click “Add”.



6. In this field,type “Shippensburg Account” and click “OK”.



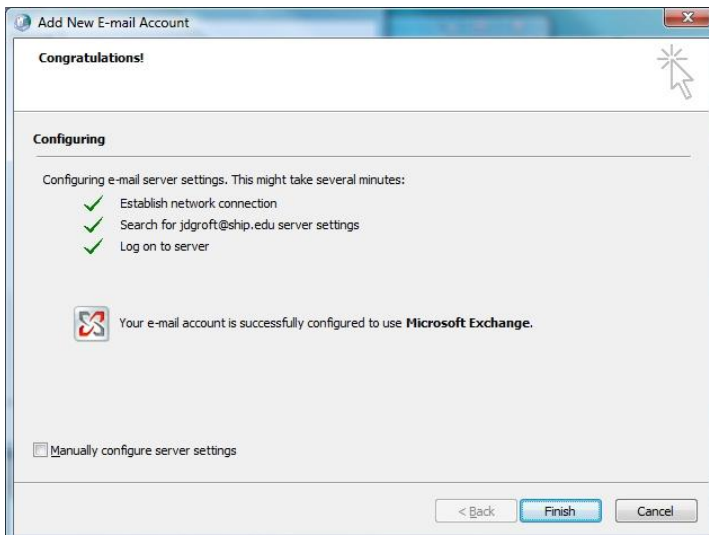
7. Fill in all the fields with your correct Shippensburg information and click “Next”.



8. Enter your e-mail address and password for Shippensburg and click “OK” .

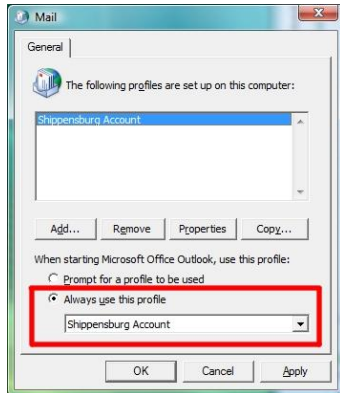


9. Once the connection is made click “Finish”.

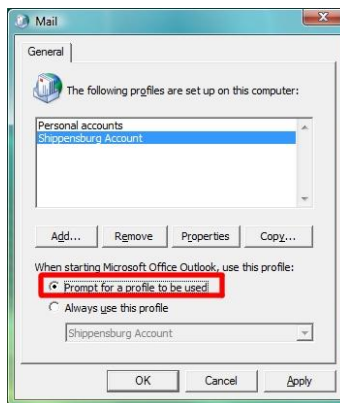


10. Back on the Mail Profile window:

- a. If this is the only e-mail account you will have setup in Outlook, set the bullet to “Always use this profile” and select your Shippensburg account in the dropdown box. Click “OK”.



- b. If you have other personal accounts also setup in Outlook, set the bullet to “Prompt for a profile to be used”. Click “OK”.



11. Open Outlook 2007, this should prompt you to log in to shipmailb01\username. Select shipmailb01\username and enter your username@ship.edu in its place and then enter your password. Click “OK”.



*** Your mail should now start to download and be viewable. This will work just like it does on campus with the exception that you will not have access to any archived mail stored on your campus PC.