Configuring Outlook 2007 Using Autodiscover

Overview

Outlook 2007 has a feature called Autodiscover that will automatically set up a connection to the LACA Exchange server with very little information needed. This document gives step by step instructions to configure Outlook 2007. NOTE: This ONLY works on Outlook 2007 and higher. Previous versions do not support the Autodiscover option.
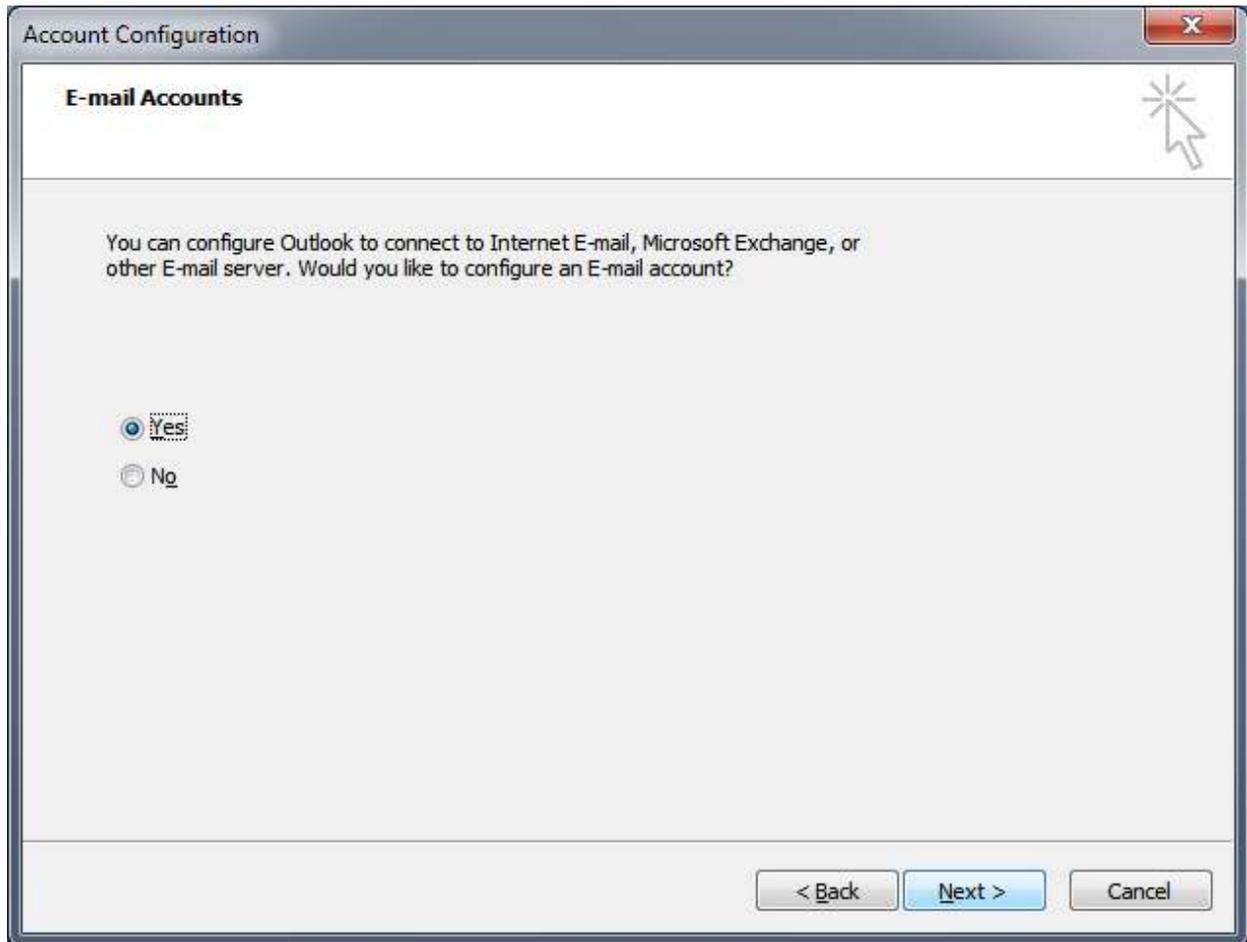
Steps for a new Outlook 2007 Installation

For a brand new install of Outlook 2007, simply start Outlook. It will go into a setup wizard. If this is not a brand new install, you will need to go to the Control Panel to set up Outlook. See the section "Steps for set up through Control Panel" for steps to do so.

1. Click Next to get started.

2. Choose YES to create a new email account.

3. Enter your LACA.ORG email account and password. If your district uses a local K12.OH.US domain, replace that domain with LACA.ORG. This is necessary for Autodiscover to work.

4. There will be a delay while Outlook searches for the server information. When you are prompted for a username and password, preface the username with OURGANG (LACA's windows domain) and your login username/password.

5. Outlook should set itself up after receiving your username and password, and you will see green check marks next to all items on this screen. Click Finish to begin using Outlook.
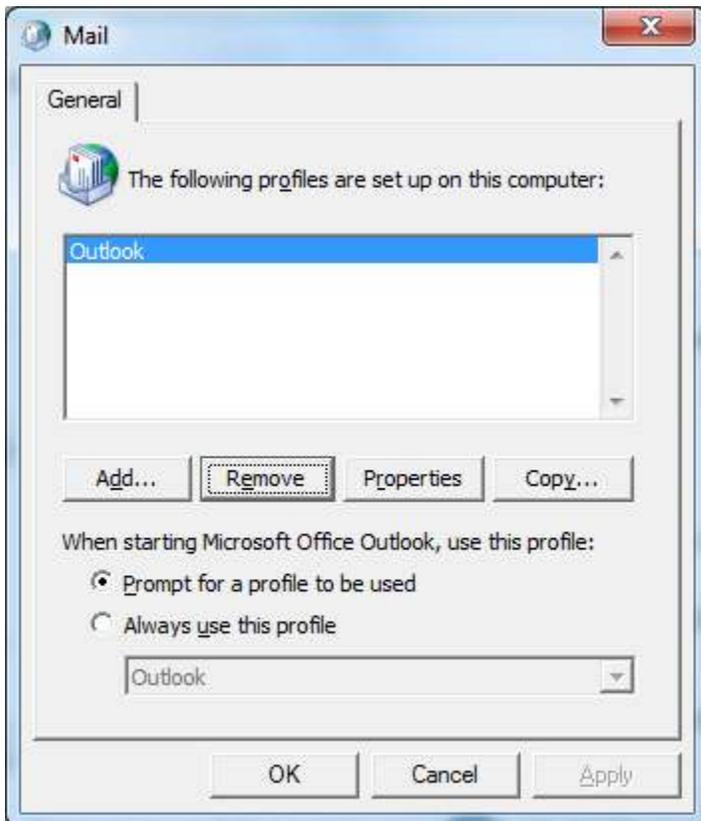
Steps For Setup through Control Panel

If this is not your first time starting Outlook, you will need to set up your account through Control Panel.
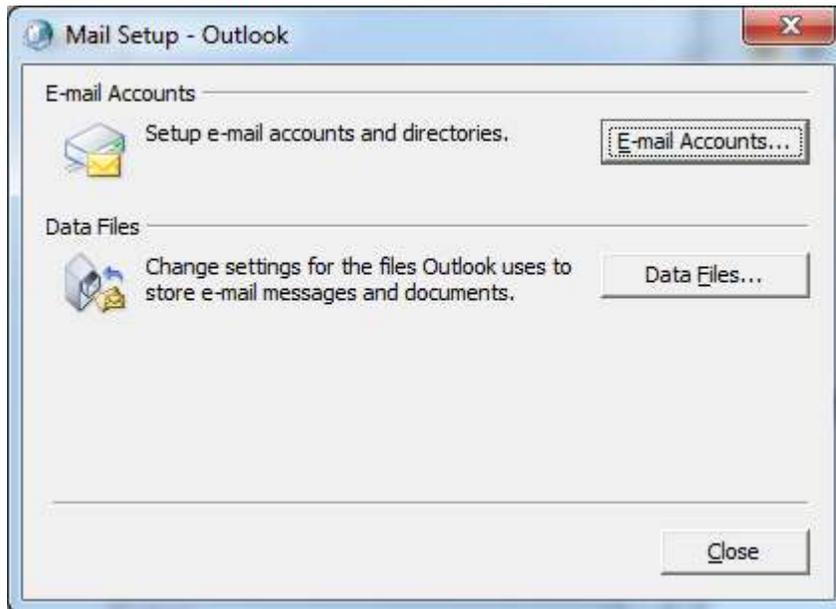
Do not start Outlook, or you will get a warning that you cannot configure an account while Outlook is running.

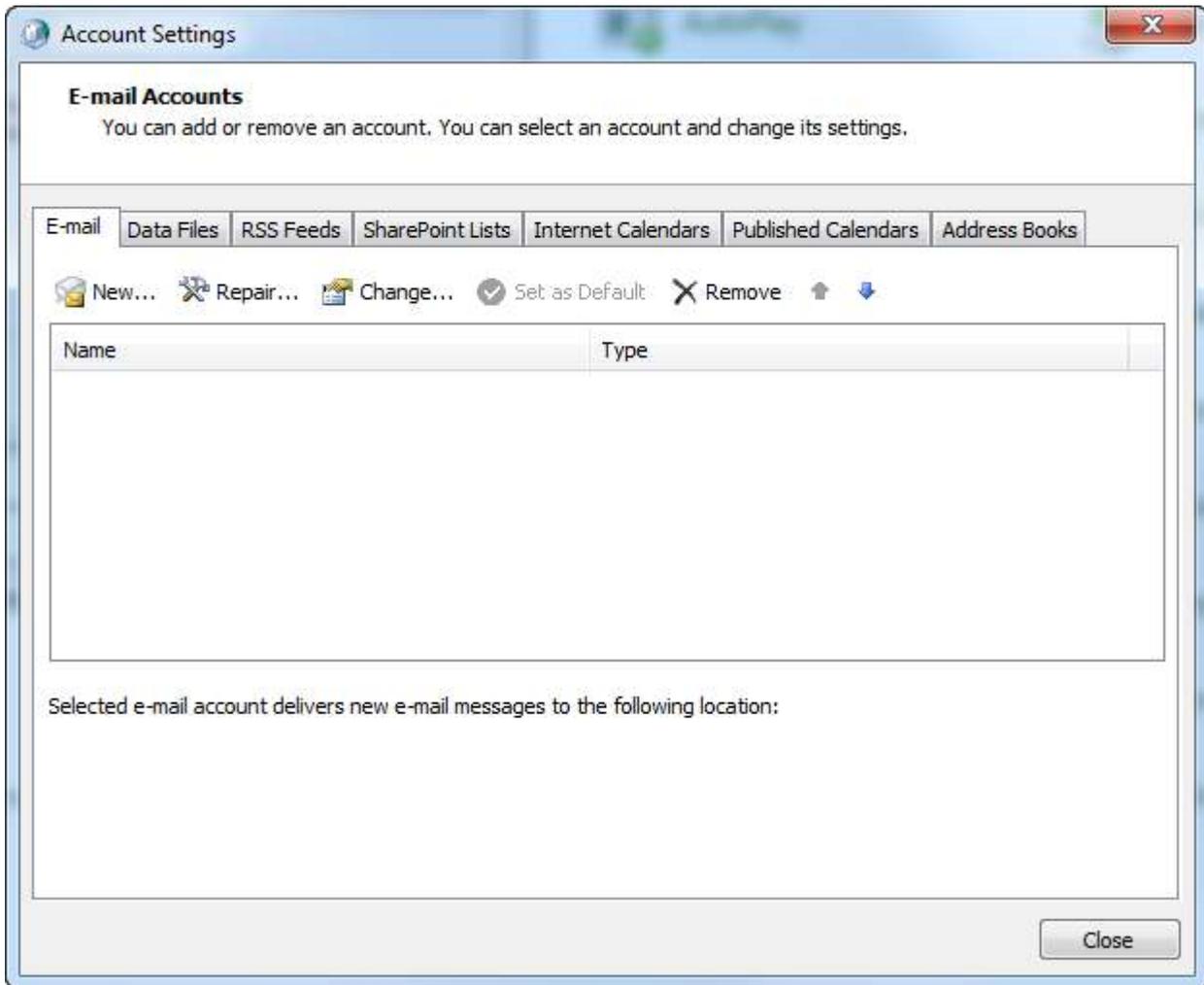1. Go to Control Panel from your start menu, and click on "Mail".

2. If there is no profile, click "Add" and add one named Outlook. Highlight the new profile and click "Properties".

3. Click "E-mail Accounts".

4. Click "New" under the email tab.

5. Go to step 3 in the previous section, where you enter your email address and password. Follow the instructions from that point forward to complete your setup.