Configuring Microsoft Outlook

Outlook is part of the Microsoft Office Suite, which must be installed prior to this configuration. Once Microsoft Office is installed, follow the below steps to configure Outlook.

Even if you are currently using Outlook to get your email, you can configure Outlook (different than Outlook Express) to access the Johnson School Exchange server. Your old mailboxes will display next to the new ones.

1. Click **Start > Control Panel**
2. Click **Mail**  
   **Note: If “Mail” is not visible, click Category in the upper right corner & select “Large Icons” OR Click on “View 32bit”**

**If you are currently using Outlook and would like to add your Johnson email to a current profile, proceed to step 3. If this is your first time using Outlook, click Add.., type Johnson School, and proceed to step 7.**

3. Select your **current Outlook profile**
4. Click **Properties.** Then select **E-mail Accounts**
5. Choose the **E-mail** tab, and click **New…**
6. Choose **E-mail Account** and click **Next.**
7. Select **Manually configure server settings or additional server types.** Click **Next**
8. Select **Microsoft Exchange or compatible service.** Click **Next**
9. Type in the following:
   Server: e2k7mbx1.johnson.cornell.edu
   (leave “Use Cashed Exchange Mode” selected)
   User Name: Your NetID
   **(Do not click Next)**

10. Click More Settings...

11. Select the Connection tab

12. Check the box to Connect to Microsoft Exchange using HTTP

13. Click the Exchange Proxy Settings... button

14. In the field under “Use this URL…”, type webmail7.johnson.cornell.edu

15. Check Only connect to proxy servers that have this principal name...:

16. In the field below the checkbox, type in msstd:webmail7.johnson.cornell.edu

17. Check On fast networks, connect using HTTP first...

18. Choose Basic Authentication in the dropdown list at the bottom

19. Click OK. Click Apply then OK. Click Next.

20. Enter jgsm-ad\yourNetID for your username

21. Enter your Johnson School Outlook password.

22. Click OK. Click Finish.