NUS Outlook Configuration

Configuration Guide (Office 2007)
**A. Introduction**

This document shows the step by step instructions on how to configure Microsoft Outlook 2007 to access NUS Mail.

**B. Configure Microsoft Outlook 2007**

1: Click on Start → **Control Panel**.
2: Double-click on Mail

3: Next, click on Add...
4: Enter your NUS User ID (for example, ccetanl, A0601234) for Profile Name and click OK.

5: Tick the box for Manually configure server setting or additional server types and click Next.
6: Select **Microsoft Exchange** and click **Next**.

7: (a) Enter `exchange.ex.nus.edu.sg` for the Microsoft Exchange Server.

(b) Type in your NUS UserID (for example, ccetanl, A0601234) for the User Name.

(c) Untick the box for "**Use Cached Exchange Mode**".
8: Next, click on Check Name.

9: When prompted, enter your NUS UserID for User Name, for example: nusstf\fastest1 or nusstu\u0123456 or nusstu\a0012345 (nusstf for staff; nusstu for student), followed by your email password.
10: The server and User Name will be resolved to your allocated server and full display name. Click on **Next** to proceed.

![Microsoft Exchange Settings](image1)

11: Lastly, click on **Finish** to complete the configuration.

![Congratulations!](image2)