



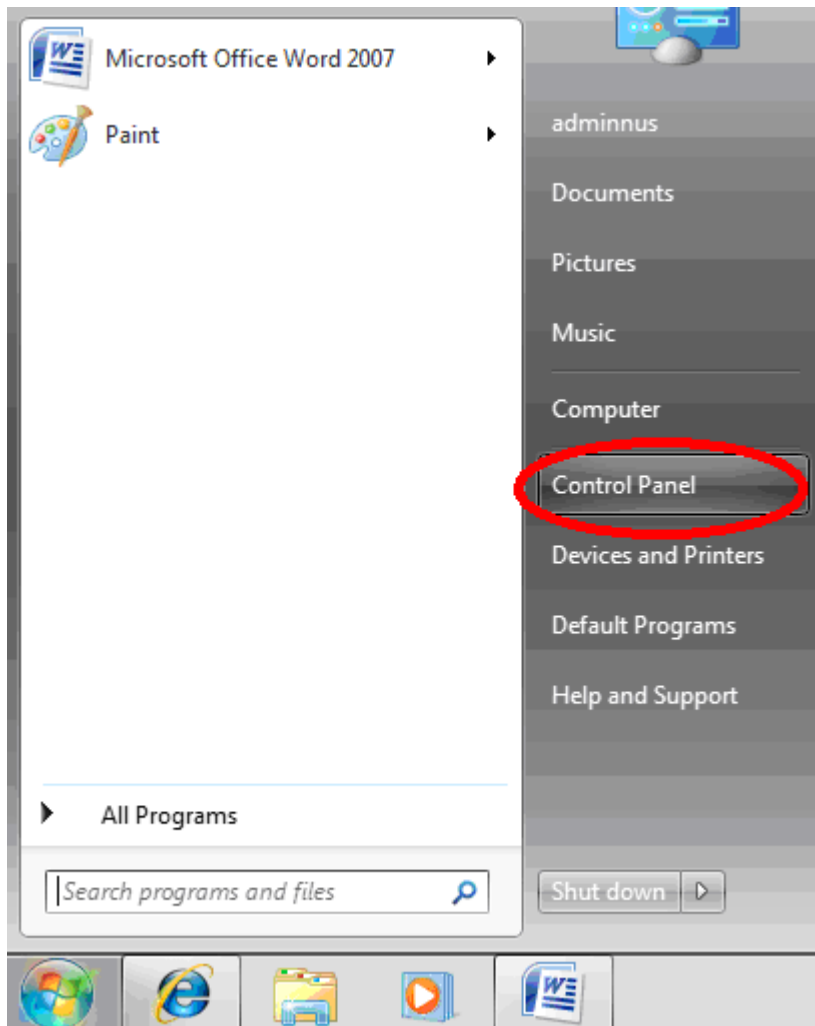
NUS Outlook Configuration Configuration Guide (Office 2007)

A. Introduction

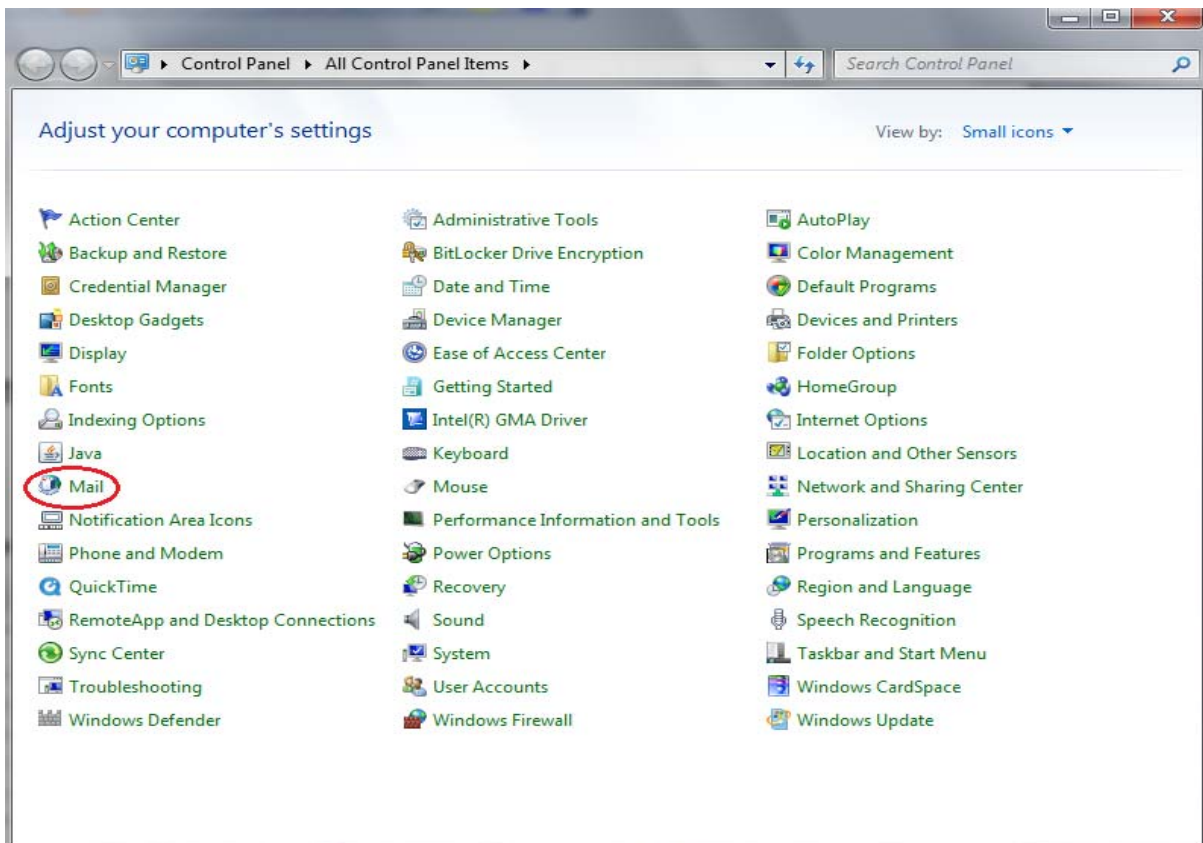
This document shows the step by step instructions on how to configure Microsoft Outlook 2007 to access NUS Mail.

B. Configure Microsoft Outlook 2007

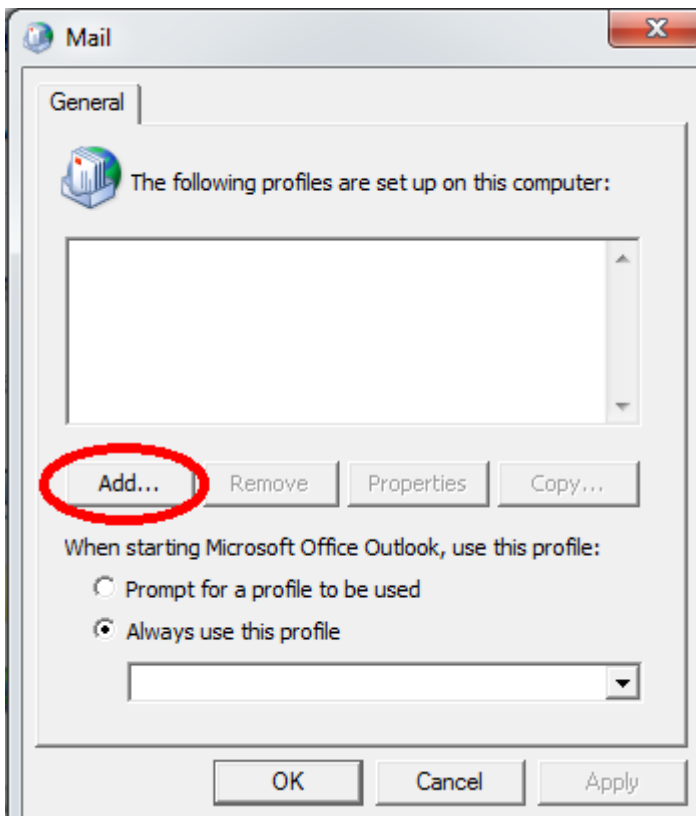
1: Click on Start → Control Panel.



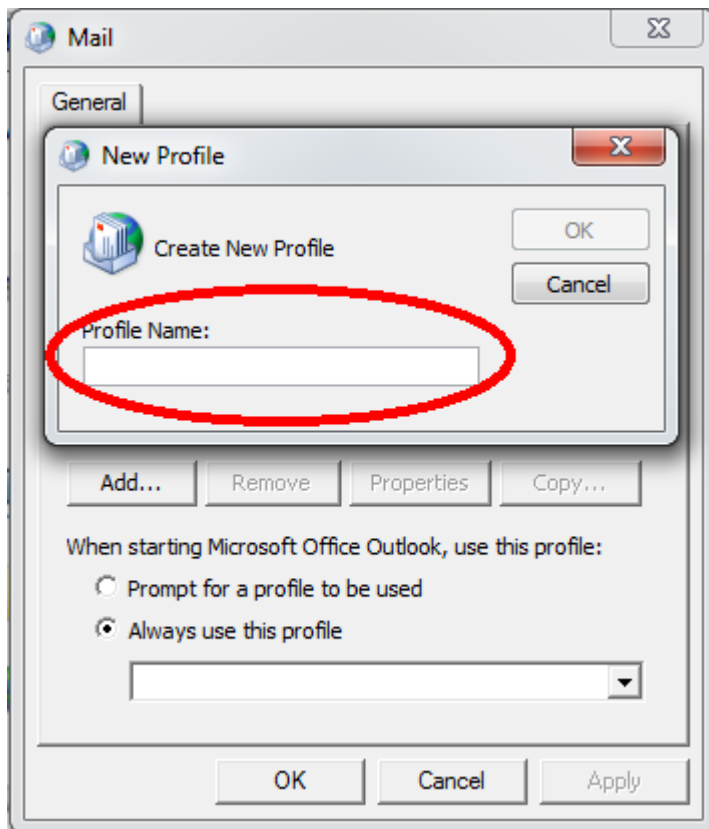
2: Double-click on Mail



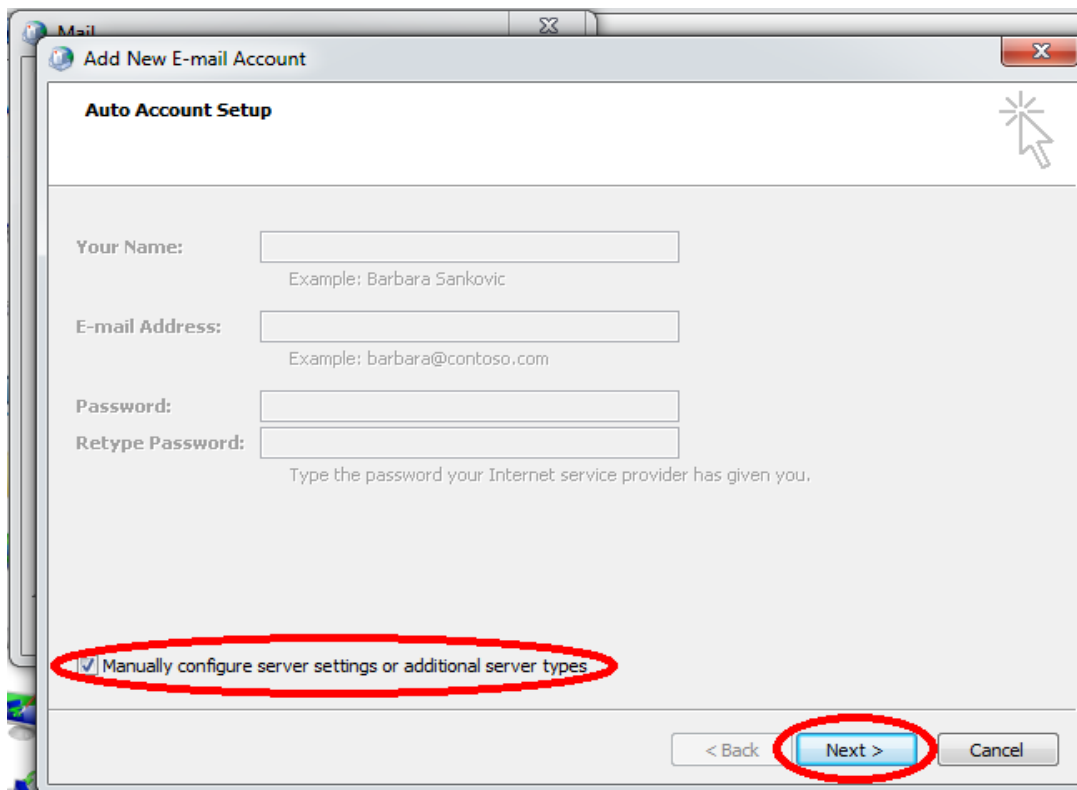
3: Next, click on Add...



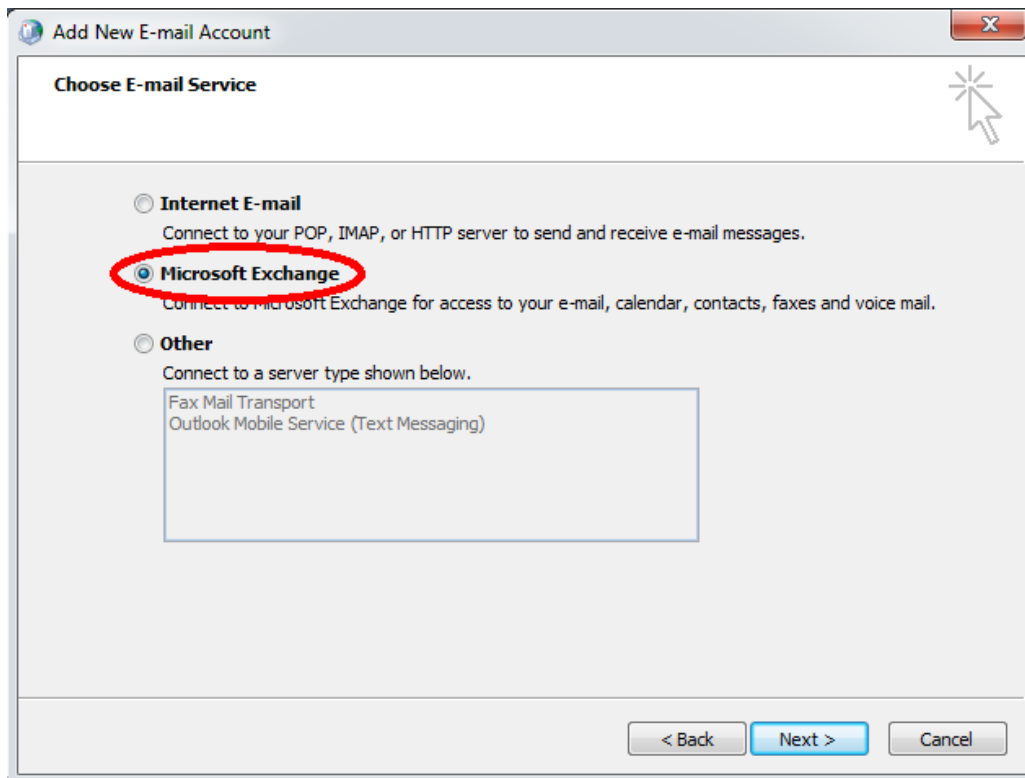
4: Enter your NUS User ID (for example, cctanl, A0601234) for **Profile Name** and click **OK**.



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



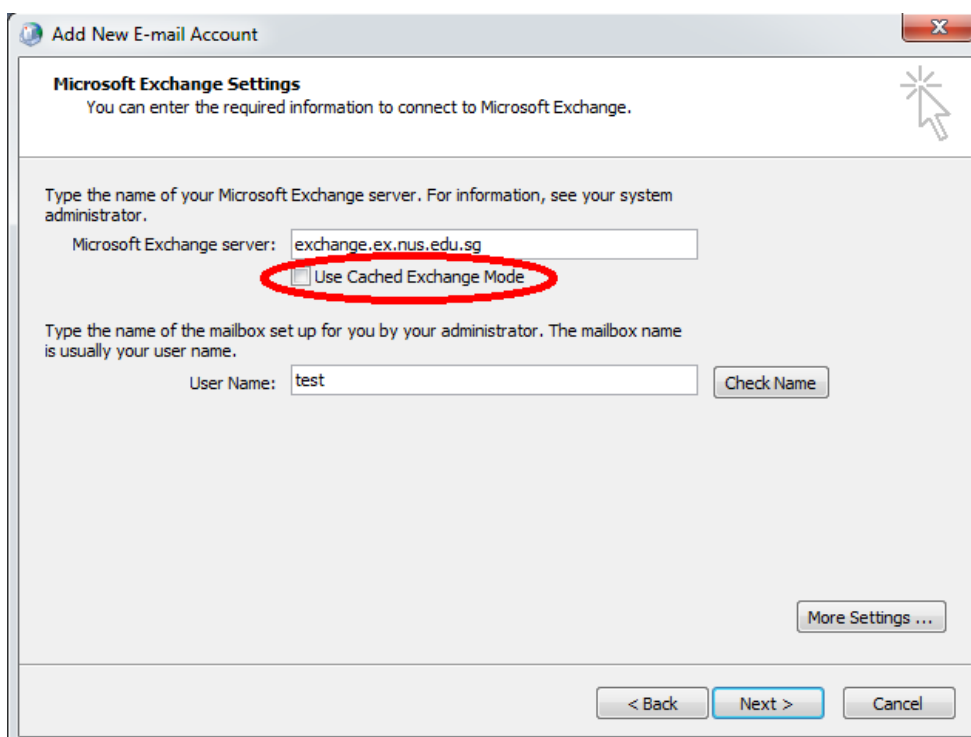
6: Select **Microsoft Exchange** and click **Next**.



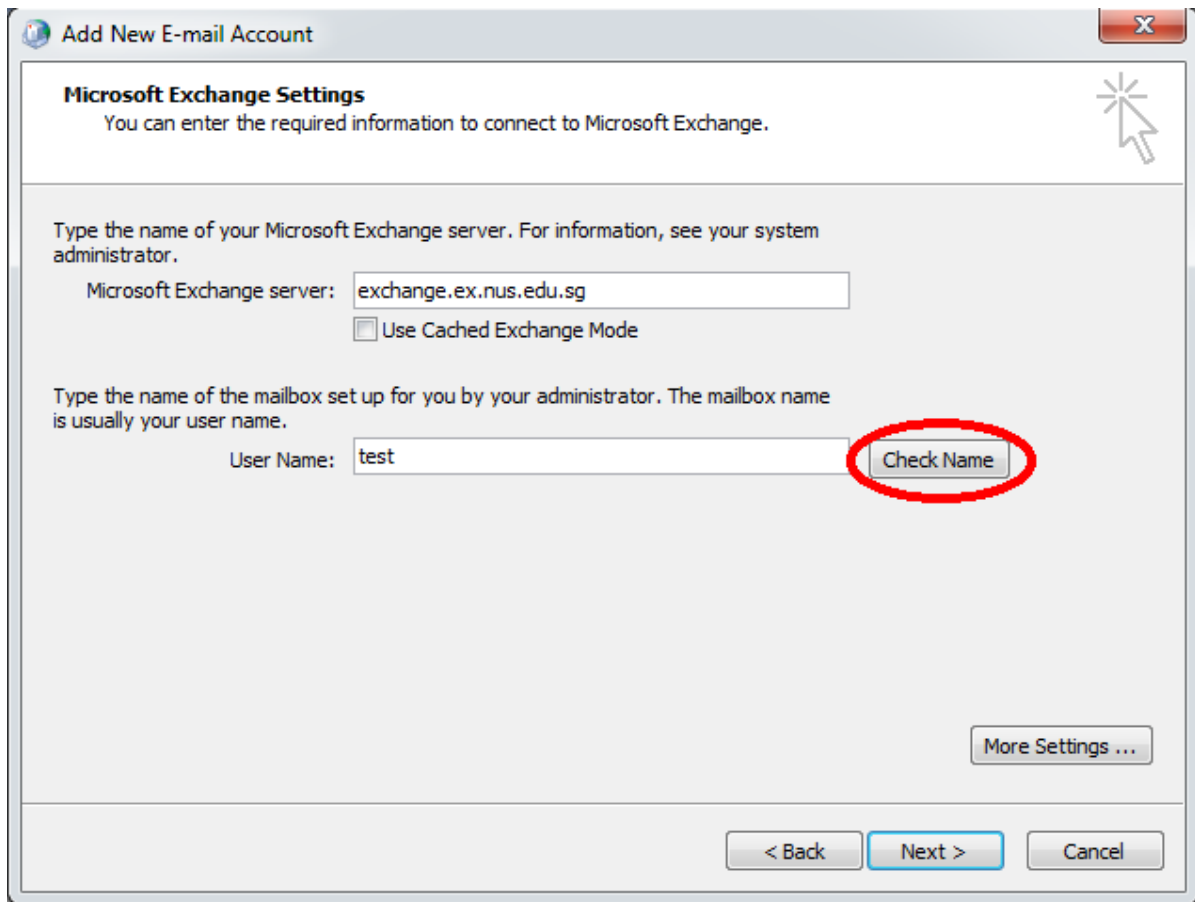
7: (a) Enter **exchange.ex.nus.edu.sg** for the Microsoft Exchange Server.

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

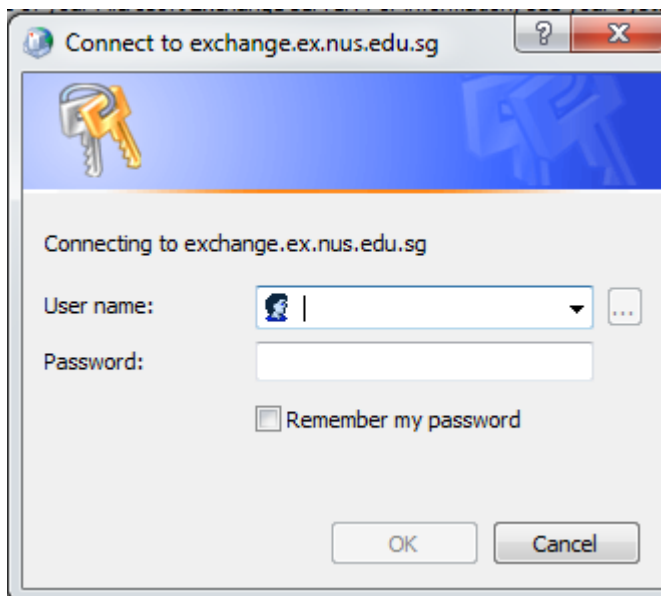
(c) Untick the box for "**Use Cached Exchange Mode**".



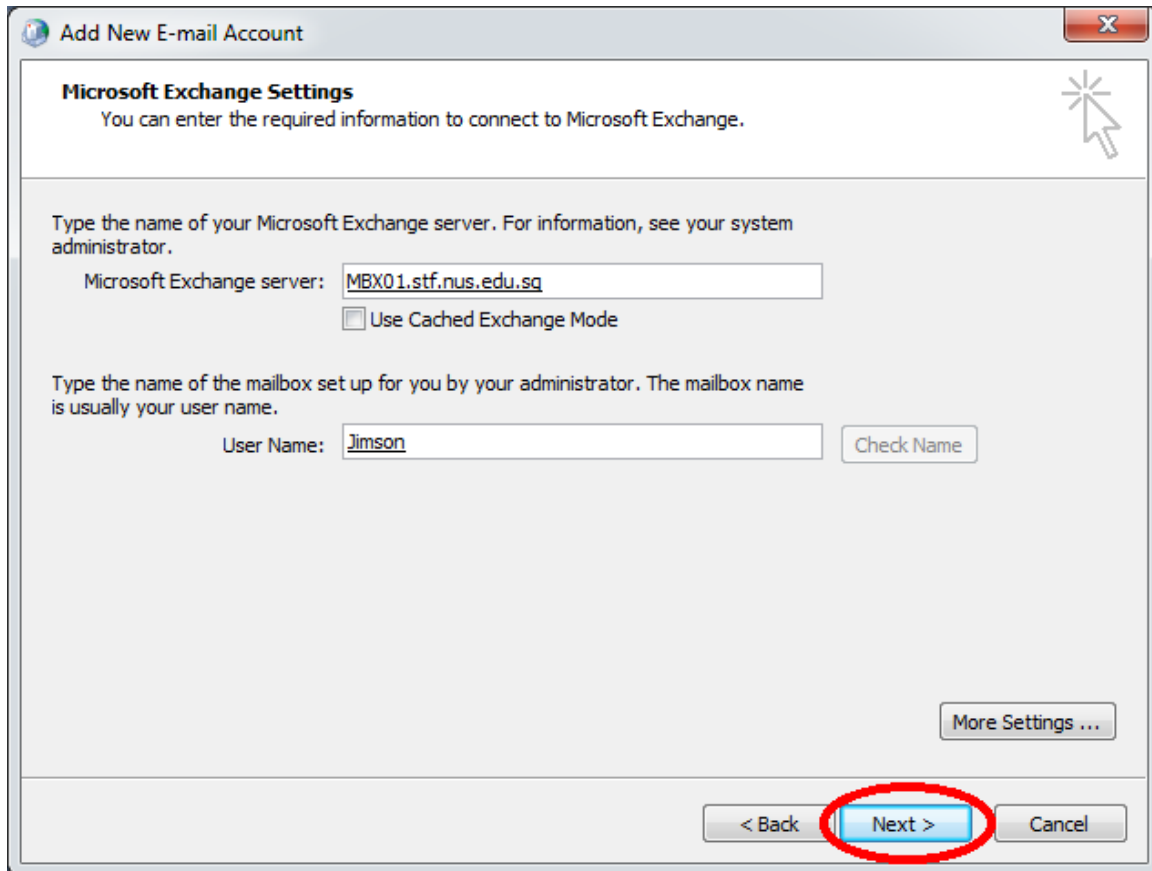
8: Next, click on **Check Name**.



9: When prompted, enter your NUS UserID for User Name, for example: nusstf\fastest1 or nusstu\u0123456 or nusstu\@0012345 (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.



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

