Outlook 2011 Exchange Setup

Configuring Microsoft Outlook 2011 Exchange:

1. Launch/start Outlook (if this is your first time to launch Outlook you will see fig.1. If you have launched Outlook previously however did not configure it, you will need to launch/start Outlook and go to Tools/Accounts, see fig 2 and then proceed to step 3.)

2. Select Add Account

Fig.1
Fig 2. (see explanation in step one, you do not need to do this if you saw Fig 1. when you launched Outlook, proceed to step 3)

3. Select Exchange Account

Fig 3
4. Enter your full email address
5. Leave “Method” as: User Name and Password
6. Enter OSU\OKEY username (this is your OKEY username, not your email address. If you do not know your OKEY username, login to OKEY.okstate.edu to see/receive your username).
7. Enter your OKEY password
8. Leave the check in “Configure automatically” and select Add Account. See Fig 4.

Fig.4
9. If you entered your OKEY username and password correctly, you will see “OKSTATE” in the column on the left. See fig 5. If you did not enter your credentials correctly you will be prompted to enter the server information. Click cancel and re enter your credentials. If you still have issues, log into “okey.okstate.edu” or “mail.okstate.edu” to verify you are entering the correct credentials or you may call CASTS at 744-6844 for assistance.

Fig 5.

Congratulations you have successfully configured your exchange email account in Outlook 2011. You may close the Accounts Window and begin using Outlook. Included below are additional configuration settings. Although not required we do recommended them for ease of use and security purposes.
Go to Outlook/Preferences

Select the General icon in Preferences. Uncheck “Group similar folders, such as inboxes, from different accounts” and “Hide On My Computer folders”

Close Preferences.
Go to View/Reading Pane and Select Hidden.

Hiding the Reading Pane prevents unwanted emails from automatically opening and potentially infecting your computer with a virus.

E-mail setup is now complete. If you have any questions, please contact the CASTS HelpDesk at (405) 744-6844