Setting up Hawkmail@Live Email Account in Outlook 2007

Microsoft Outlook 2007 does not support multiple Exchange accounts to be present at the same time. In order to add the Hawkmail@Live account, you must remove any other Exchange accounts from your Outlook 2007 client. Outlook 2010 does not have this limitation.

1. Make sure Outlook 2007 is not running and click on the Start Menu.
2. Select Control Panel.
3. Double-click on Mail.

This will bring up the Mail Setup – Outlook window.
4. Click on the **E-mail Accounts**...

Make sure that there is not another Exchange account present in the **E-mail Accounts** window. If there is, you must remove it before proceeding with the next step.

5. Click on **New**...
6. Select **Microsoft Exchange, POP3, IMAP, or HTTP**.
7. Click Next >.

8. Enter your name in the **Your Name** field.
9. Enter your **Monmouth University email address** in the **E-mail Address** field.
10. Enter your **Monmouth University network/email password** in the **Password** and **Retype Password** fields.
11. Click Next >.

Your email account will auto-configure. Once it finishes, click Finish. Your Hawkmail@Live account is now configured.