

Email: Setting Up Outlook for Collaboration Suite

General Information

Employees can setup a profile in Microsoft Outlook to use email, calendar, task, and contact functionality of Collaboration Suite. Multiple profiles may be set up on one machine. Using profiles, multiple people can use the same machine to access their personal email, calendar, task, and contact files. Using profiles also allows an employee to manage a group account, such as a department email account.

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Tasks

1. Click the **Windows Start** button.

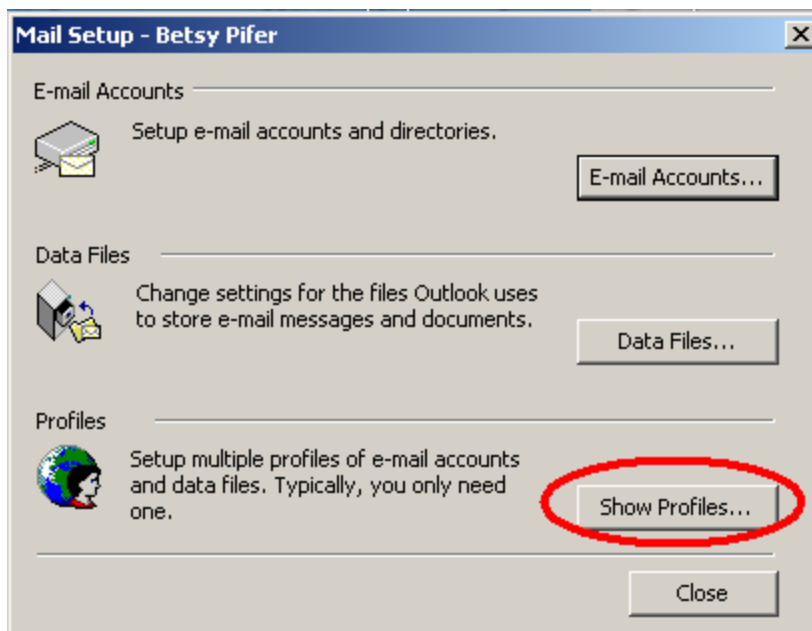
If your start menu is Windows XP style, goto task #3. Otherwise, goto task #2.

2. Navigate to **Settings**
3. Click **Control Panel**.
4. Double click the **Mail** icon.

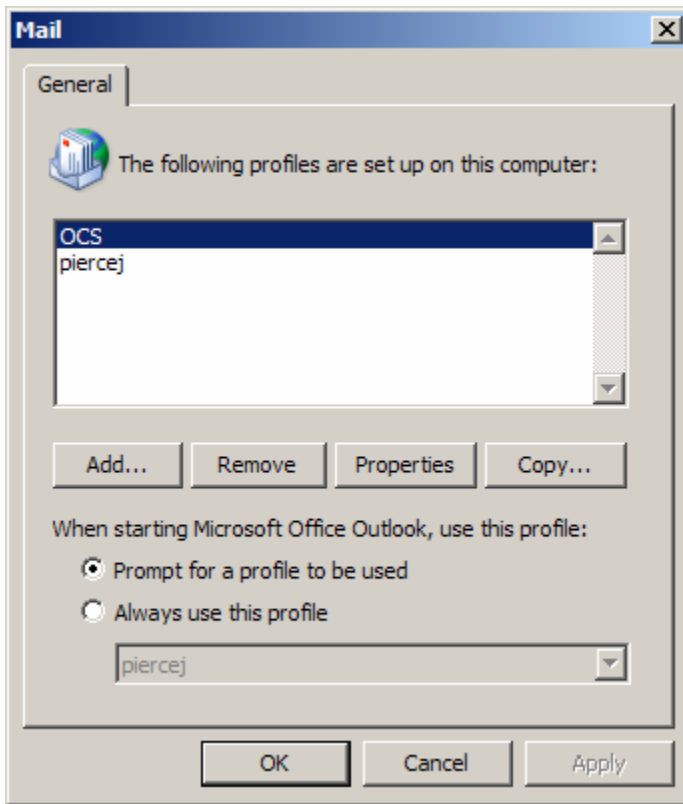
Note: Windows XP Category View will not see the mail icon

Change view to classic view

- Click Switch to Classic View on the left in the Control Panel heading on the left



5. Click the **Show Profiles ...** button.



6. Click the **Add** button.

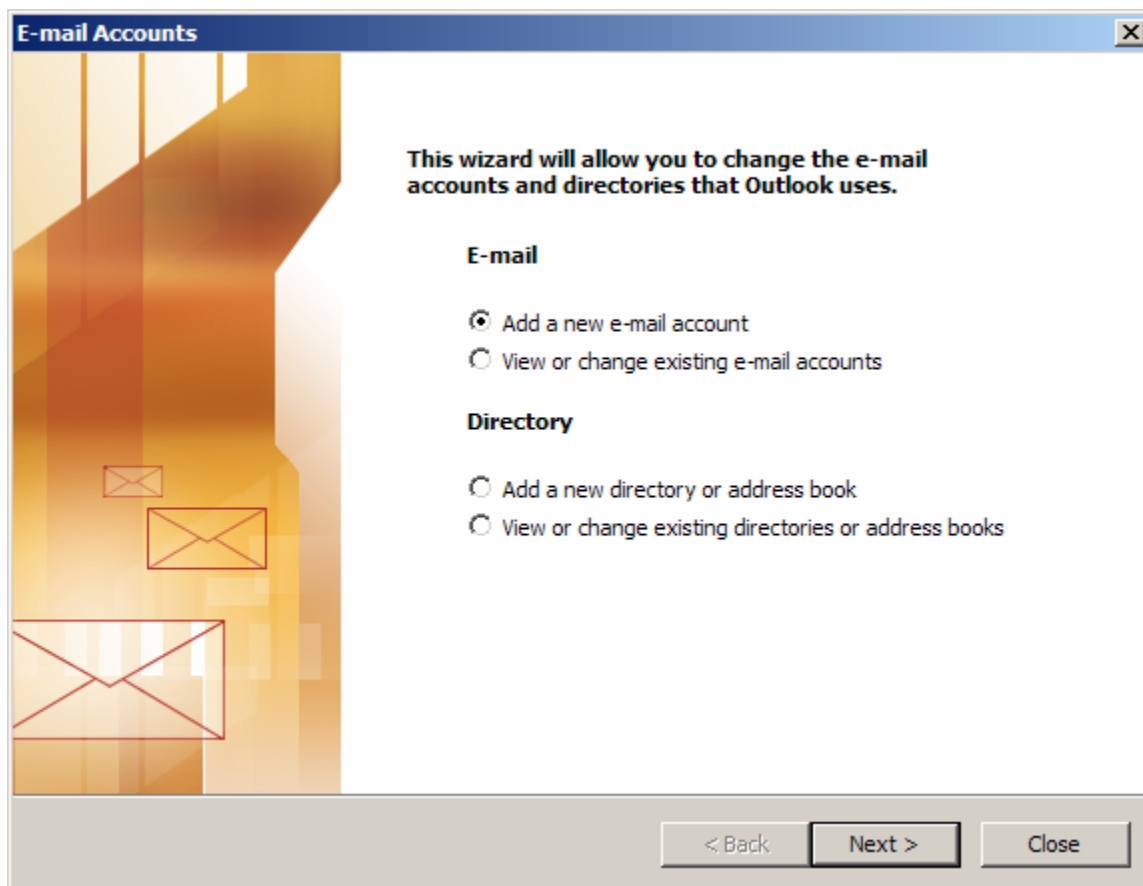
This will allow you to add a new Microsoft Outlook profile.

7. Specify a **Profile Name** in the New Profile dialog box.

The name should be descriptive.

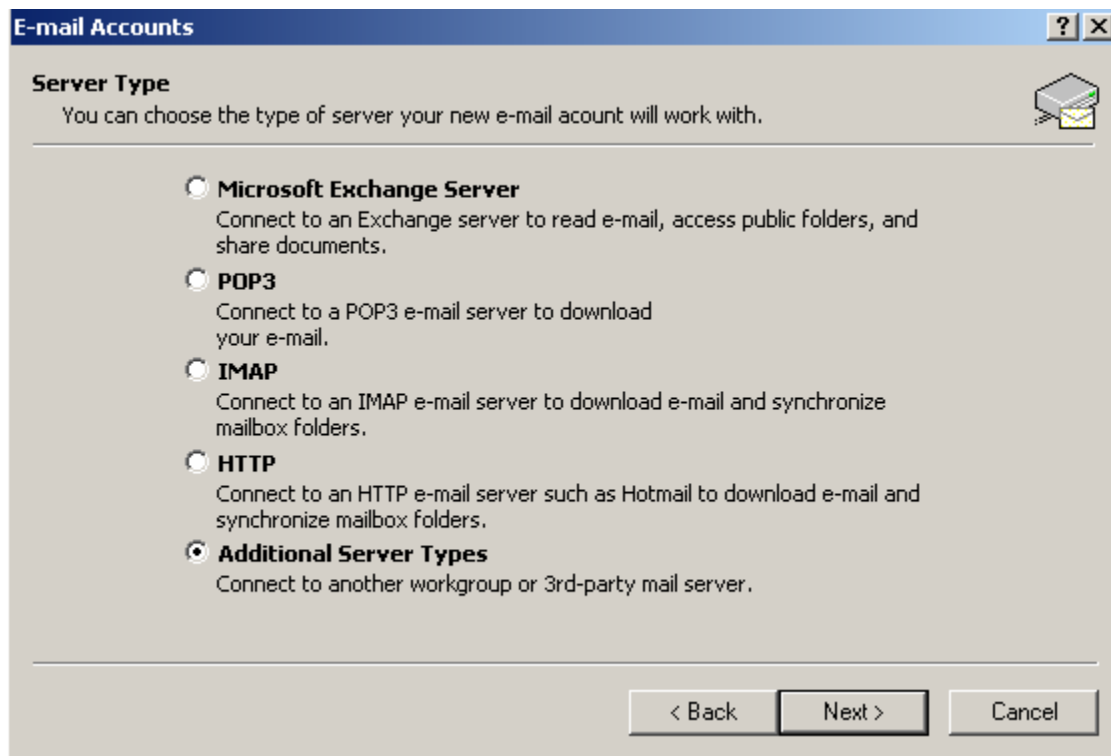
Example: **TUID – New OCS**

8. Click **OK**.



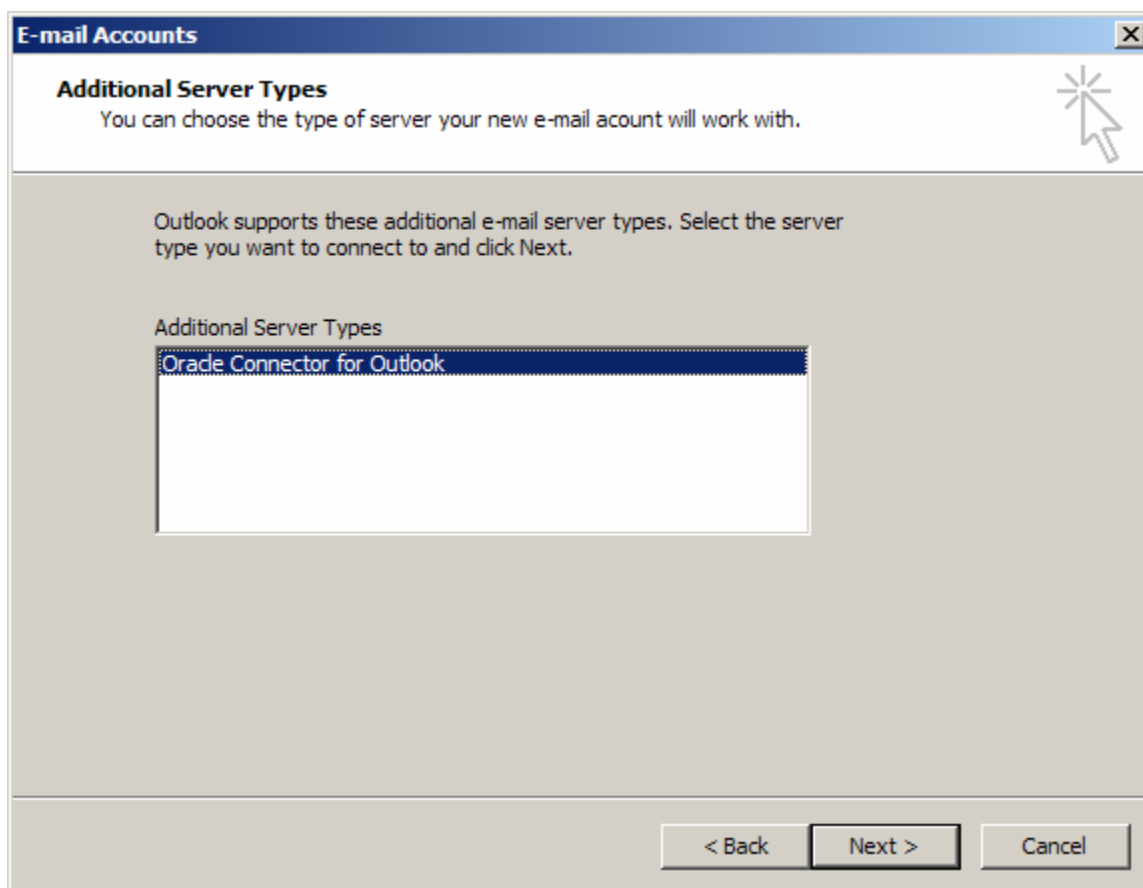
9. Click the option button for **Add a new e-mail account**, if necessary.

10. Click the **Next** button.



11. Select the option button for **Additional Server Types**.

12. Click the **Next** button.



13. Select **Oracle Connector for Outlook**, if necessary.

This option is usually already selected.

14. Click **Next** button.

15. Enter the information as displayed on the example screenshot.

Oracle Connector for Outlook

Service Settings: OCS2
The following information will be used to connect to Oracle Collaboration Suite.

Calendar

Server name:

User name:

Password:

Incoming Mail

Server name:

User name:

Password:

Incoming mail server type:

User Information

Display name:

E-mail address:

Outgoing Mail (SMTP)

Server name:

At Startup:

Use same password for all servers

Remember server passwords

Calendar:

- Server Name: eocscal.lcc.edu
- Account Name: YOUR TUID ex. piercej
- Password: Password for YOUR TUID

Incoming Mail:

- Server Name: ocs.lcc.edu
- Account Name: YOUR TUID@email.lcc.edu ex. piercej@email.lcc.edu
- Password: Password for YOUR TUID

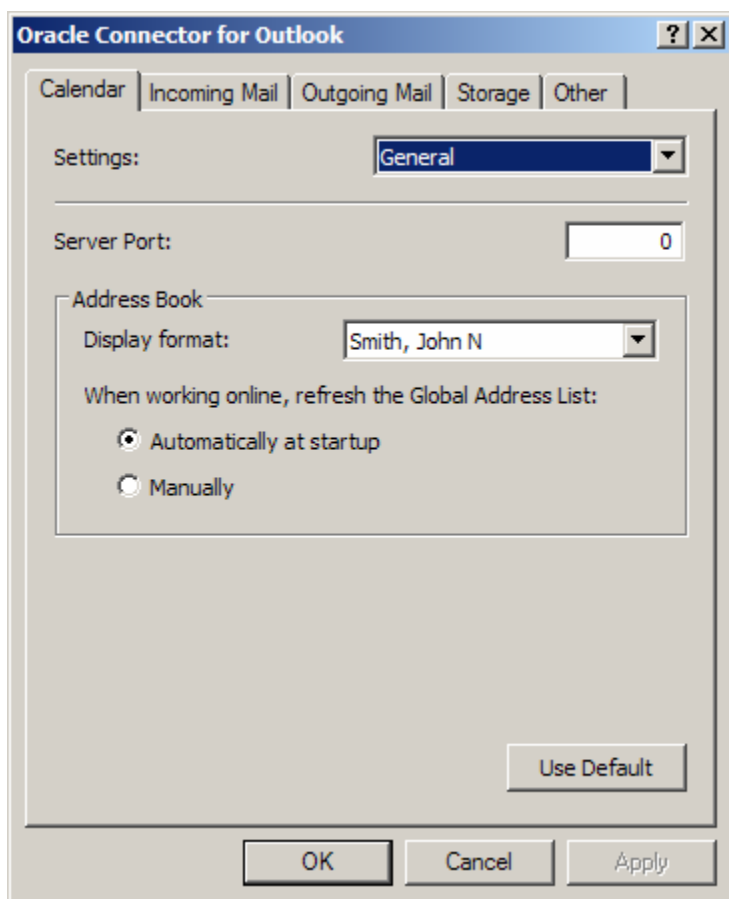
User Information:

- Display Name: How you want your name displayed on outgoing messages
- Email Address: tuid@email.lcc.edu ex. piercej@email.lcc.edu

Outgoing Mail (SMTP)

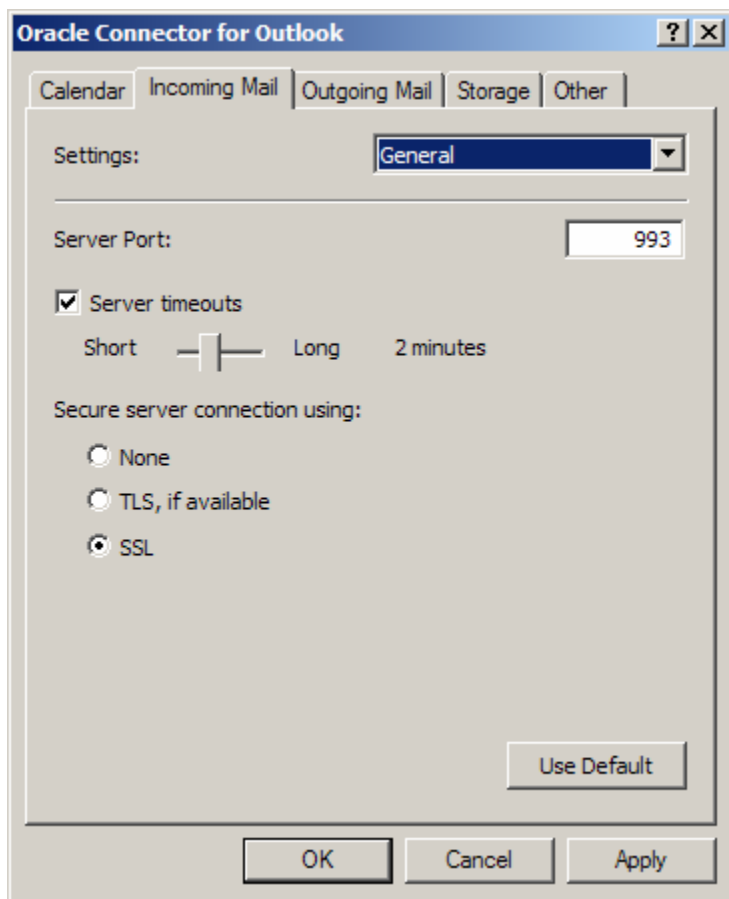
- Server Name: smtp.lcc.edu

16. Click the **More Settings ...** button.

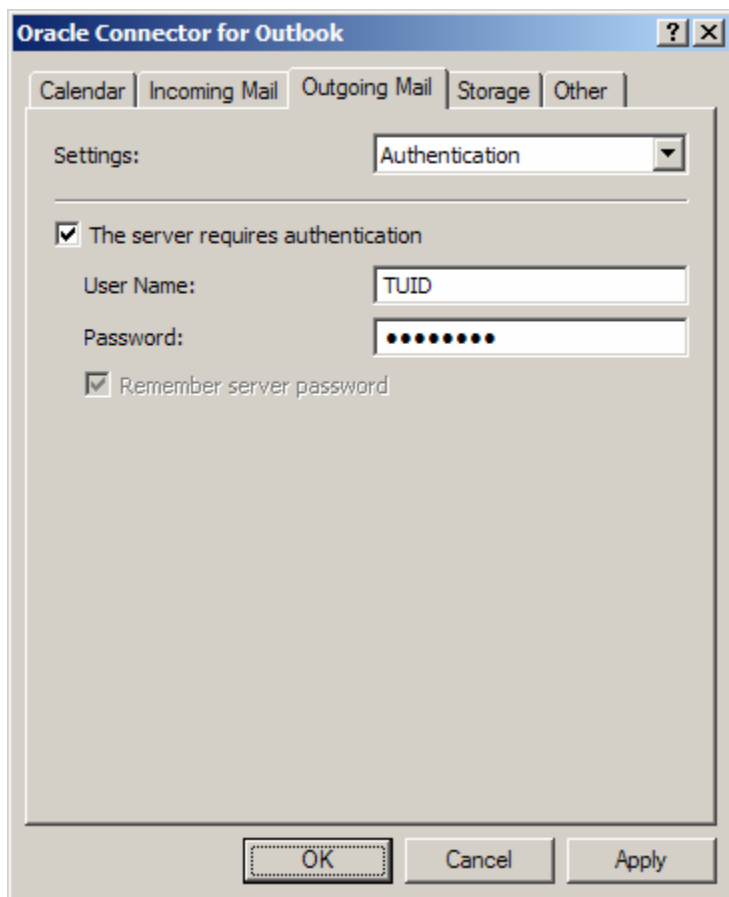


17. Change **Display format** to “**Smith, John N**” in the Address Book section.
18. Click the **Incoming Mail** tab.
19. Click the **SSL** option button.

The server port will automatically change to 993.

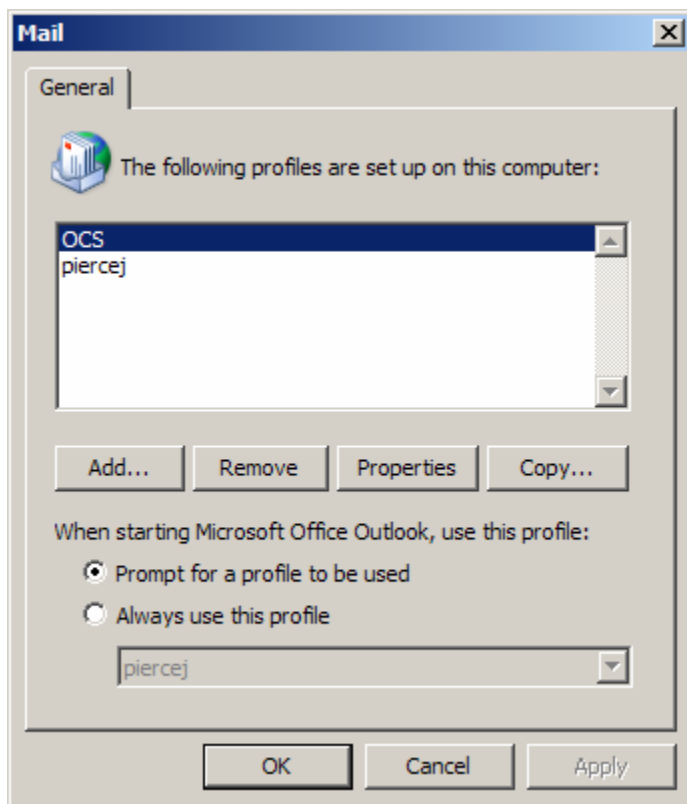


20. Click the **Outgoing Mail** tab.
21. Choose **Authentication** from the Settings combo menu.
22. Check the checkbox **The server requires authentication**.
23. Enter your TUID and password.



24. Click the **OK** button.
25. Click the **Finish** button in the Oracle Connector for Outlook dialog box.
26. Click the option button to **Prompt for a profile to be used**, if desired.

A profile prompt will appear when Microsoft Outlook is launched.



17. Click the **OK** button on the Mail window.

End of activity.

