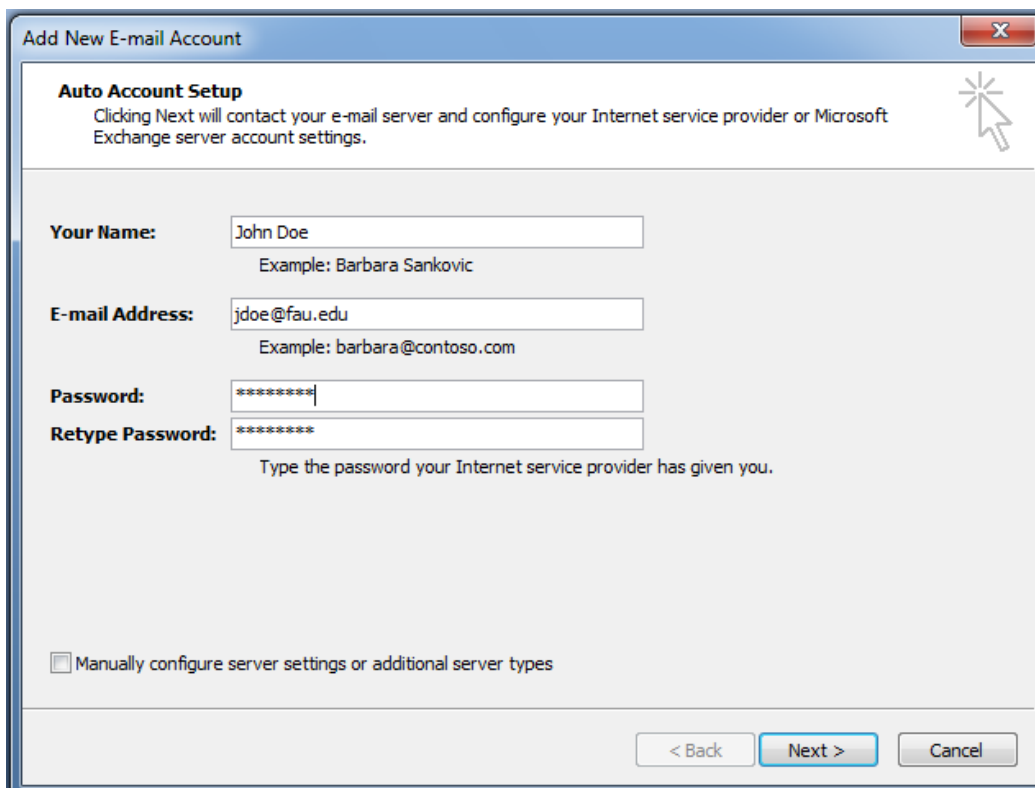# Exchange At Home Using Office 2007

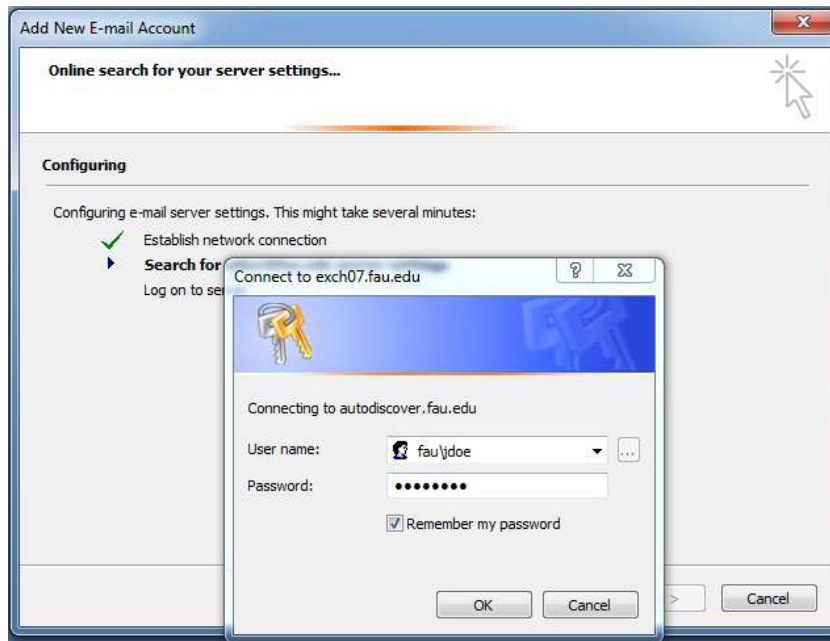**Open Outlook, when prompted with the New Profile Name type "Exchange" then press ok.**


At the Add new E-mail Account type in your Name, Email Address, and Email Password then press Next.

A popup window will appear which you will need to type in your username in this format "fau\username" and then type your password and check the checkbox to remember my password.

Once your username and password are accepted your settings will be automatically configured you will see the below window. Press Finish and Outlook will open.
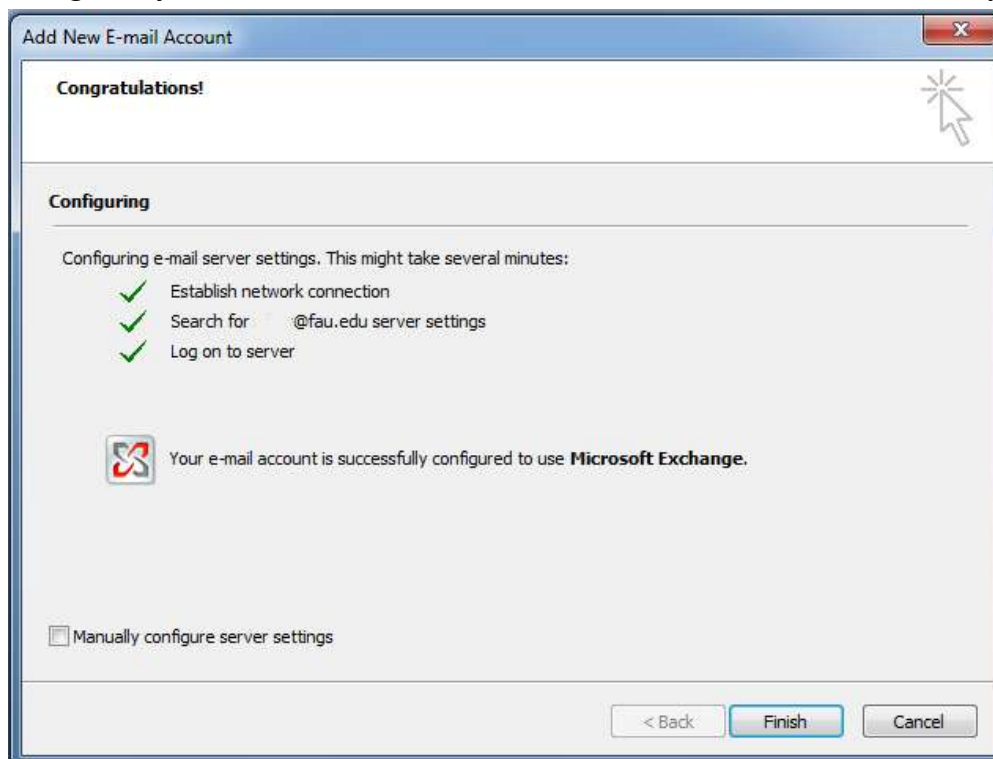
Outlook may take 5 to 10 minutes to open the first time depending on the size of your mailox and internet connection.