If you should need to manually configure an exchange mailbox, the steps to do that are as listed below:

1. When you first open Outlook, it should have the "Email Account" option selected by default. If you are logged into a university-owned computer, the fields will be populated with your name and your email address. You will need to click the radio button next to "Manual setup or additional server types," and then click "Next."

2. Select "Microsoft Exchange Server or compatible service," and then click "Next."
3. Under "Server Settings," ensure that "Server:" is set to: **excas.fit.edu**

Next to "User Name:," ensure that you input your TRACKS username, then click "More Settings ..."
4. In the pop-up window that follows, click on the "Connection" tab. Ensure that "Connect to Microsoft Exchange using HTTP" is checked, then click "Exchange Proxy Settings..."
5. In the "**Microsoft Exchange Proxy Settings**" window, ensure that all the fields and options appear as shown below:

Click "**OK**."

6. Click "**Apply**."
7. Click **Next.**
8. If manual setup was successful, you will see the page below:

Click "**Finish.**" Outlook will now begin to load the profile.

**IMAP Settings**

An alternative to the method above is to configure your account using IMAP settings as shown below:

1. After opening Outlook for the first time, click "**Manual setup or additional server types**" then click "**Next.**"
2. Select the "POP or IMAP" option, and click "Next."

3. The following screen will appear. Enter the information as shown below*:
**Email**

**Add Account**

**POP and IMAP Account Settings**
Enter the mail server settings for your account.

**User Information**
- **Your Name:** Your Name
- **Email Address:** username@fit.edu

**Server Information**
- **Account Type:** IMAP
- **Incoming mail server:** ex.fit.edu
- **Outgoing mail server (SMTP):** ex.fit.edu

**Logon Information**
- **User Name:** username
- **Password:** ********
- **Remember password**
- ** Require logon using Secure Password Authentication (SPA)**

**Test Account Settings**
We recommend that you test your account to ensure that the entries are correct.

- **Automatically test account settings when Next is clicked**

**Mail to keep offline:** All

< Back  |  Next >  |  Cancel

*Please note: In place of "Your Name," put your first and last name. In place of "username," put your TRACKS username. Ensure that the password you enter is your TRACKS password.*

Click "Next" to continue.

4. In the **Internet E-mail Settings** pop-up window, click the "**Outgoing Server**" tab.
Ensure that the box next to "**My outgoing server (SMTP) requires authentication**" is checked.

5. Click the "Advanced" tab.
Ensure that the "Server Port Numbers" field is filled out as shown above. Then click "OK."

6. The window will close and you will see the "POP and IMAP Account Settings" page. Click "Next" to test the account settings. After you click "Next," the following window will pop up:
If you see two green checkmarks under "Tasks," the settings were applied successfully and you can click "Close."

7. You should see the following back indicating success. Click "Finish." Outlook will start from that point.