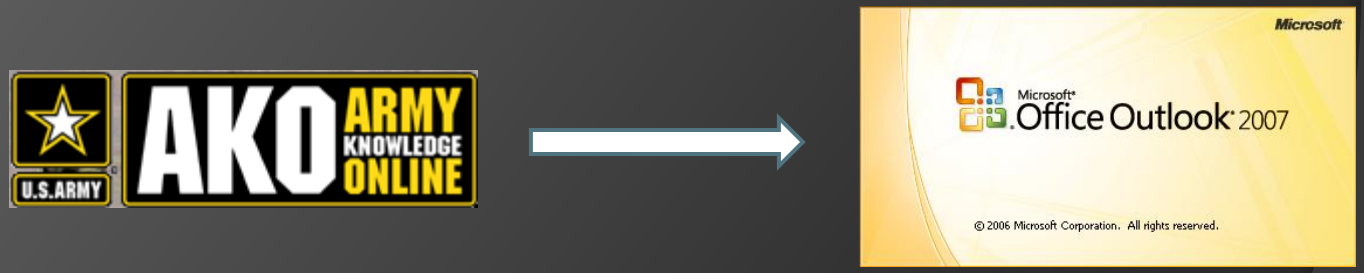
SETUP GUIDE

AKO Email and Address Book in Microsoft Outlook 2007

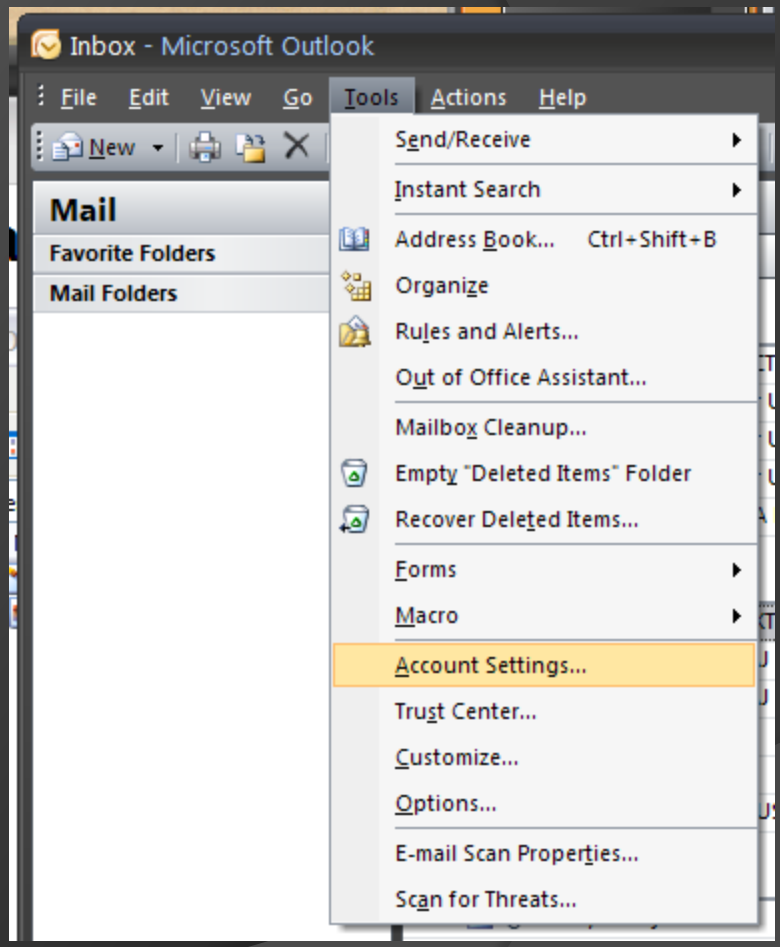


These procedures will work from any Internet-connected computer and are easily tailored for use in other email clients.
This is NOT an official US Army publication.
This guide is provided solely as user-to-user assistance.

This guide was created by Adam Wetzel.
LDAP parameters were sourced from CW3 Michael Danberry's and Mr Ted Dressel's similar guide for Microsoft Outlook 2010.
05 June 2011 / adam.l.wetzel@us.army.mil

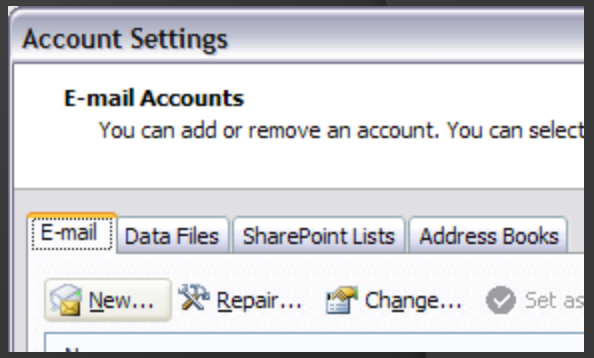
EMAIL SETUP: Step 1

From within Outlook, select Account Settings from the Tools menu.



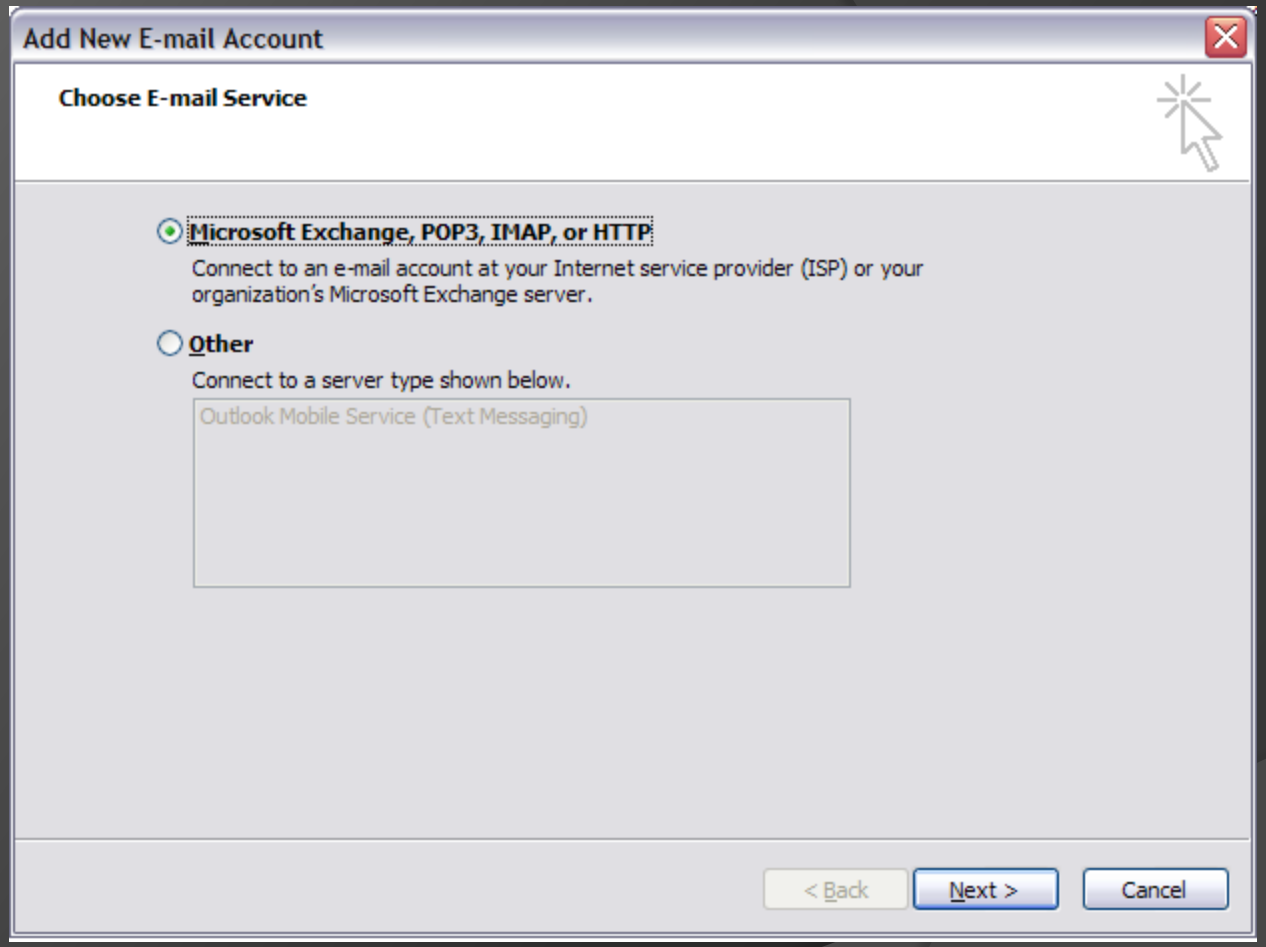
EMAIL SETUP: Step 2

Create a new email account. From within the E-mail tab of the Account Settings window, Select "New…"



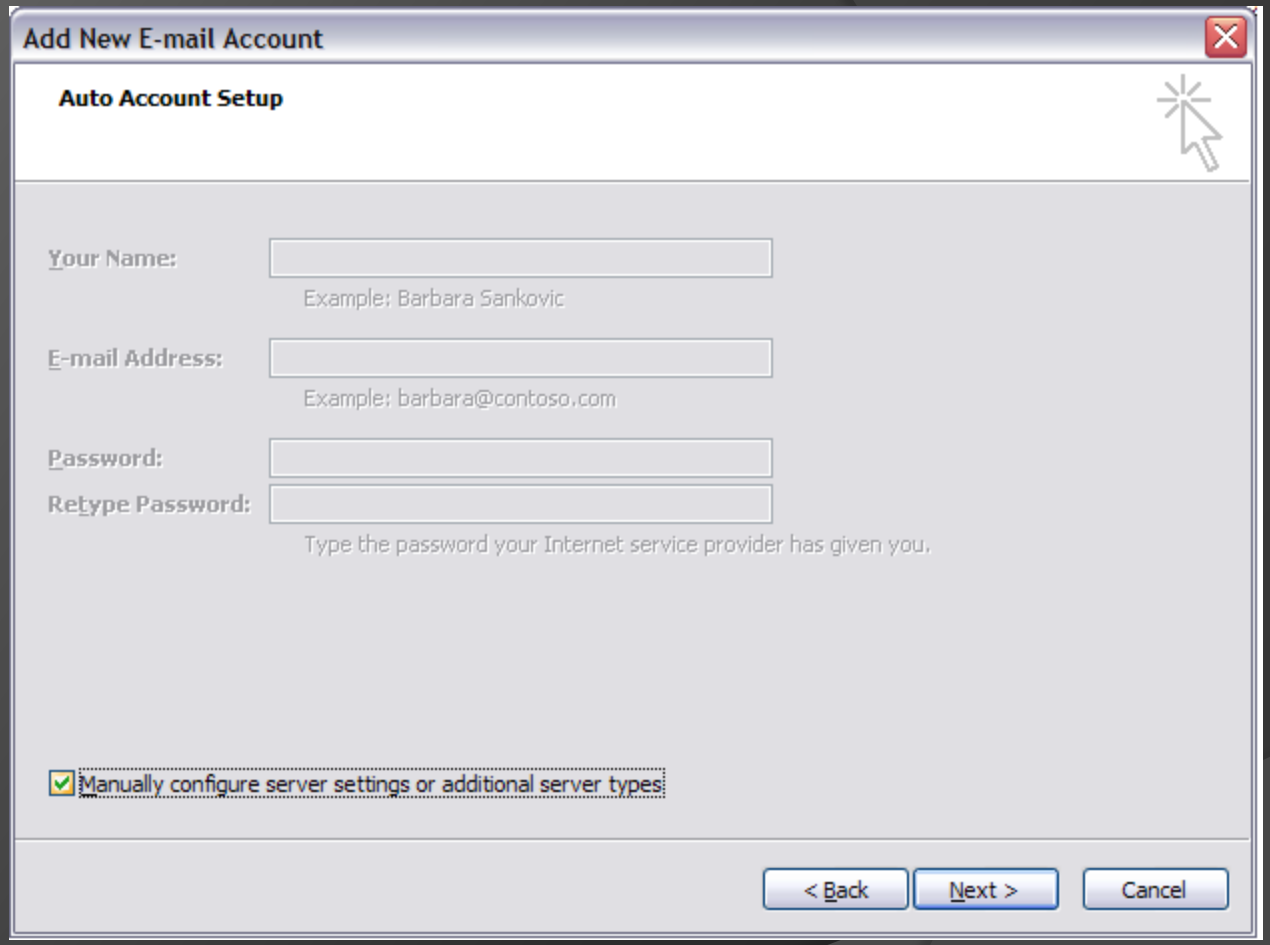
EMAIL SETUP: Step 3

In the Add New E-Mail Account window, select “Microsoft Exchange, POP3, IMAP, or HTTP” and then click Next.



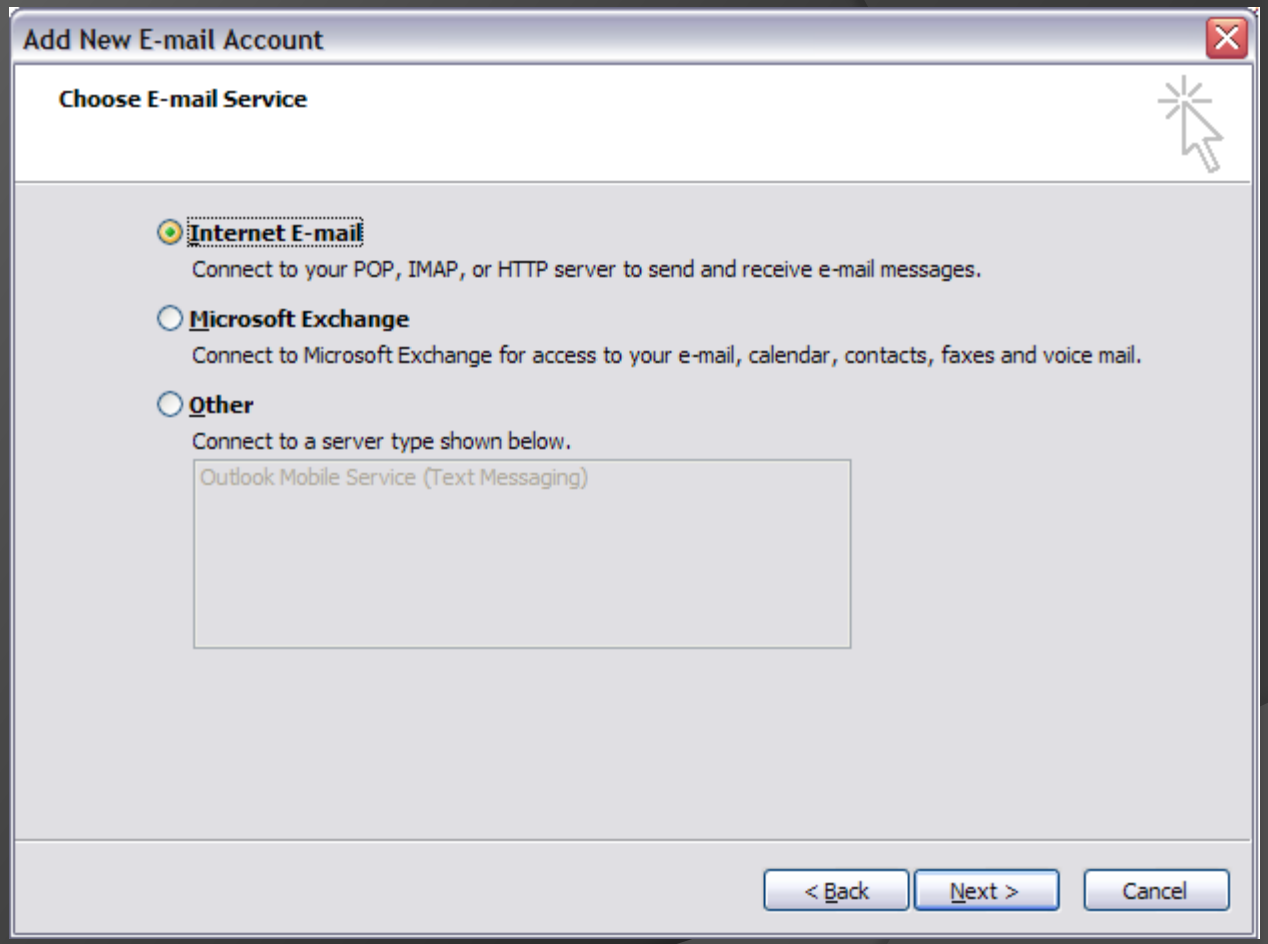
EMAIL SETUP: Step 4

In the Add New E-Mail Account window, select “Manually configure server settings or additional server types”, then click Next.



EMAIL SETUP: Step 5

In the Add New E-Mail Account window, select “Internet E-mail”, then click Next.



EMAIL SETUP: Step 6

In the Add New E-Mail Account window enter the following:

Your Name:
As you wish emails to appear "From"

E-mail Address:
your.AKO@us.army.mil

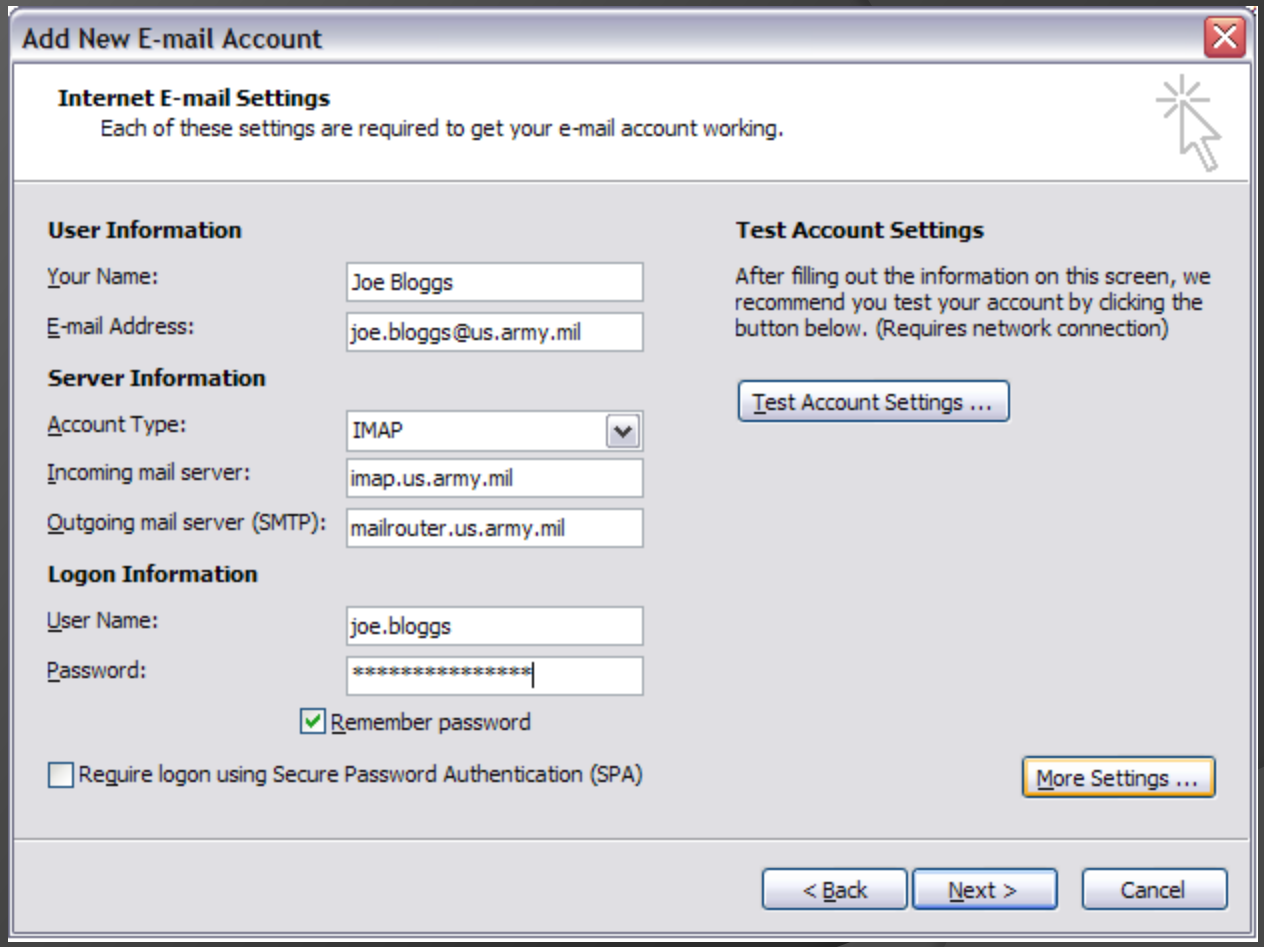
Account Type:
IMAP

Incoming mail server:
imap.us.army.mil

Outgoing mail server:
mailrouter.us.army.mil

User Name:
your.AKO

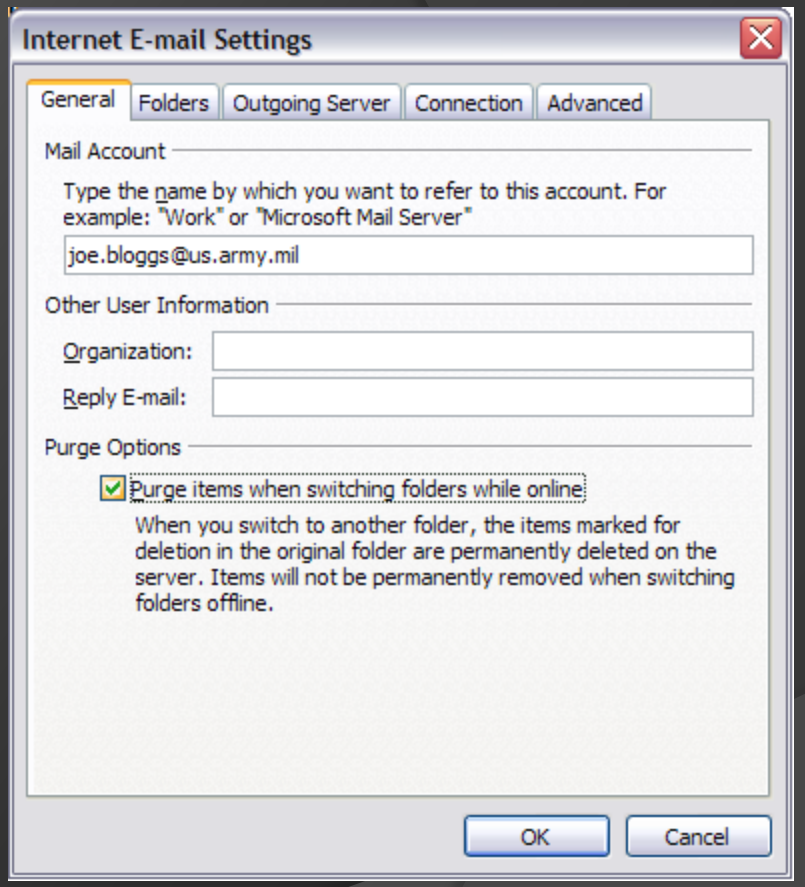
Password:
yourAKOpassword



Select "Remember password," then select More Settings...

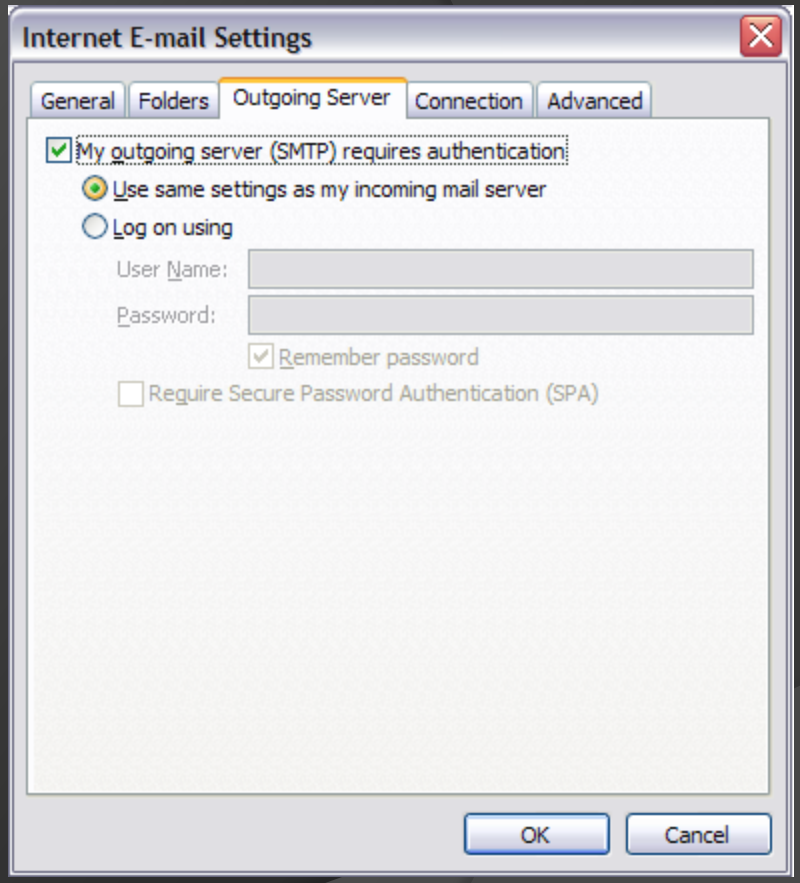
EMAIL SETUP: Step 7

In the General tab of the Internet E-mail Settings window, give your mail account a name if you wish. (This defaults to the email address. The name is your choice and has no operational effect.) Select "Purge items when switching folders while online" then change to the Outgoing Server tab.



EMAIL SETUP: Step 8

In the Outgoing Server tab of the Internet E-mail Settings window, select “My outgoing server (SMTP) requires authentication” and select “Use same settings as my incoming mail server” then change to the Advanced tab.



EMAIL SETUP: Step 9

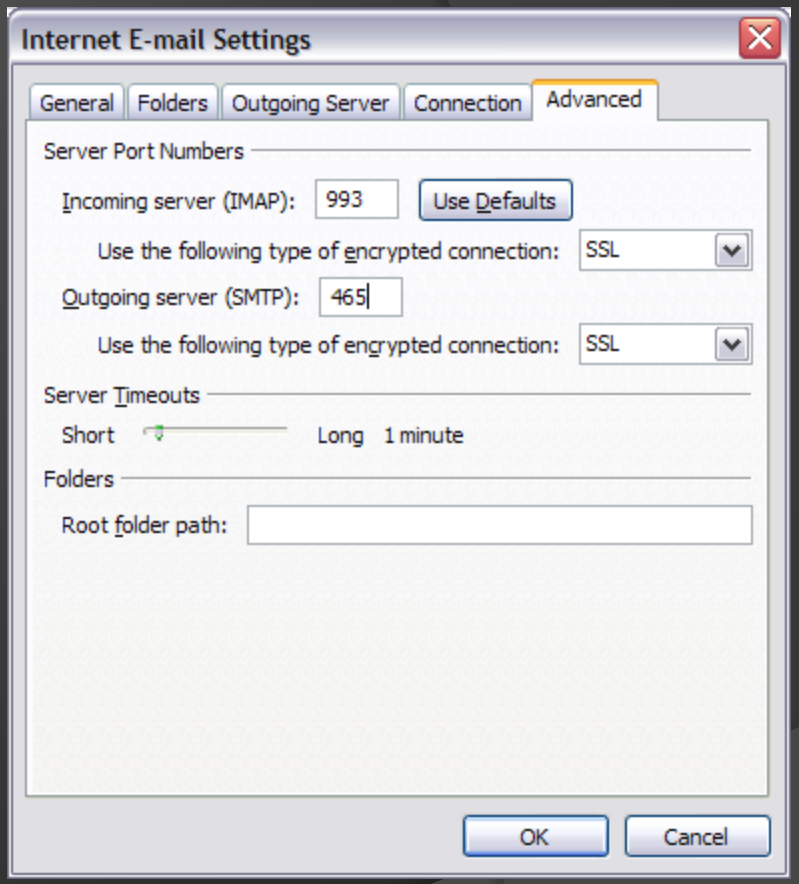
In the Advanced tab of the Internet E-mail Settings window, enter the following information:

Incoming server (IMAP):
993

Use the following type of encrypted connection:
SSL

Outgoing server (SMTP):
465

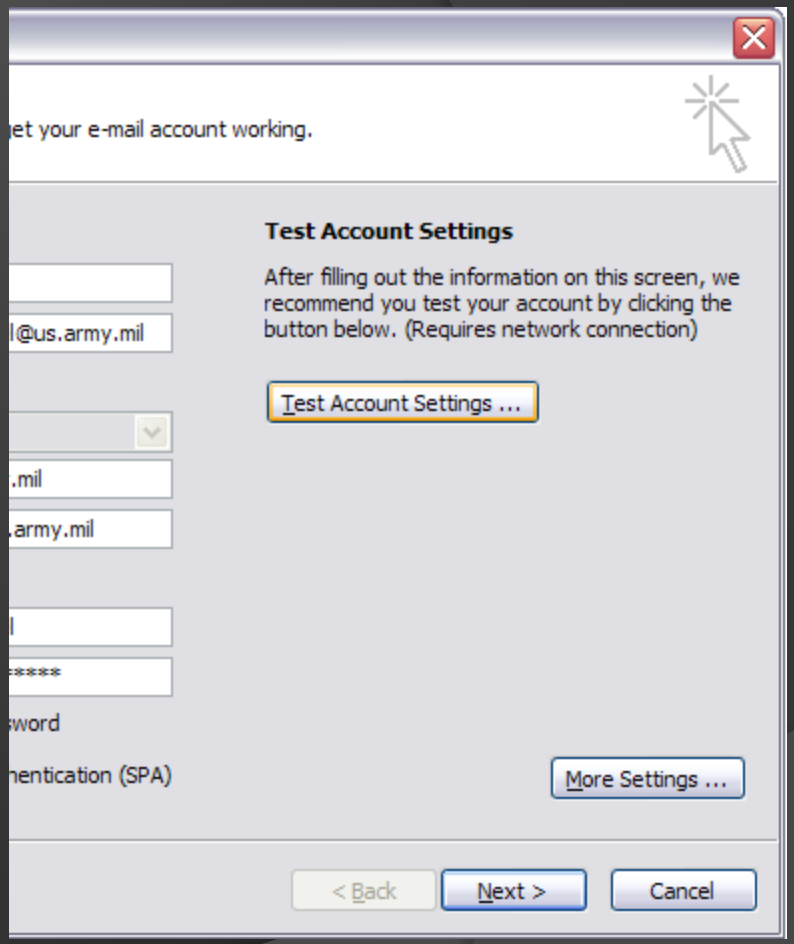
Use the following type of encrypted connection:
SSL



Note: Outlook has a small bug here. When you select the outgoing server to use SSL, Outlook will revert your entered setting of 465 to the default of port 25. Either set SSL first or change back to 465 before leaving this window.

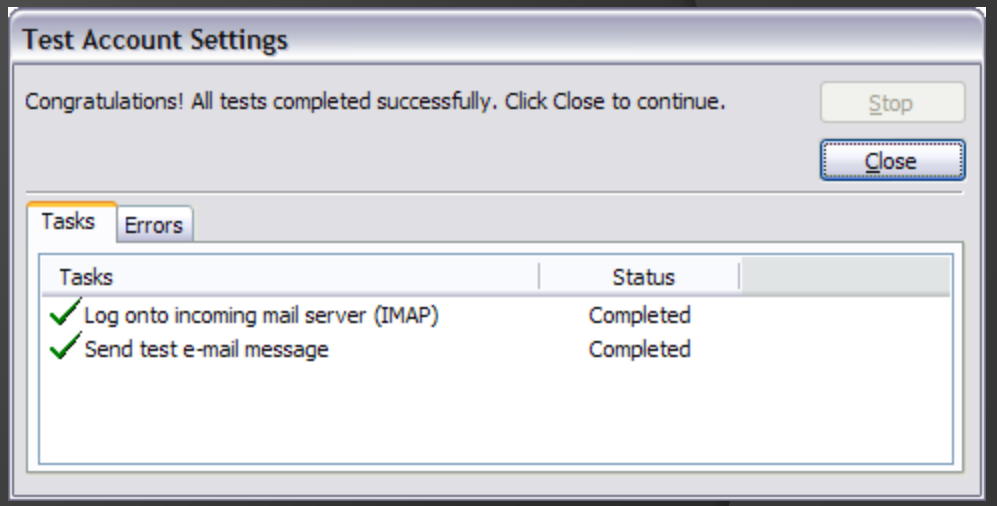
EMAIL SETUP: Step 10

In the Add New E-mail Account window, select "Test Account Settings…"



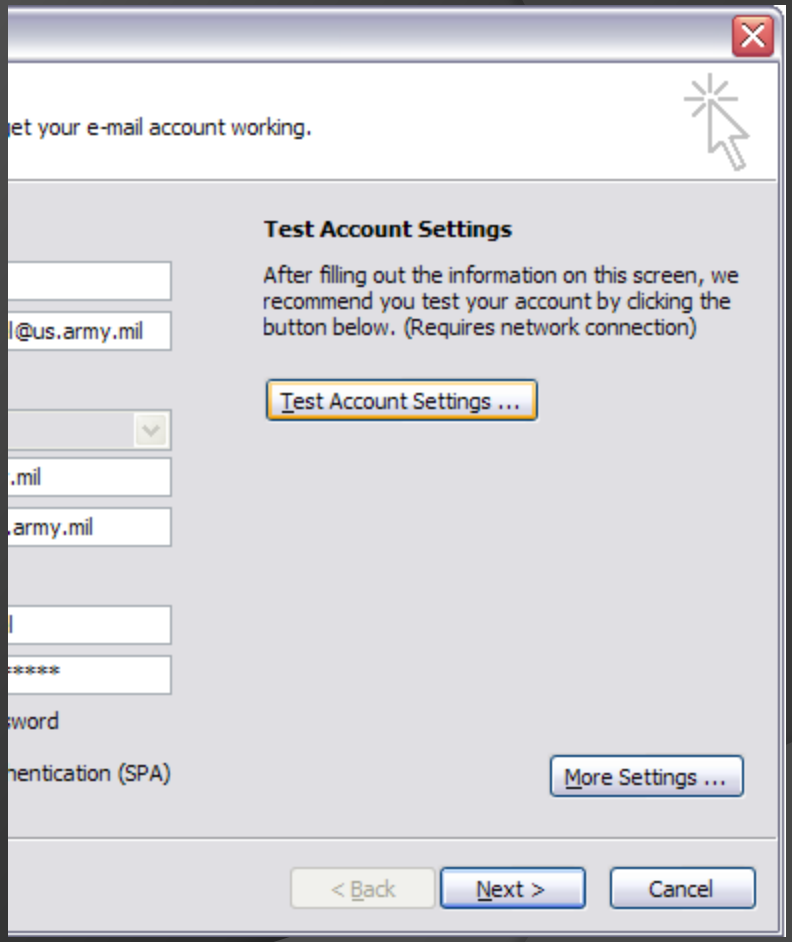
EMAIL SETUP: Step 11

In the Test Account Settings window, if all settings are correct and you have good network connectivity, a successful completion should result after a few seconds. Click Close. (If you experience failures, double-check previous steps.)



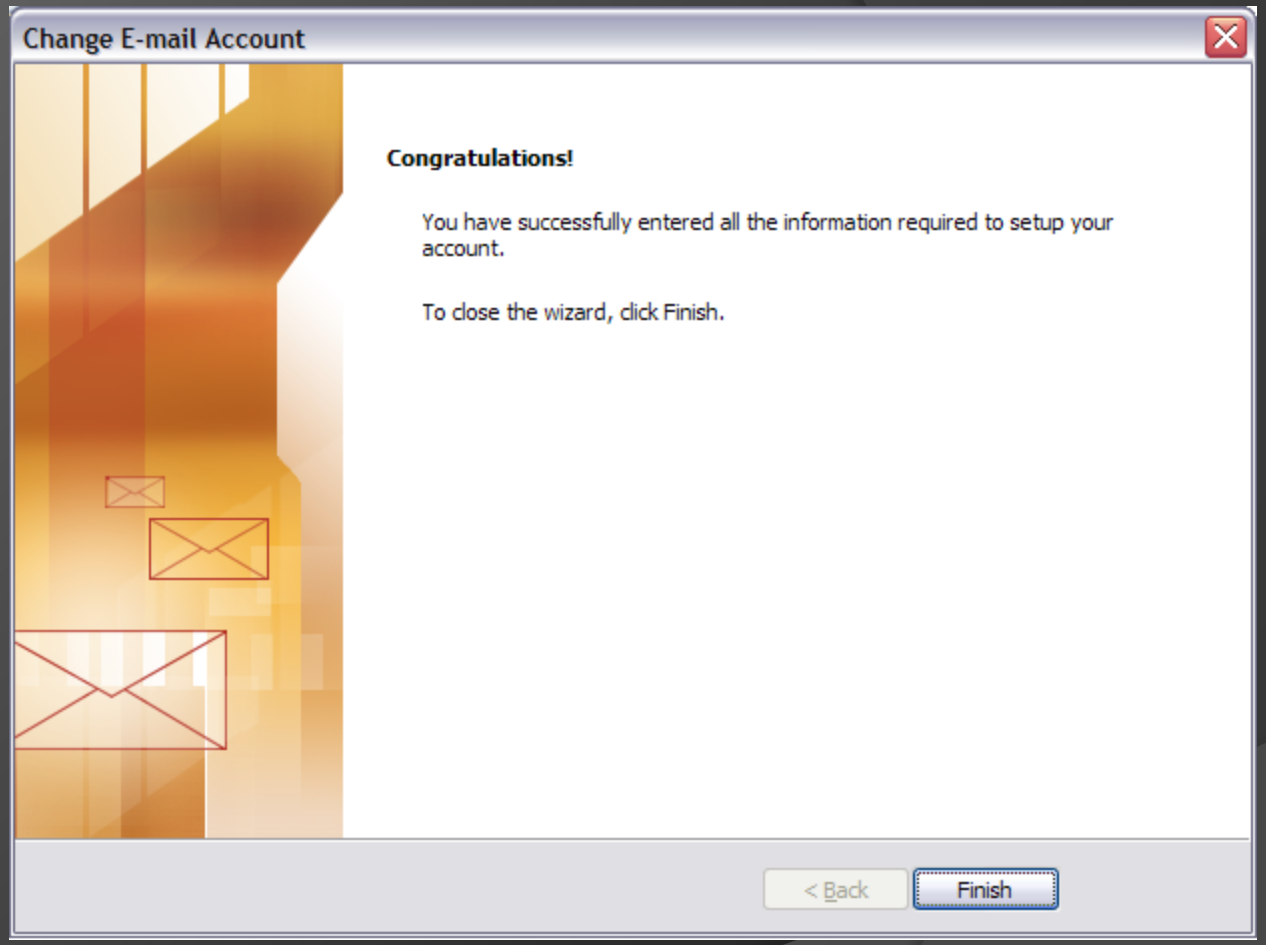
EMAIL SETUP: Step 12

In the Add New E-mail Account window, select Next.

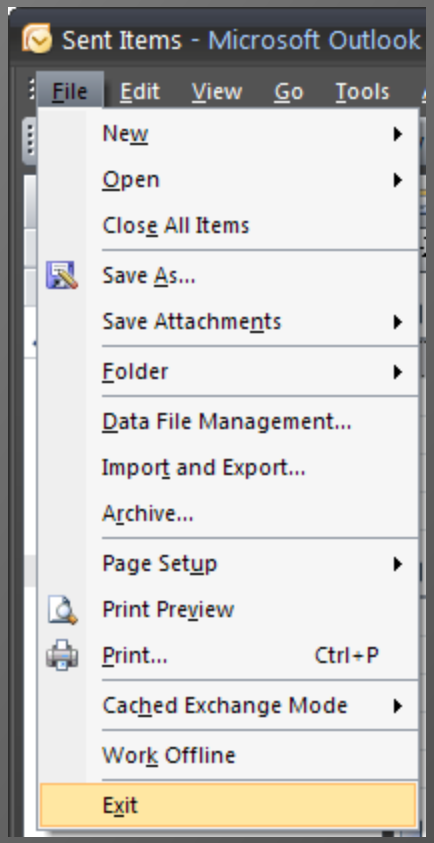


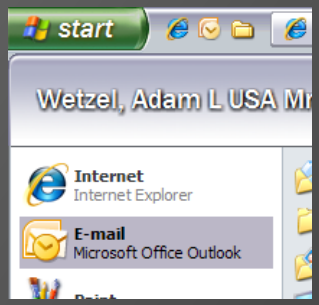
EMAIL SETUP: Step 13

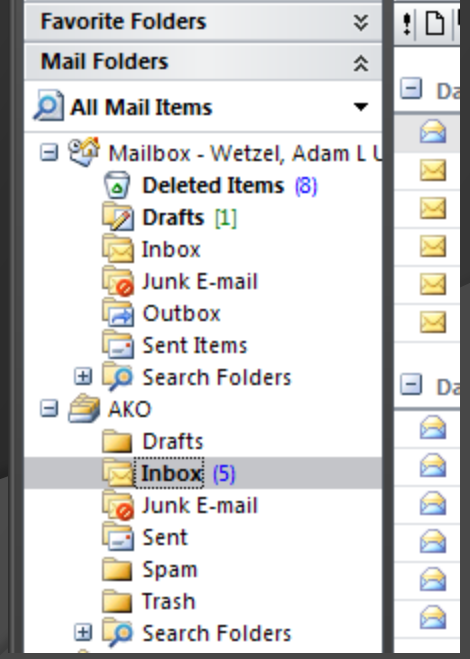
In the Change E-mail Account window, select Finish.



EMAIL SETUP: Step 14



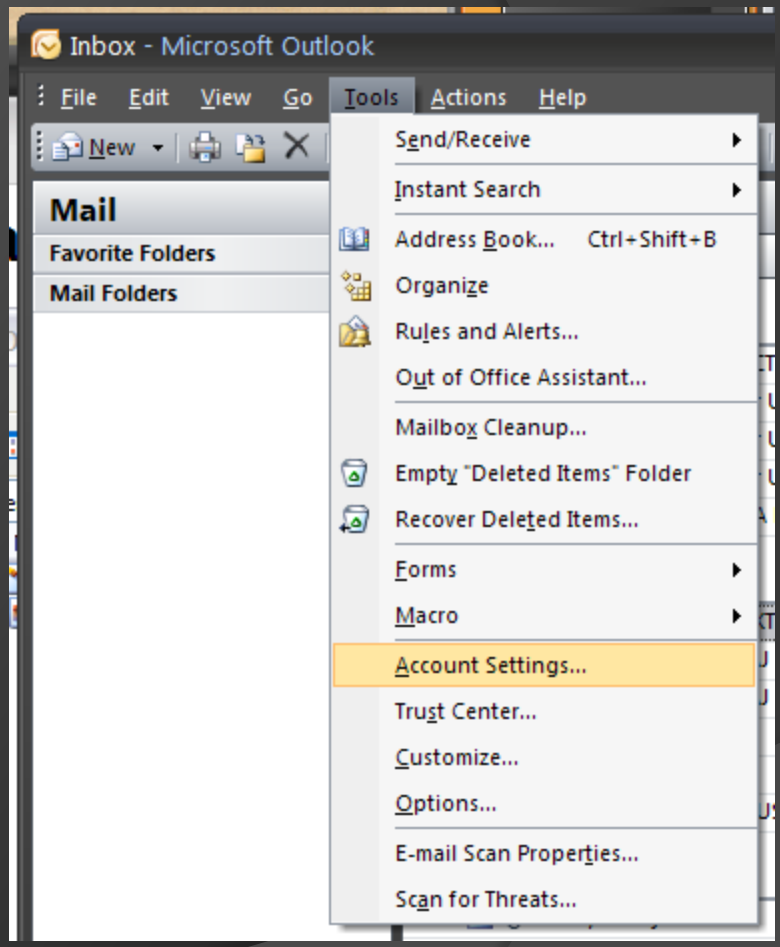




Exit, then re-launch, Outlook. Your AKO email is now visible in the Mail Folders hierarchy. Expand it, and within a few seconds your AKO folders will populate.

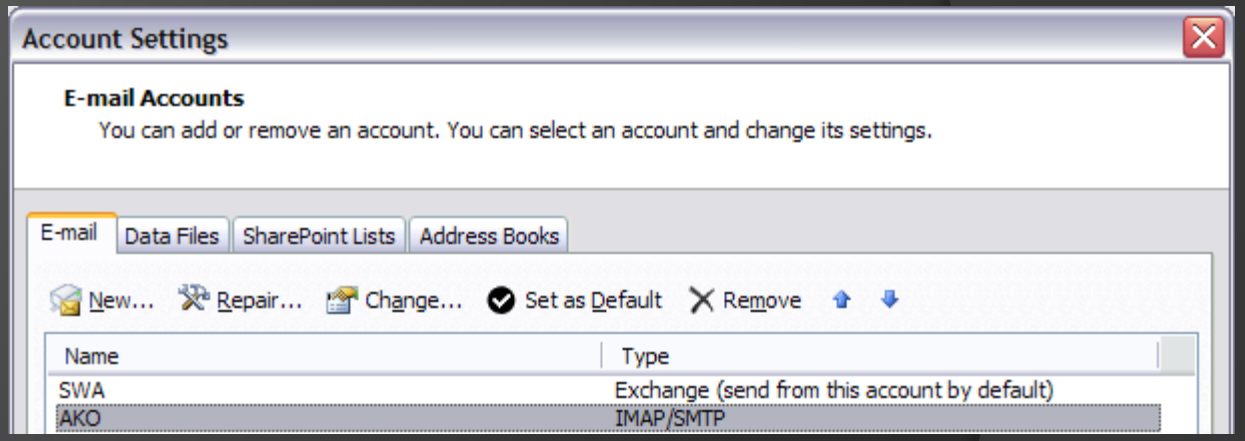
EMAIL SETUP: Step 15

From within Outlook, select Account Settings from the Tools menu.



EMAIL SETUP: Step 16

In the Account Settings window, select your AKO account (named as you selected in Step 7), then click “Change…”

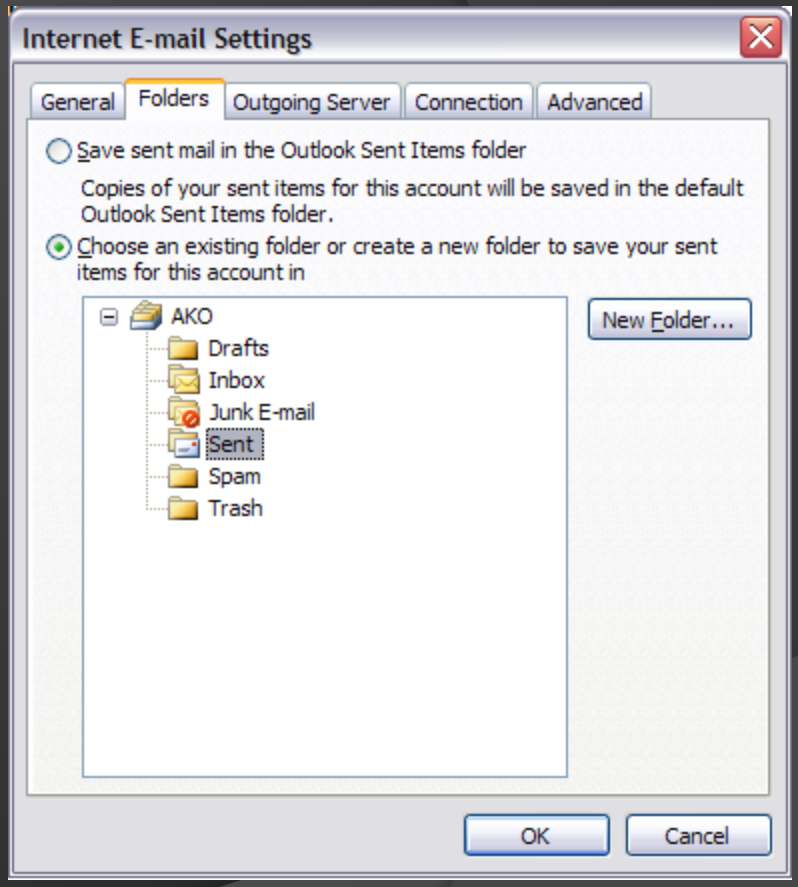


EMAIL SETUP: Step 17

In the Add New E-mail Account window, select “More Settings…” once more.

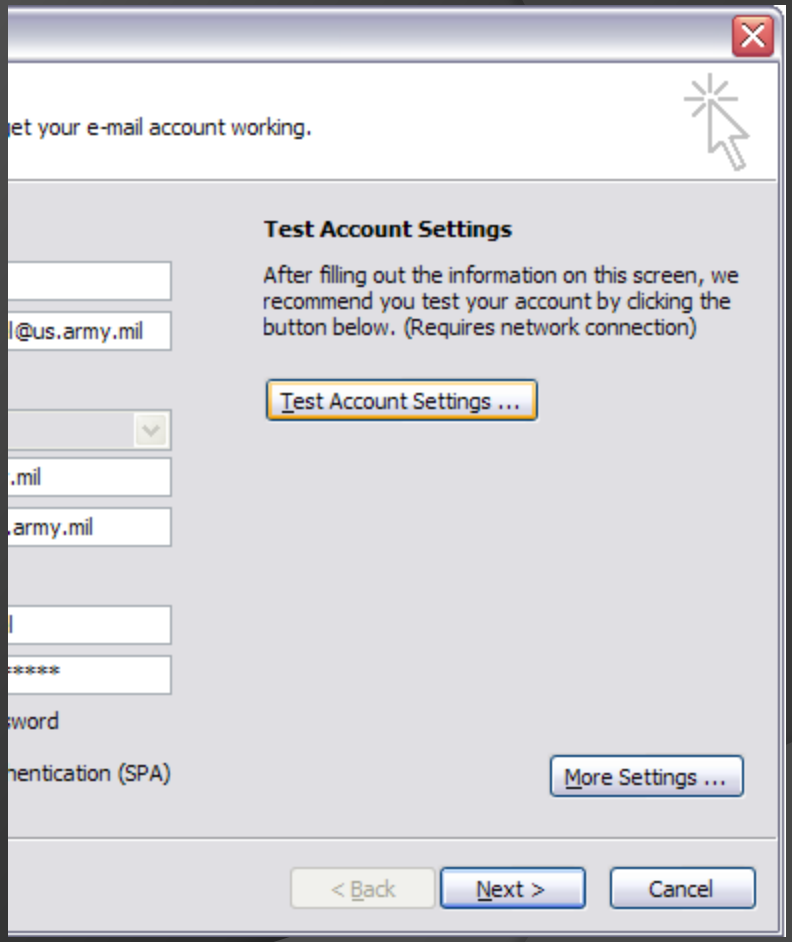
EMAIL SETUP: Step 18

In the Internet E-mail Settings window, select "Choose an existing folder or create a new folder to save your sent items for this account in" then select the Sent folder beneath the AKO account hierarchy. (The top-level folder will reflect the name you selected in Step 7.) Select OK.



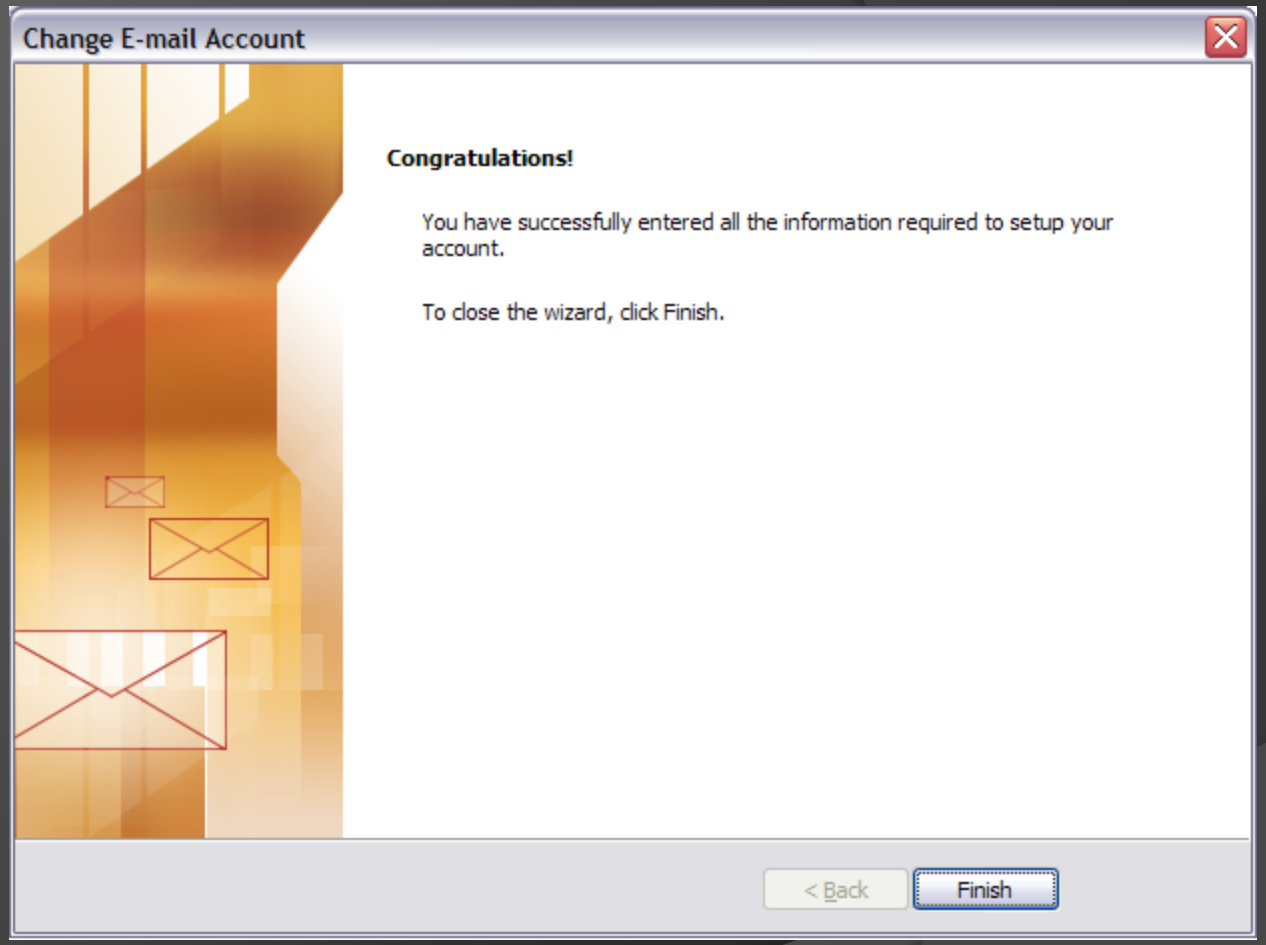
EMAIL SETUP: Step 19

In the Add New E-mail Account window, select Next.

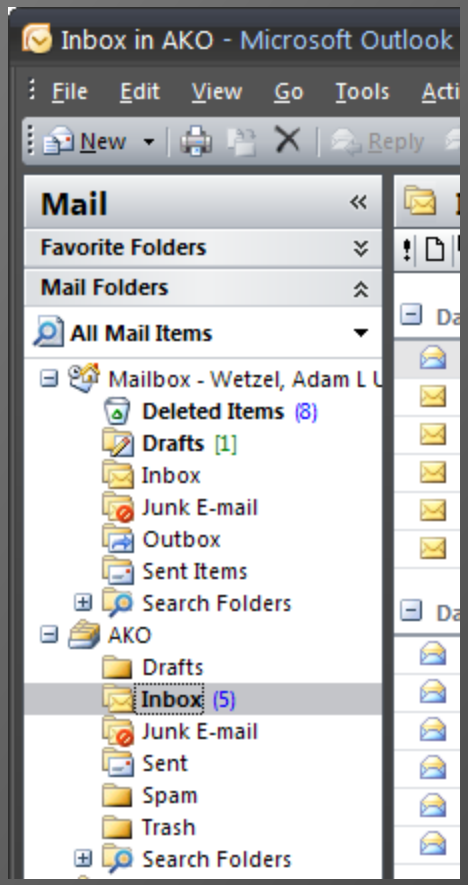


EMAIL SETUP: Step 20

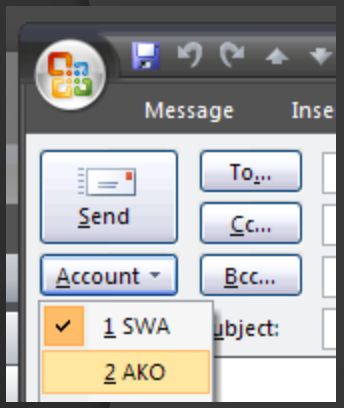
In the Change E-mail Account window, select Finish.



EMAIL SETUP: Complete



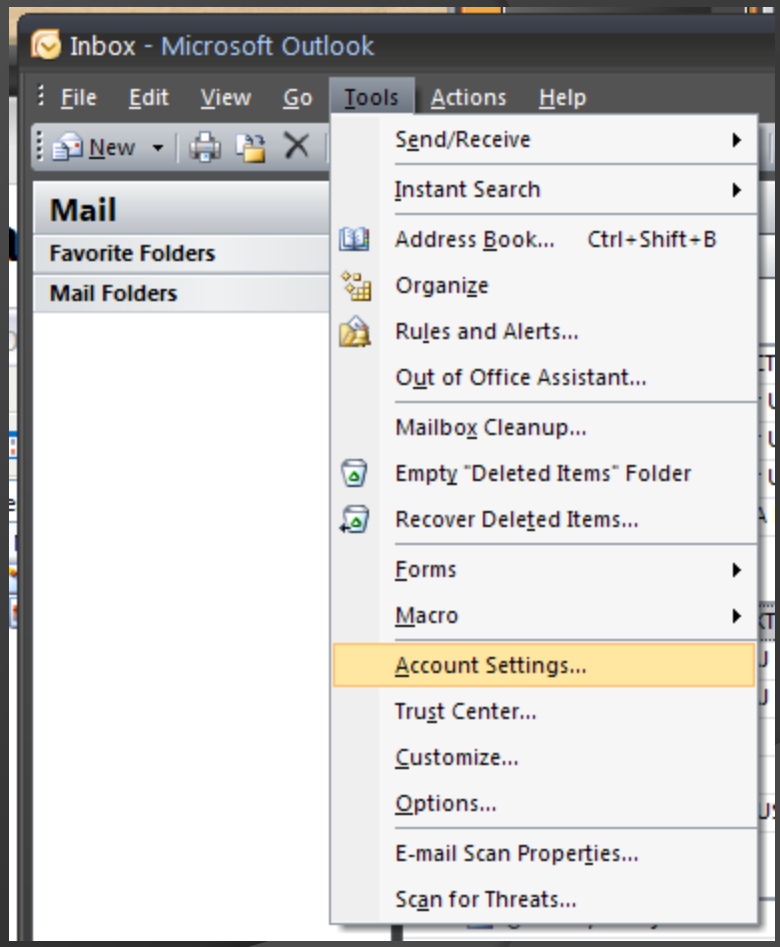
Email setup is now complete. Your AKO email folders are accessible in your Mail Folders list along with any other accounts you may have.



When composing messages you now have the option of changing the account from which you are sending. You may also configure signatures for each account independently.

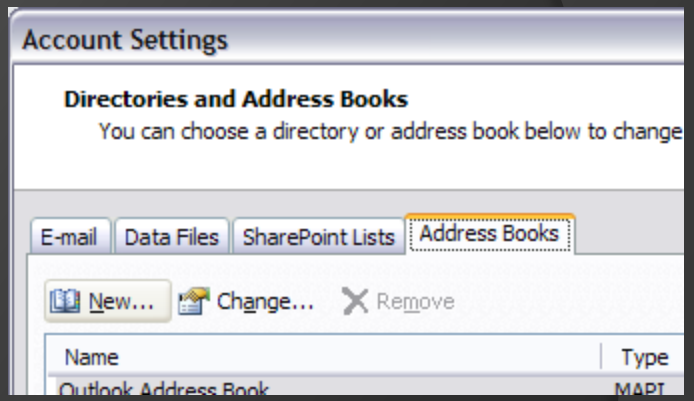
DIRECTORY SETUP: Step 1

From within Outlook, select Account Settings from the Tools menu.



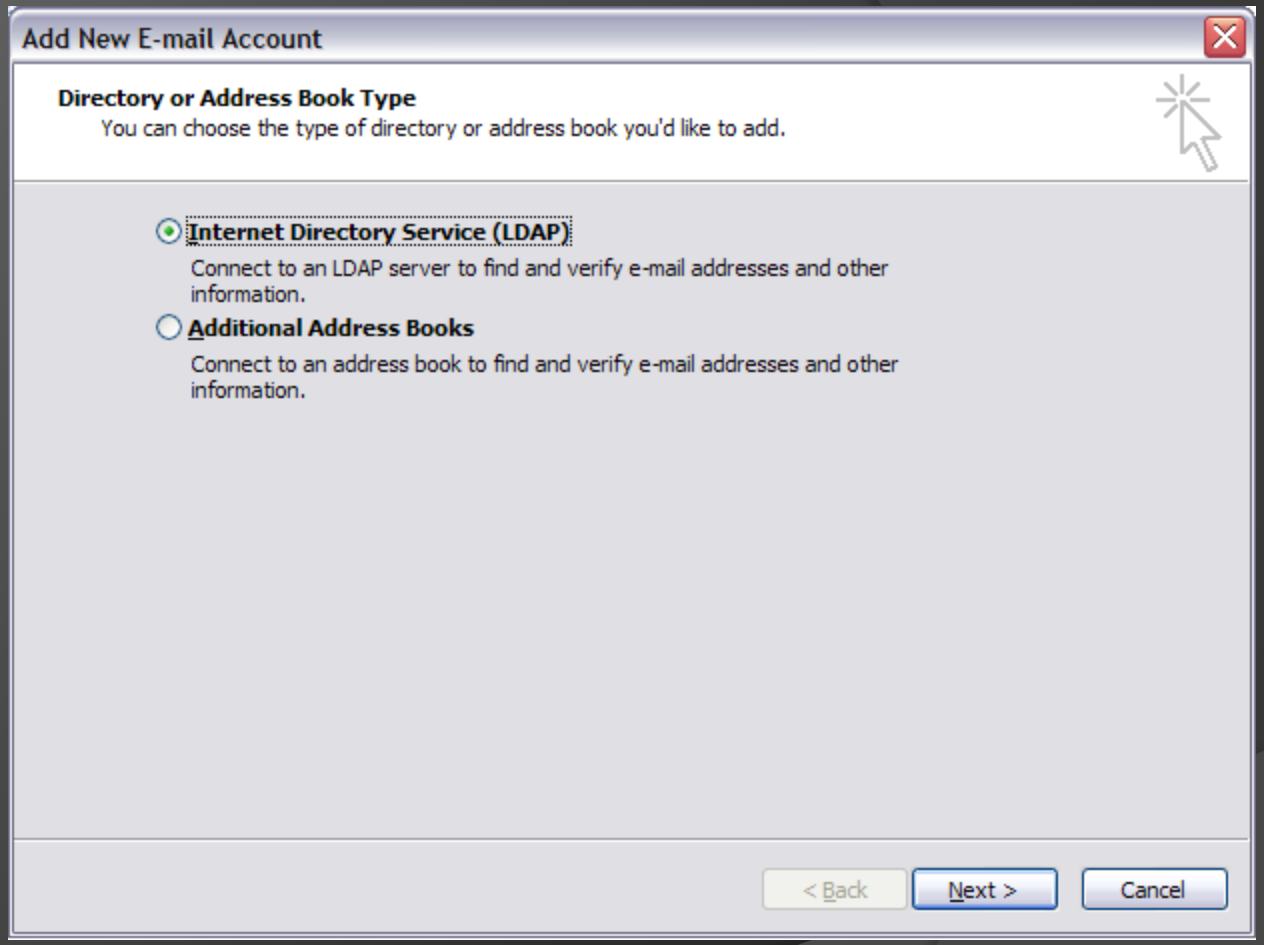
DIRECTORY SETUP: Step 2

In the Account Settings window, select the Address Books tab, then click “New…”



DIRECTORY SETUP: Step 3

In the Add New E-Mail Account window, select Internet Directory Service (LDAP) then click Next.



DIRECTORY SETUP: Step 4

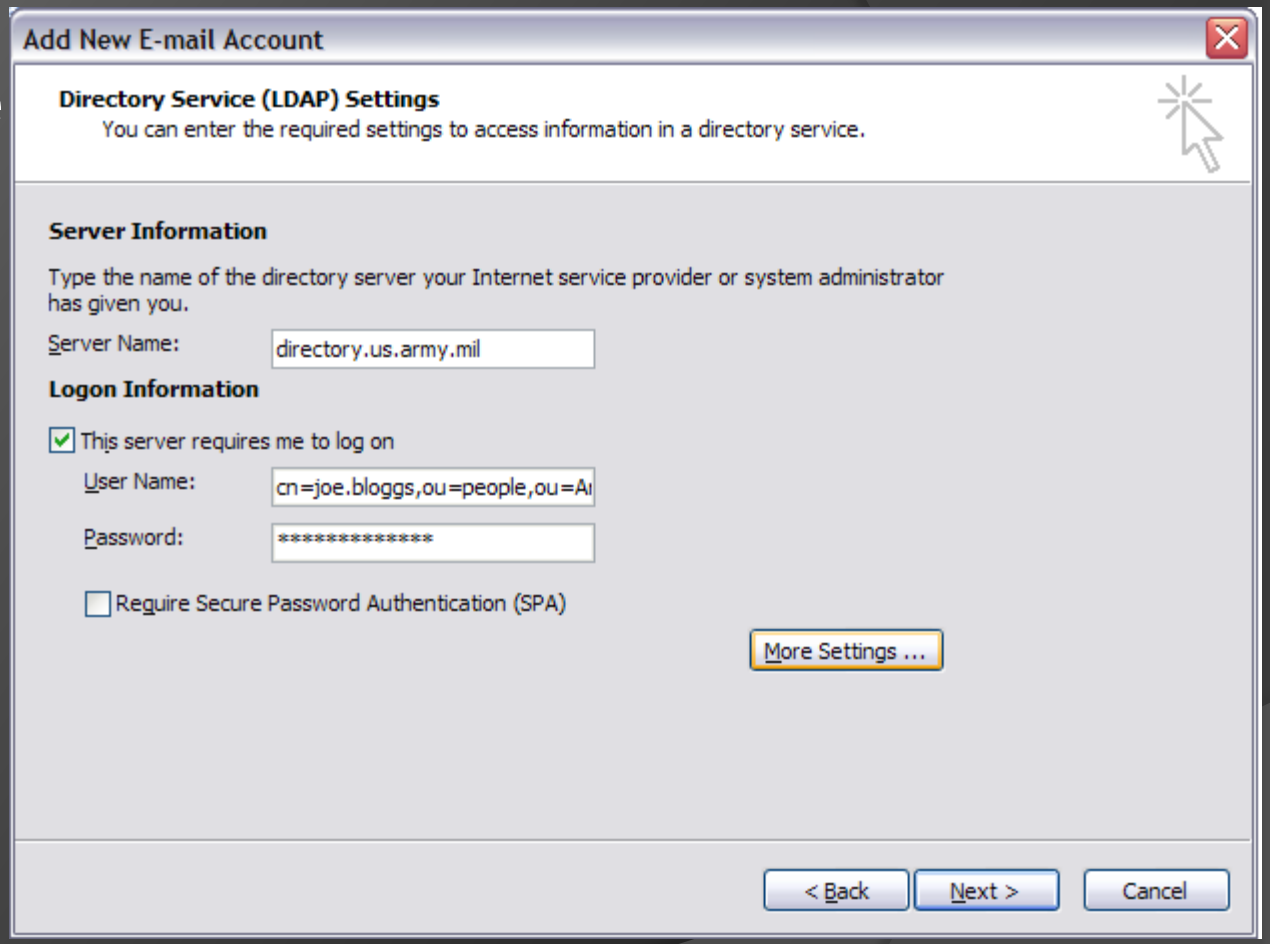
In the Add New E-Mail Account window, enter the following with NO SPACES except in "U.S. Government":

Server Name:
directory.us.army.mil

This server requires me to log on (select checkbox)

User Name:
cn=your.akousername, ou=people,ou=Army,ou=DoD, o=U.S. Government,c=US

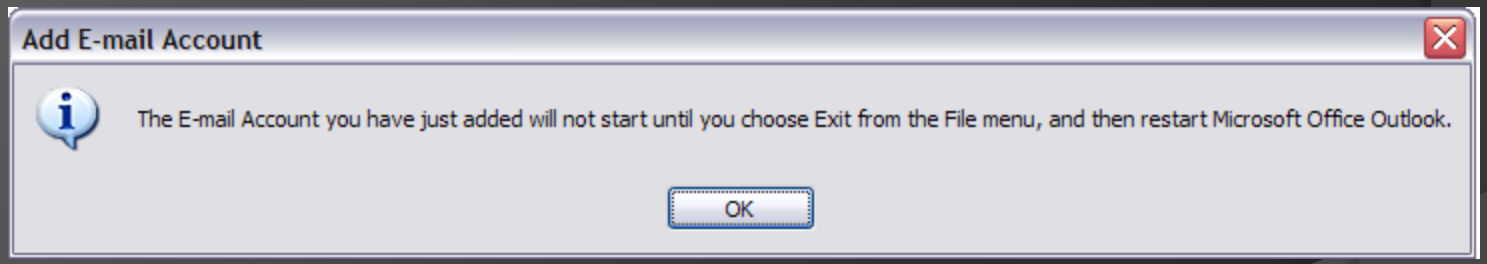
Password:
yourAKOpassword



Next, select "More Settings…"

DIRECTORY SETUP: Step 5

When you select “More Settings…” you will see the Add E-Mail Account dialog reminding you to close and re-launch Outlook so the settings will take effect. This is normal. Select OK.



DIRECTORY SETUP: Step 6

In the Connection tab of the Microsoft LDAP Directory window, select a name for the directory account.
"AKO Global Directory" was used in this example, but this is your choice and has no operational effect. Then, enter:

Port:
636

Use Secure Sockets Layer
(select checkbox)

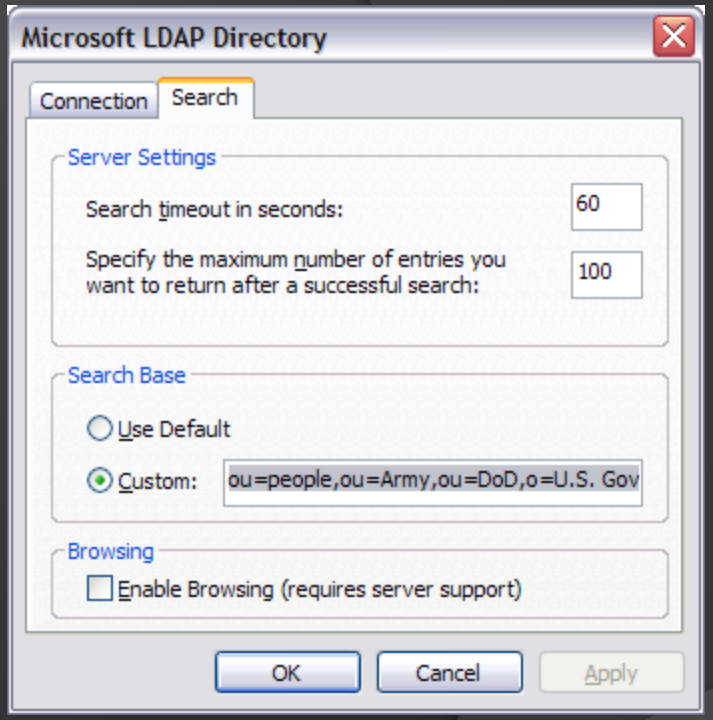
Next, select the Search tab.

DIRECTORY SETUP: Step 7

In the Search tab of the Microsoft LDAP Directory window, enter the following information. Again, use NO SPACES except in "U.S. Government":

Server Settings section:
Leave defaults of 60 and 100

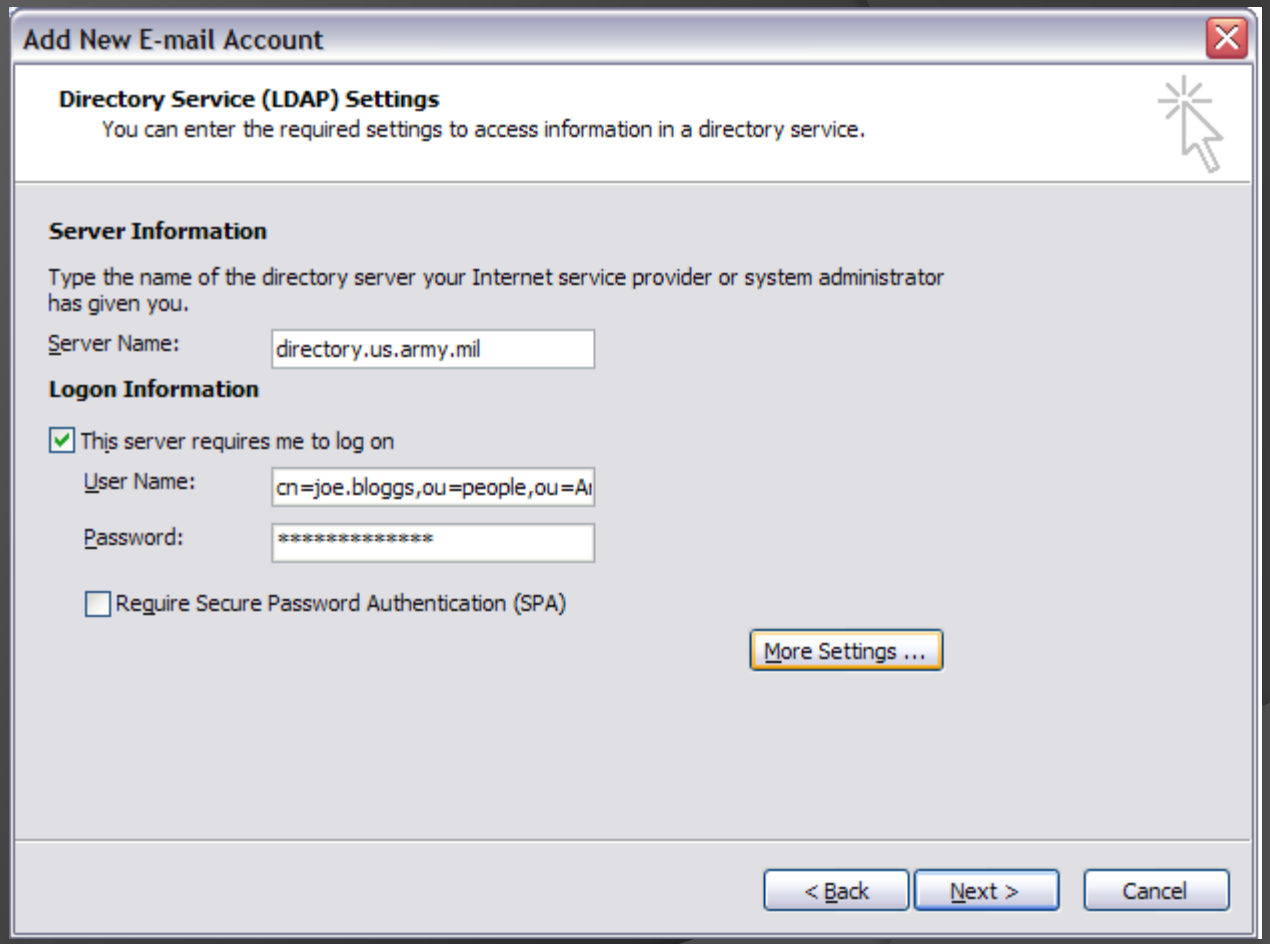
Search Base section,
select Custom and enter:
ou=people,ou=Army,ou=DoD,
o=U.S. Government,c=US



Then, select OK.

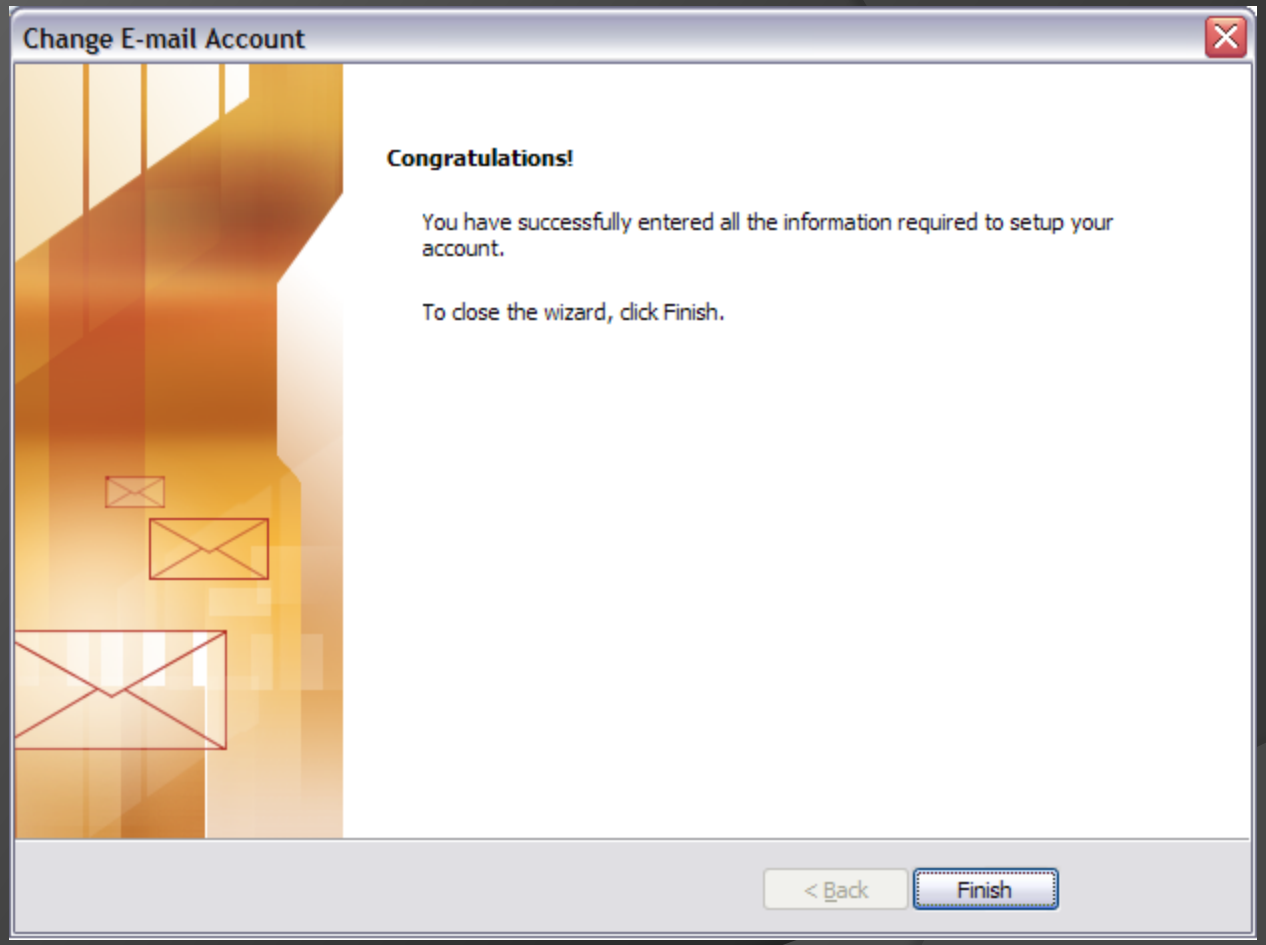
DIRECTORY SETUP: Step 8

In the Add New E-Mail Account window, select Next.



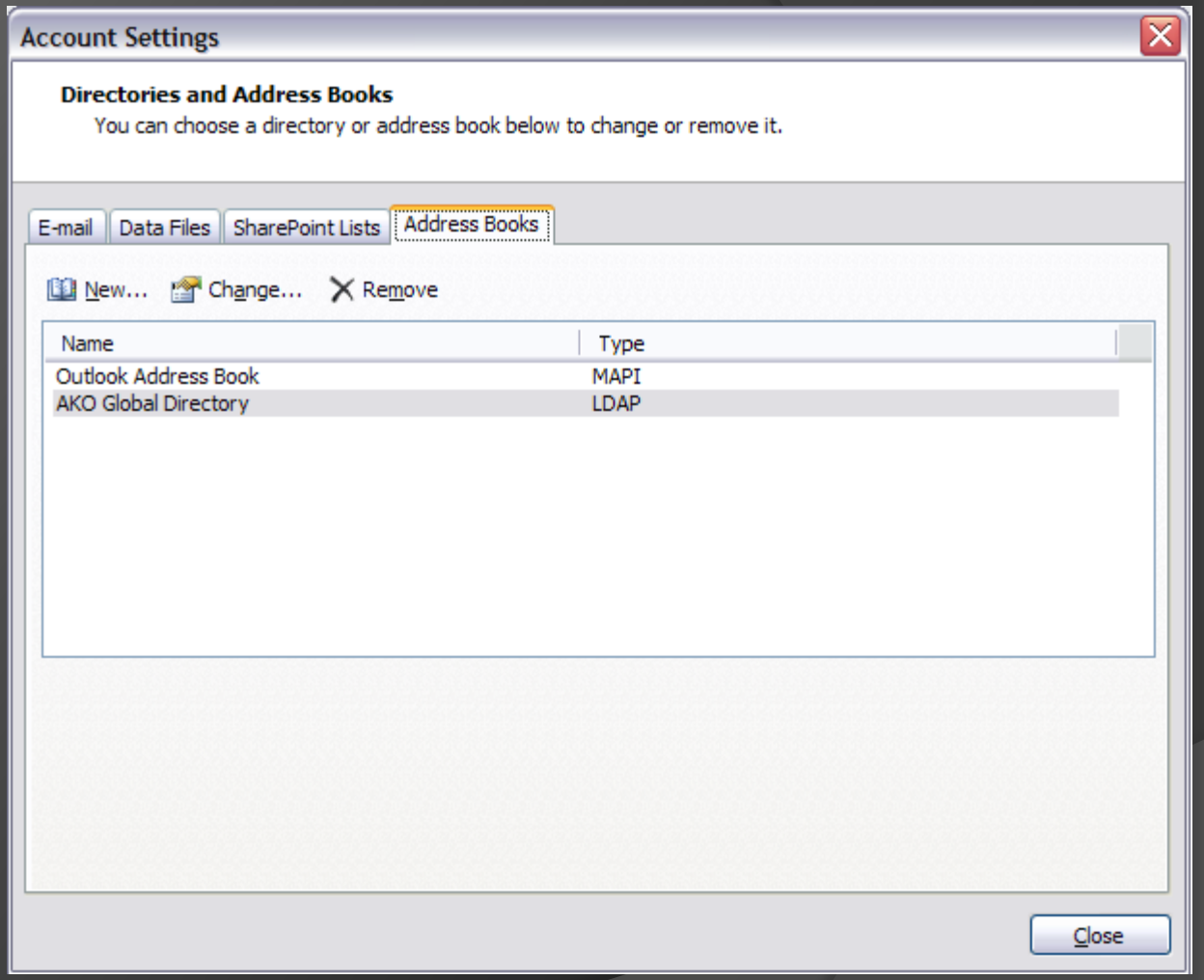
DIRECTORY SETUP: Step 9

In the Change E-mail Account window, select Finish.

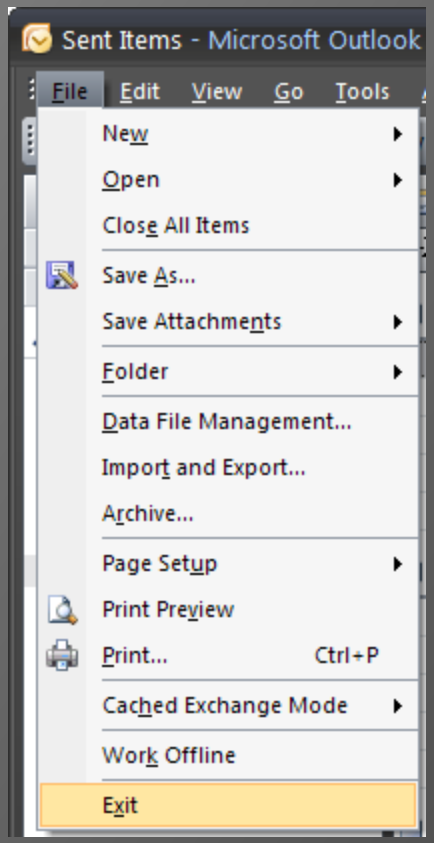


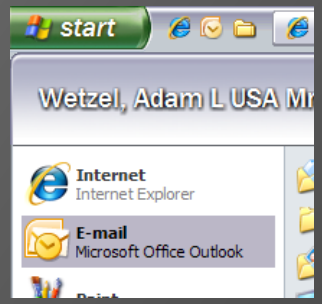
DIRECTORY SETUP: Step 10

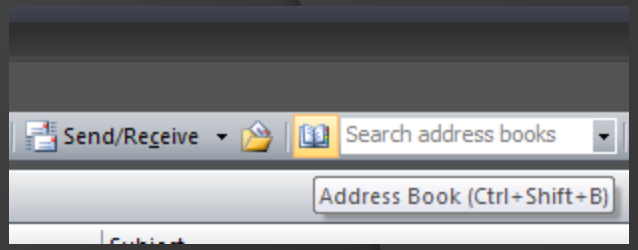
In the Account Settings window, the new AKO directory is now listed along with your existing Exchange directory. Select Close.

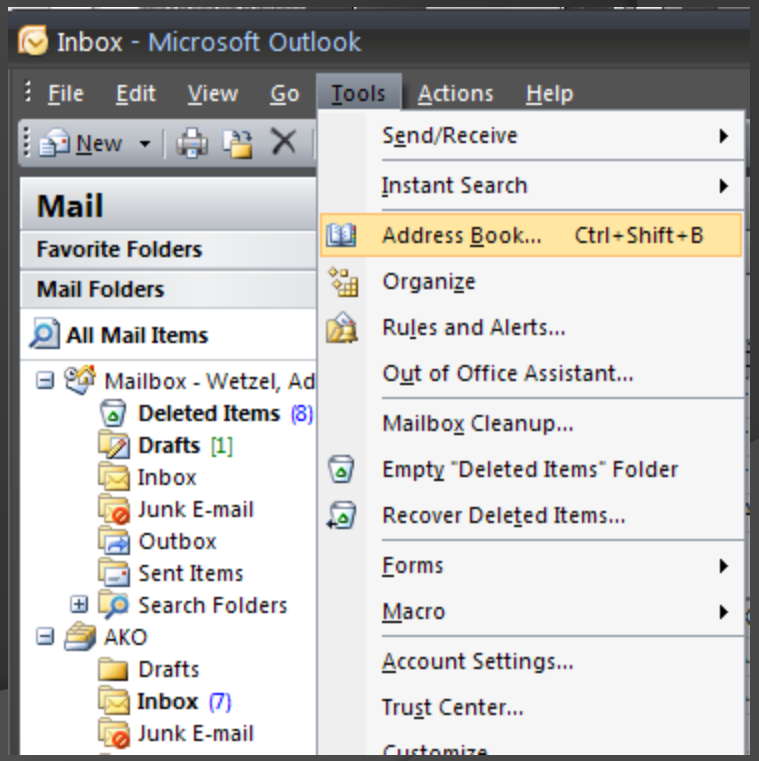


DIRECTORY SETUP: Step 11





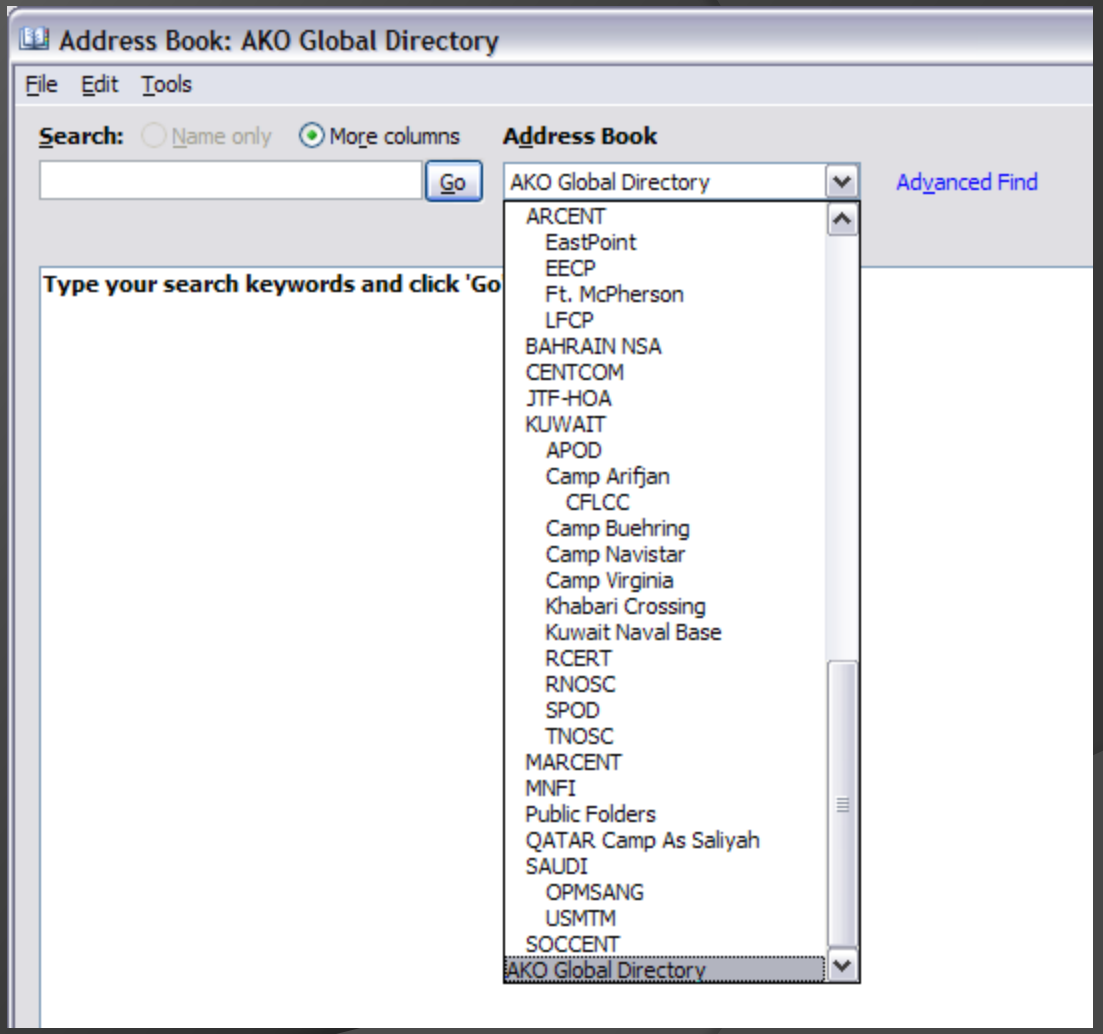




Exit, then re-launch, Outlook once again. Enter the Address Book using either the toolbar button or the menu.

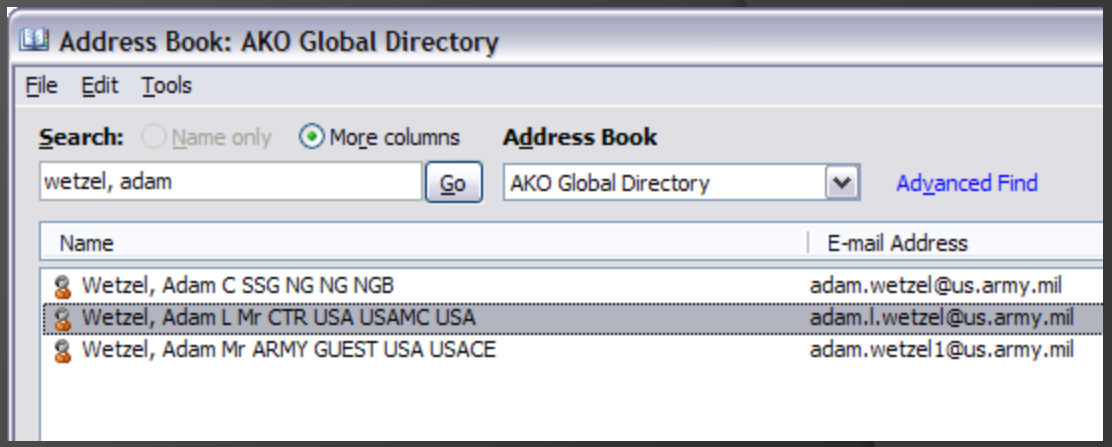
DIRECTORY SETUP: Complete

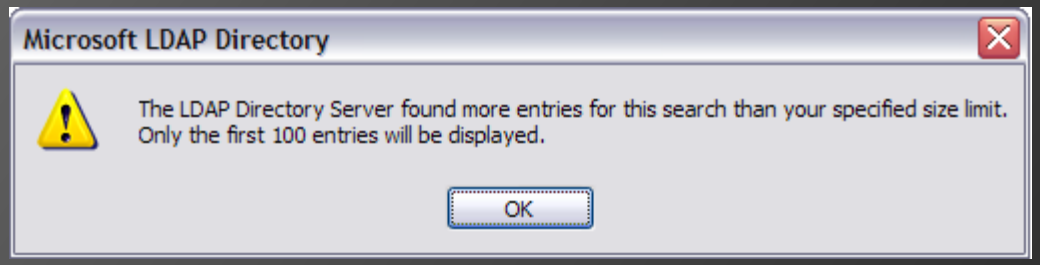
In the Address Book window, your new AKO Directory should be visible at the very bottom of the list. If so, directory setup is complete. The next page illustrates a search of the directory.



DIRECTORY SETUP: Usage

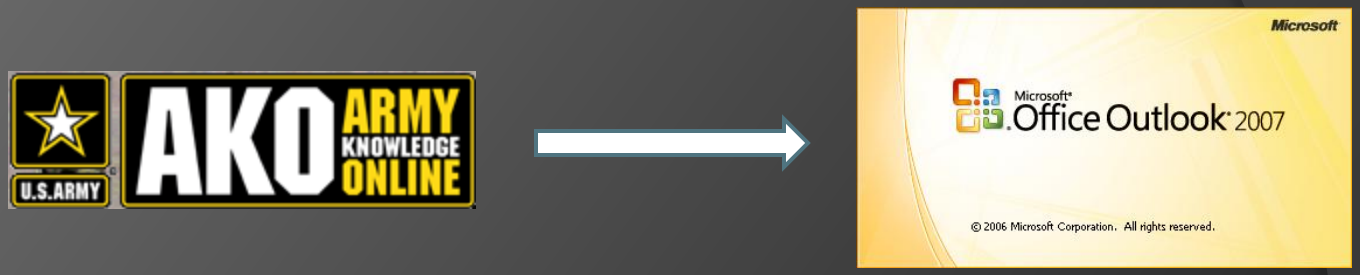
In the Address Book window, enter search criteria and click Go or press Enter to execute the search. Results appear in the same window.





If the search returns a large number of hits, only 100 will be displayed. Choose more restrictive criteria if this occurs.

AKO ON OUTLOOK: Final Notes



COMPLETE! Do remember that when your AKO password expires, you must first change it in the AKO website, then update with the new password in Outlook's Account Settings for both the email and the address directory accounts.