

# SETUP GUIDE

## AKO Email and Address Book in Microsoft Outlook 2007

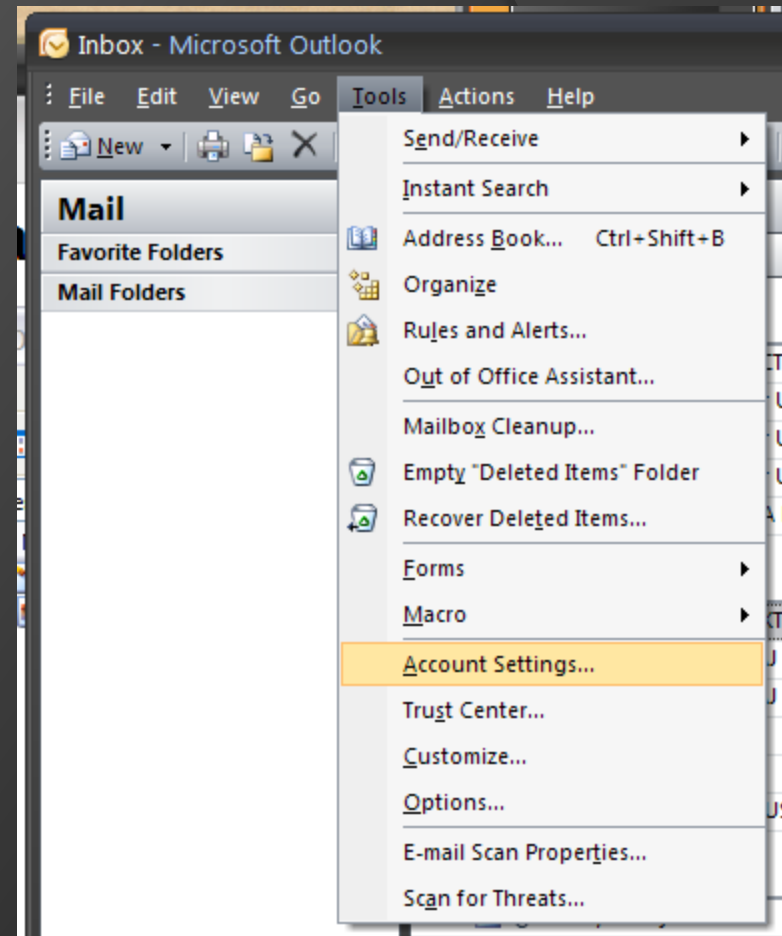


*These procedures will work from any Internet-connected computer and are easily tailored for use in other email clients. This is NOT an official US Army publication. This guide is provided solely as user-to-user assistance.*

*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*

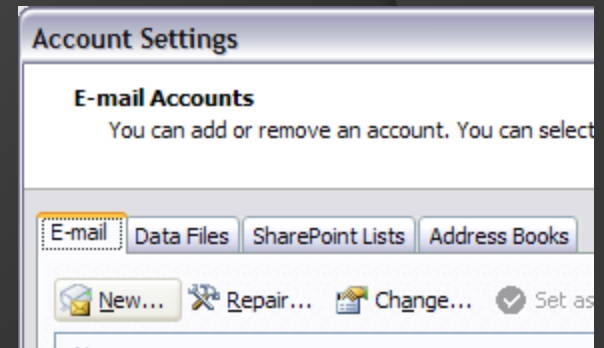
# EMAIL SETUP: Step 1

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



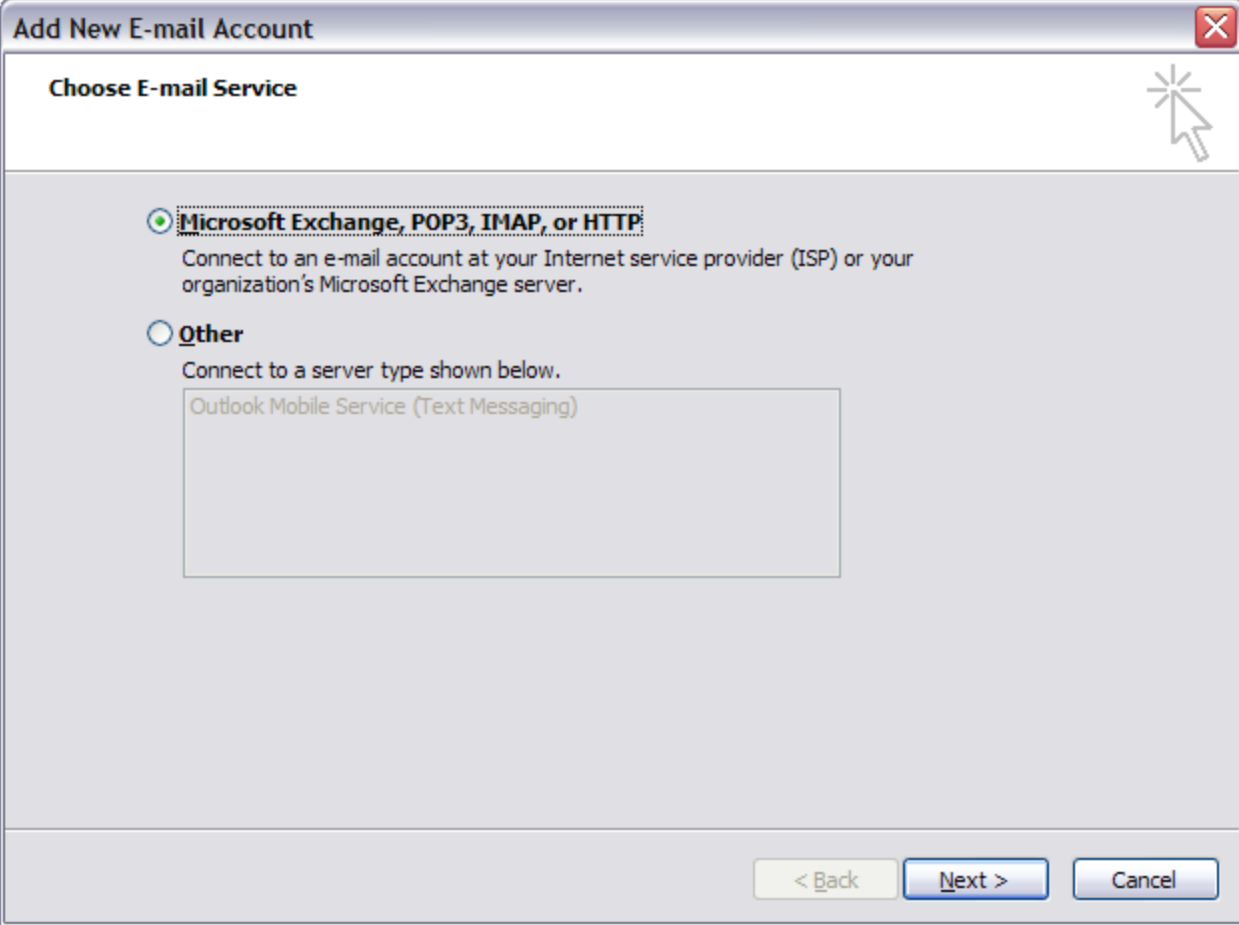
# EMAIL SETUP: Step 2

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.



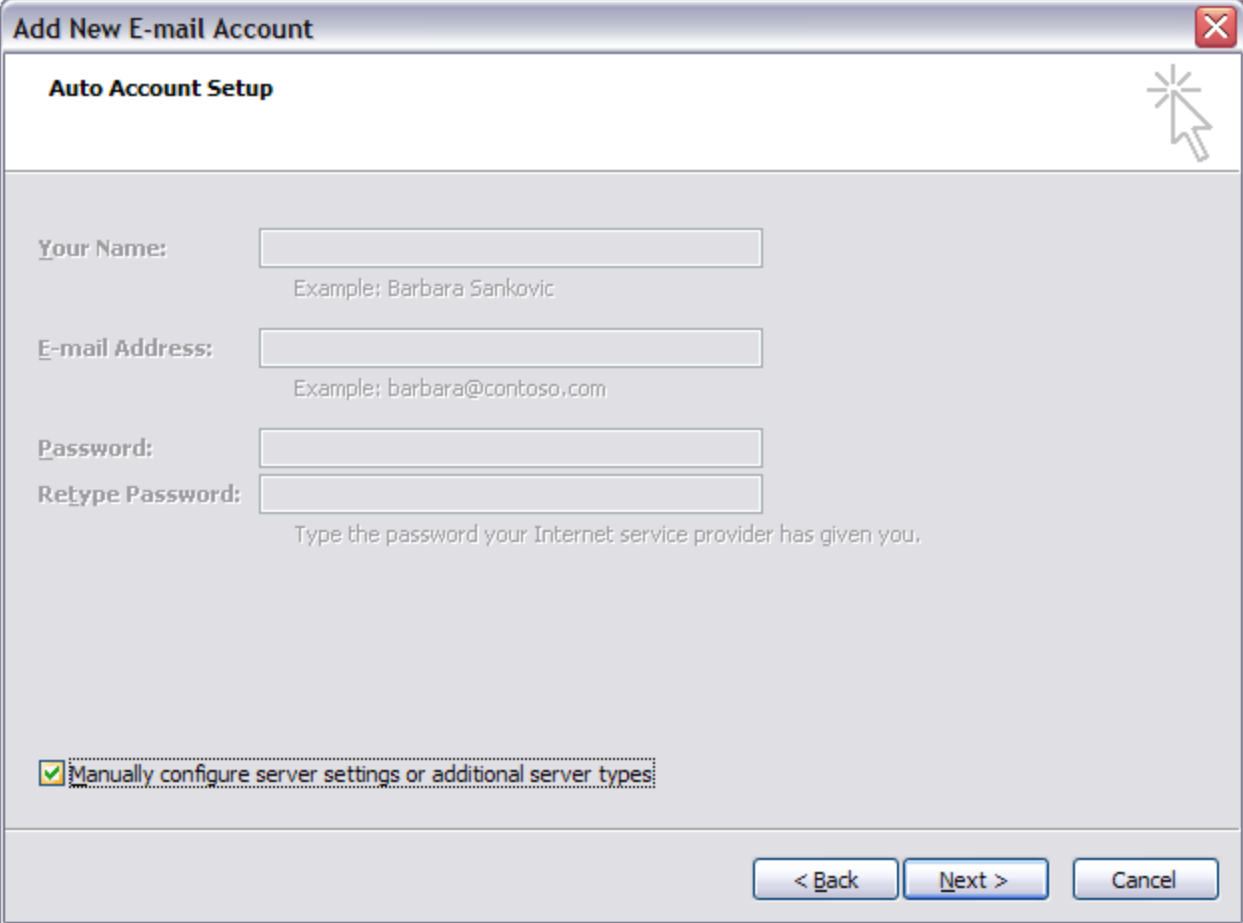
The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. Below the title bar is a section labeled "Choose E-mail Service". There are two radio button options:

- Microsoft Exchange, POP3, IMAP, or HTTP**  
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.
- Other**  
Connect to a server type shown below.  
Outlook Mobile Service (Text Messaging)

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

# EMAIL SETUP: Step 4

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



The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". The "Auto Account Setup" tab is selected, indicated by a mouse cursor icon in the top right corner. The dialog contains several input fields: "Your Name:" with an example "Barbara Sankovic", "E-mail Address:" with an example "barbara@contoso.com", "Password:", and "Retype Password:". Below these fields is a checkbox labeled "Manually configure server settings or additional server types", which is currently checked. At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:

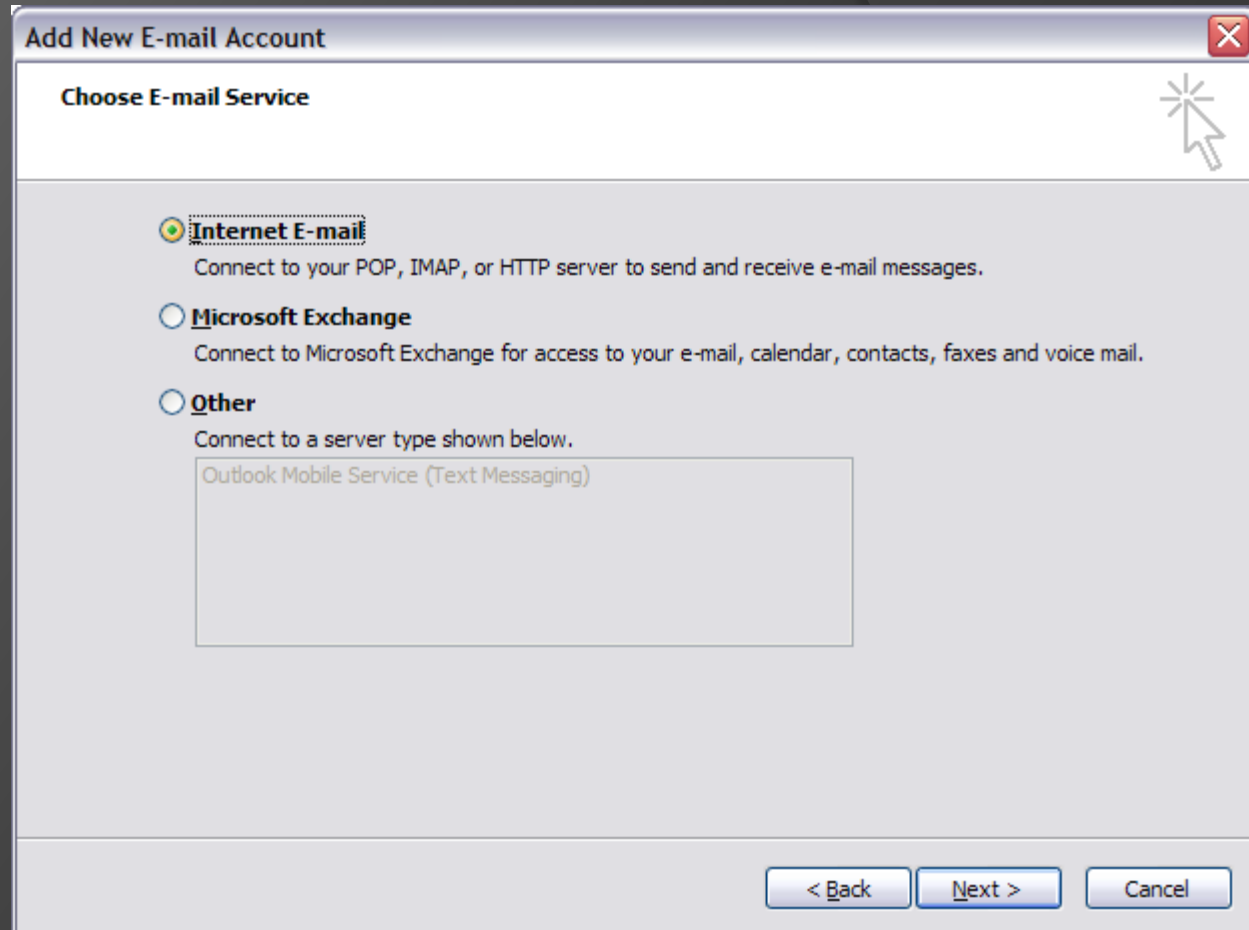
Retype Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back    Next >    Cancel

# 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*

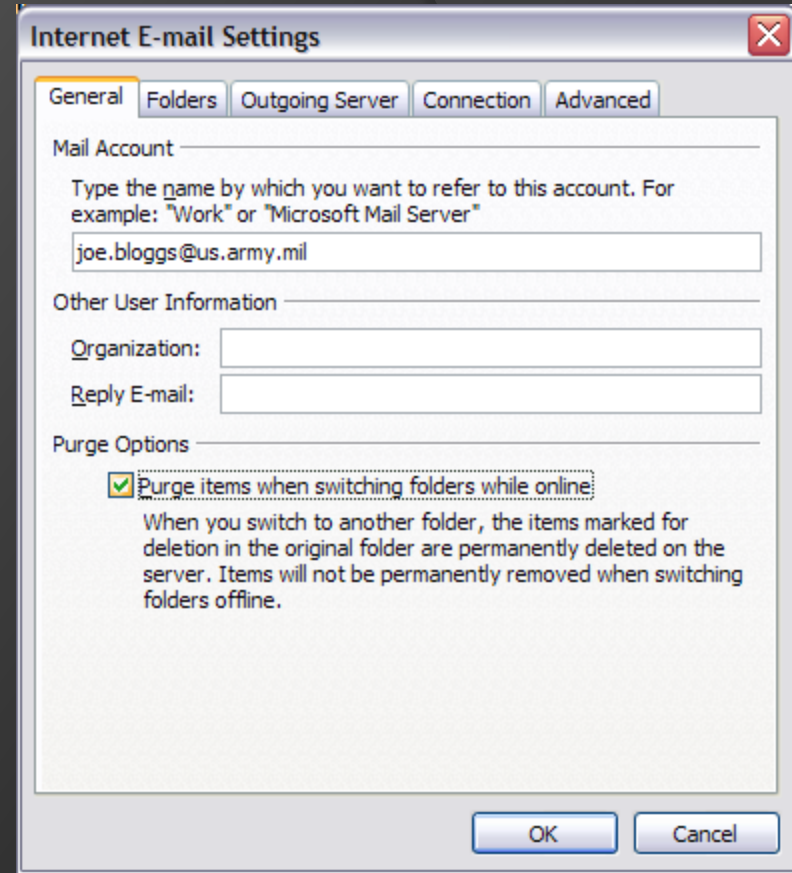
The screenshot shows the 'Add New E-mail Account' window with the following settings:

- Internet E-mail Settings**: Each of these settings are required to get your e-mail account working.
- User Information**:
  - Your Name: Joe Bloggs
  - E-mail Address: joe.bloggs@us.army.mil
- Server Information**:
  - Account Type: IMAP
  - Incoming mail server: imap.us.army.mil
  - Outgoing mail server (SMTP): mailrouter.us.army.mil
- Logon Information**:
  - User Name: joe.bloggs
  - Password: [masked]
  - Remember password
  - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**: After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection).
  - Test Account Settings ...
- More Settings ...**: A button to access additional configuration options.
- Navigation**: < Back, Next >, and Cancel buttons.

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

# EMAIL SETUP: Step 7

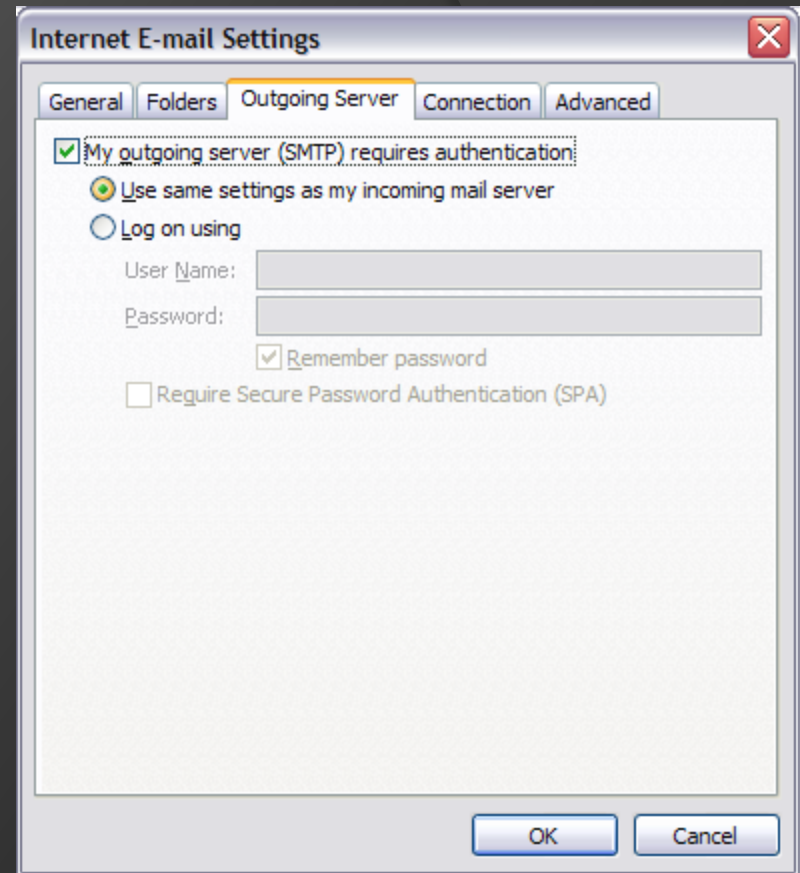
In the General tab of the Internet E-mail Settings window, give your mail account a name if you wish. (This defaults to the email address. The name is your choice and has no operational effect.) Select “Purge items when switching folders while online” then change to the Outgoing Server tab.





# 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

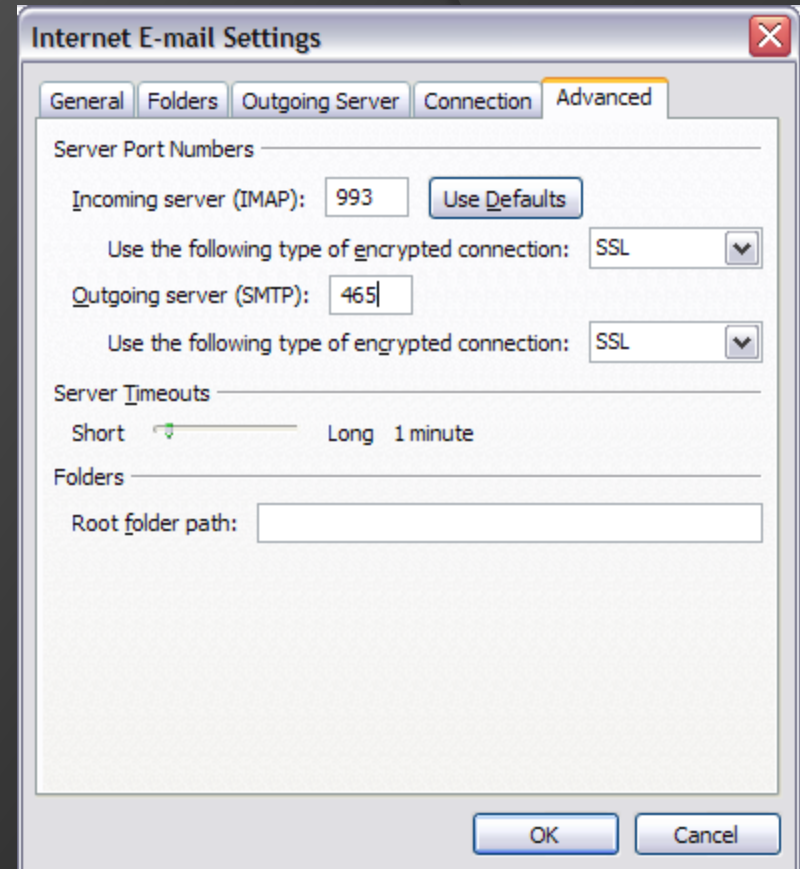
In the Advanced tab of the Internet E-mail Settings window, enter the following information:

*Incoming server (IMAP):  
993*

*Use the following type of  
encrypted connection:  
SSL*

*Outgoing server (SMTP):  
465*

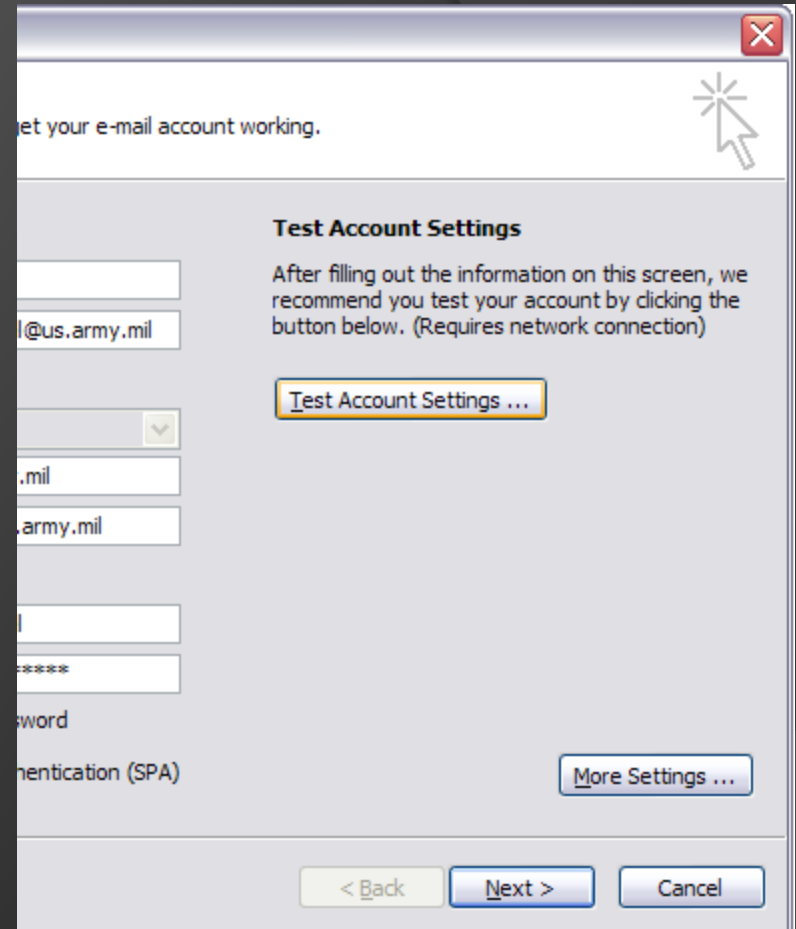
*Use the following type of  
encrypted connection:  
SSL*



**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...”



et your e-mail account working.

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

[Test Account Settings ...](#)

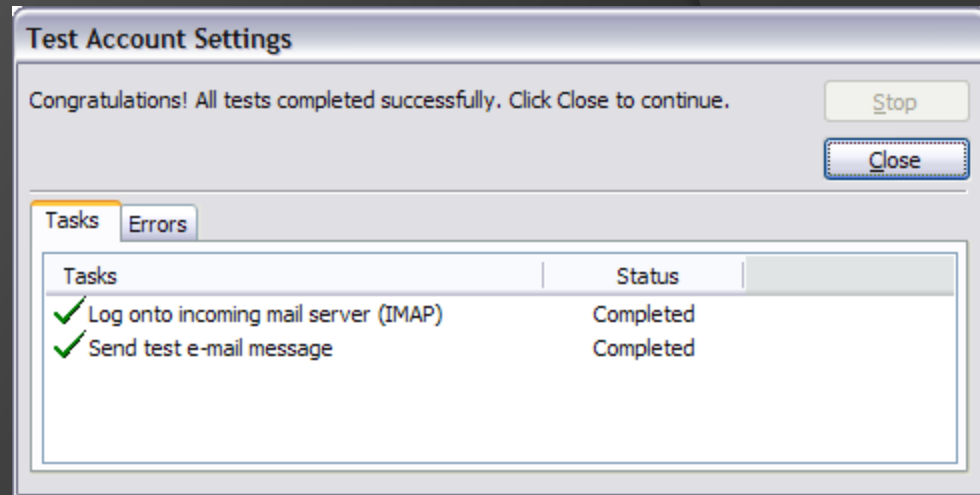
[More Settings ...](#)

< Back   Next >   Cancel

The screenshot shows a dialog box titled "Test Account Settings" with a close button (X) in the top right corner. The dialog contains several input fields on the left side, some of which are partially filled with text like "@us.army.mil", ".mil", and "army.mil". There is a dropdown menu and a password field with asterisks. A "Test Account Settings ..." button is highlighted with a yellow border. At the bottom right, there is a "More Settings ..." button. At the very bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

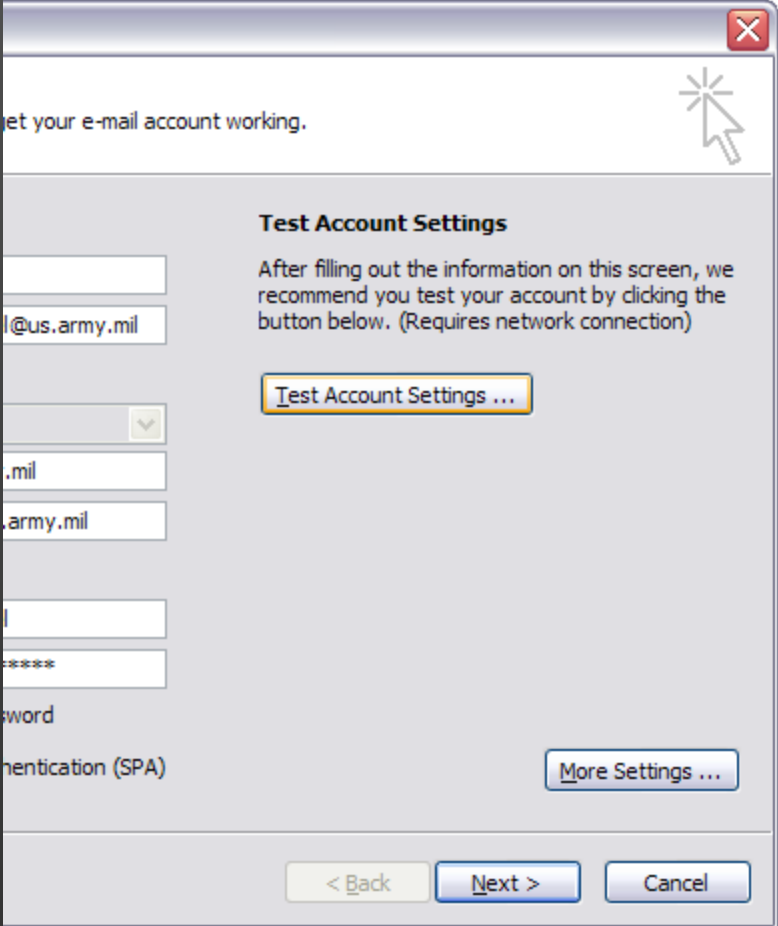
# EMAIL SETUP: Step 11

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.



et your e-mail account working.

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

[Test Account Settings ...](#)

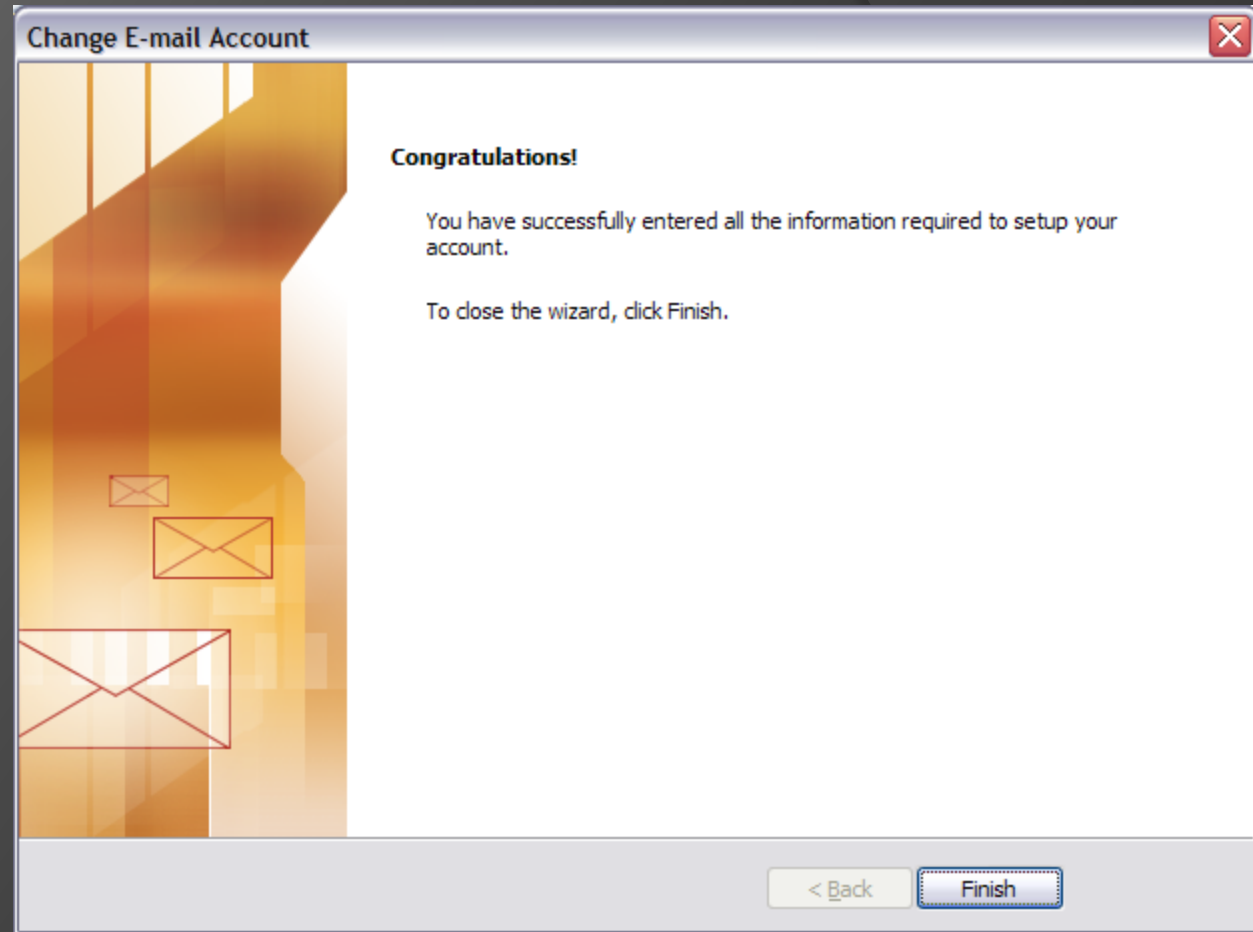
[More Settings ...](#)

< Back   Next >   Cancel

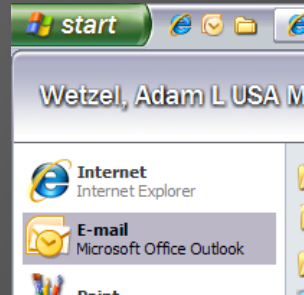
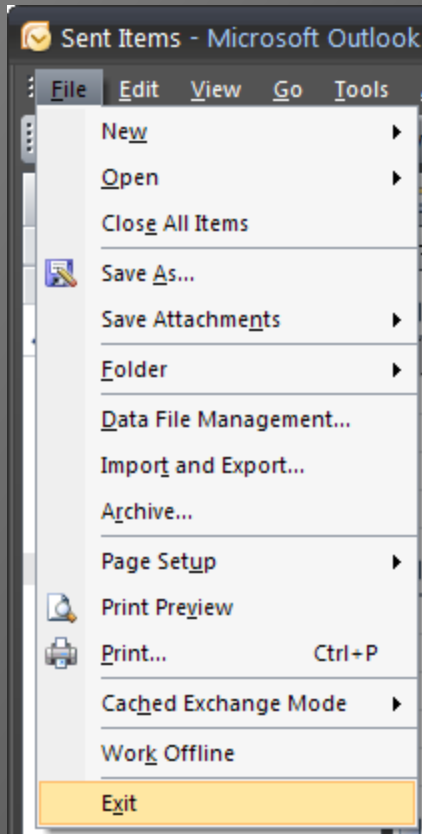
The screenshot shows a window titled "Test Account Settings" with a close button (X) in the top right corner. The window contains a "Test Account Settings" section with a warning icon and text: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this text is a button labeled "Test Account Settings ...". At the bottom right of the window is a button labeled "More Settings ...". At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a blue border. On the left side of the window, there are several input fields, some of which contain text like "@us.army.mil", ".mil", and "army.mil". There is also a dropdown menu and a password field with asterisks. The text "entication (SPA)" is visible at the bottom left of the window.

# EMAIL SETUP: Step 13

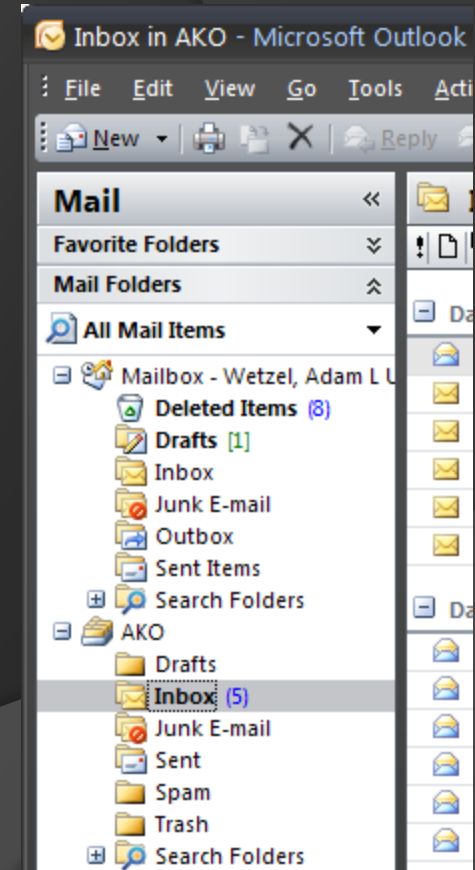
In the Change E-mail Account window, select Finish.



# EMAIL SETUP: Step 14

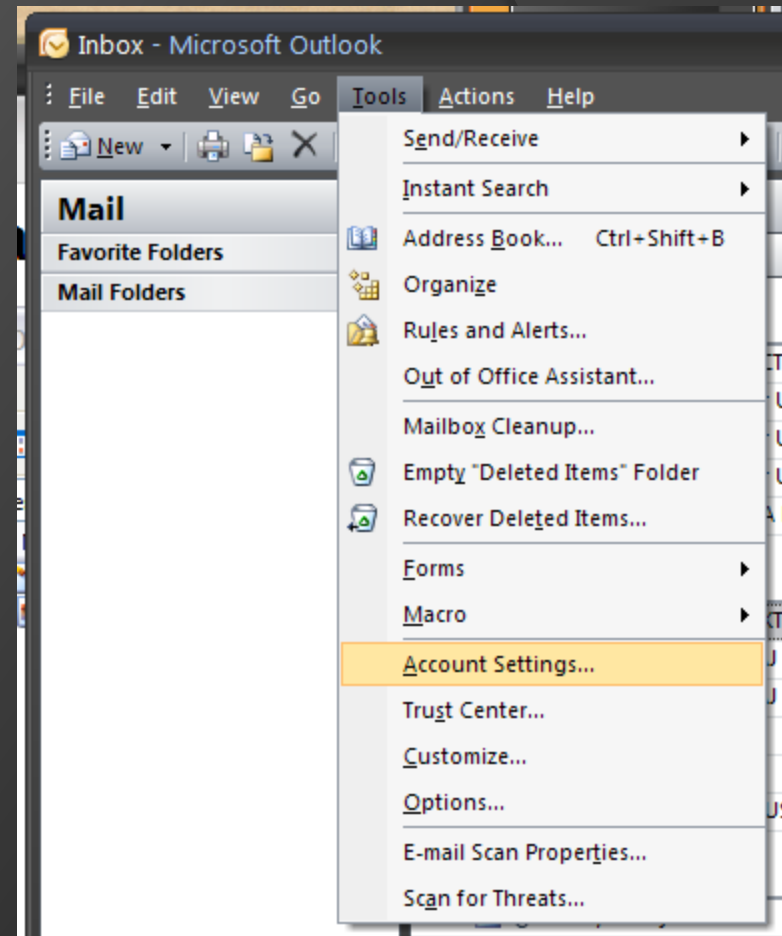


**Exit, then re-launch, Outlook. Your AKO email is now visible in the Mail Folders hierarchy. Expand it, and within a few seconds your AKO folders will populate.**



# EMAIL SETUP: Step 15

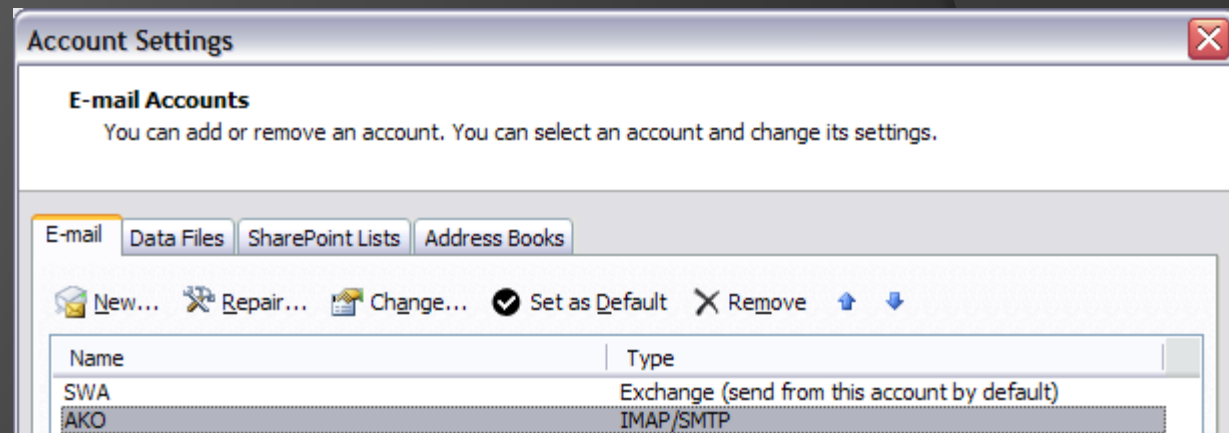
From within Outlook,  
select Account Settings  
from the Tools menu.





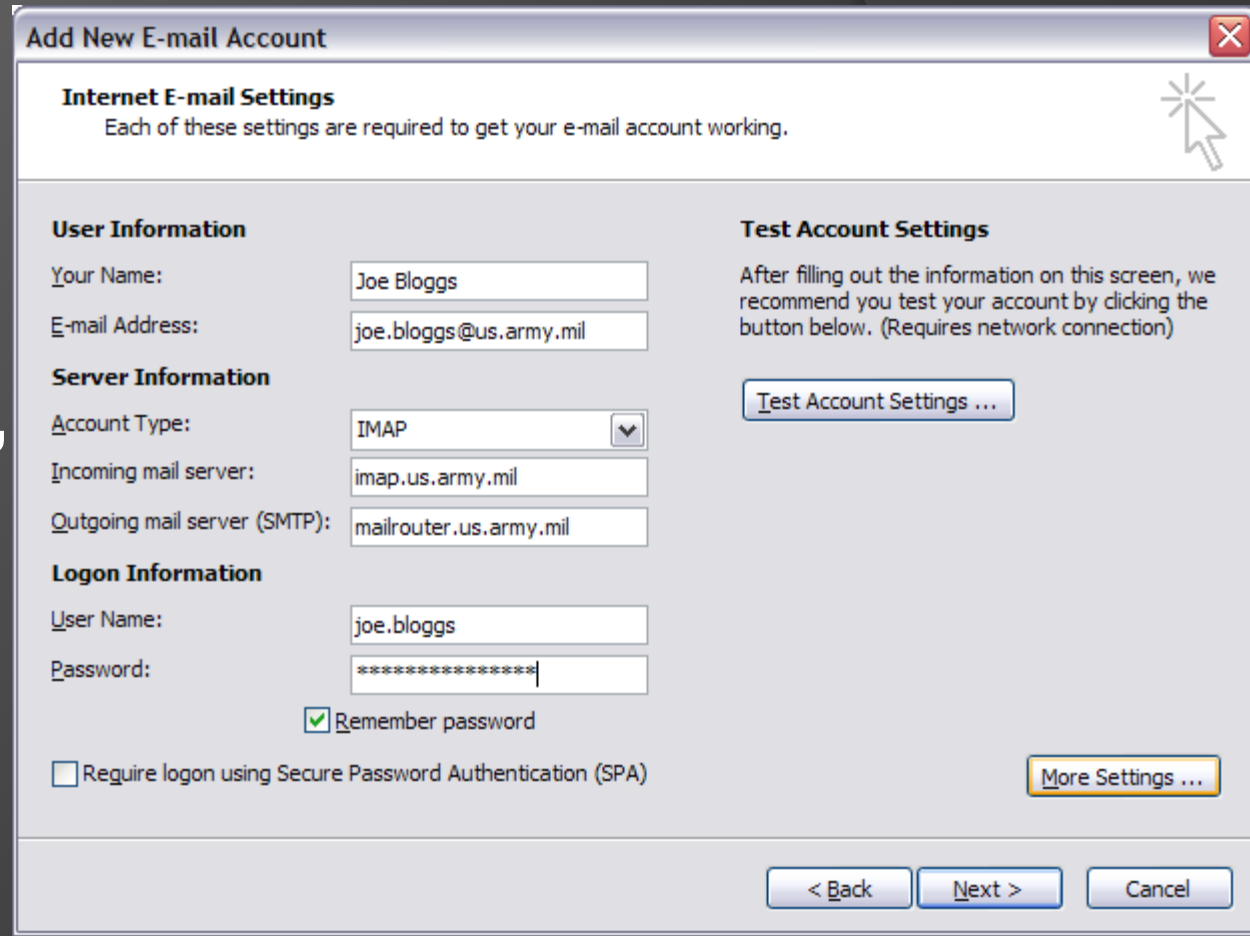
# EMAIL SETUP: Step 16

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.



**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

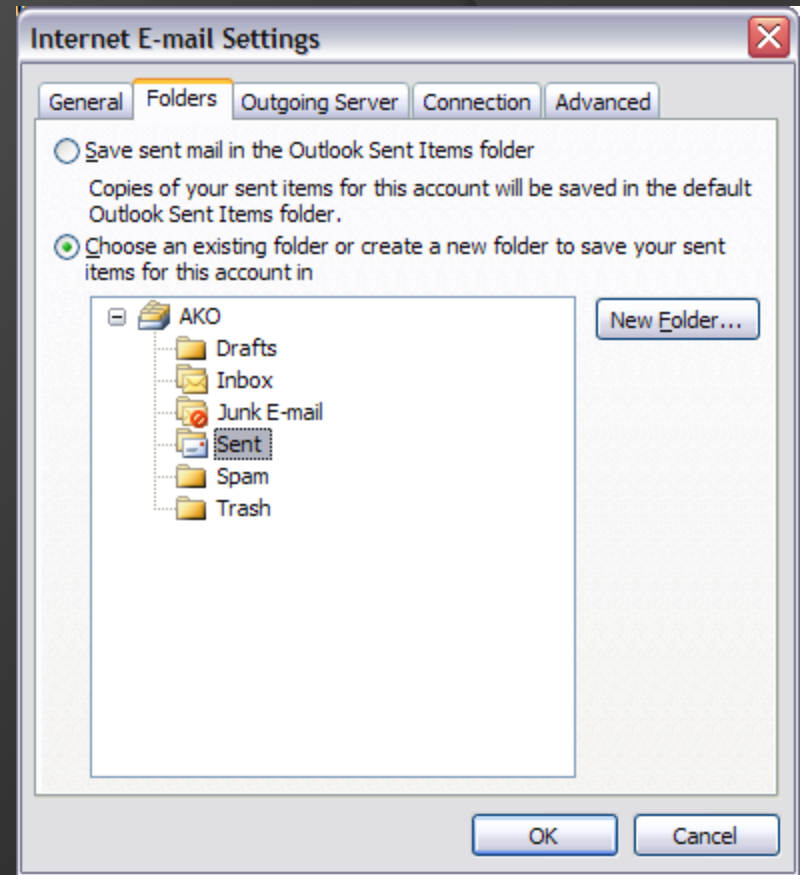
Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

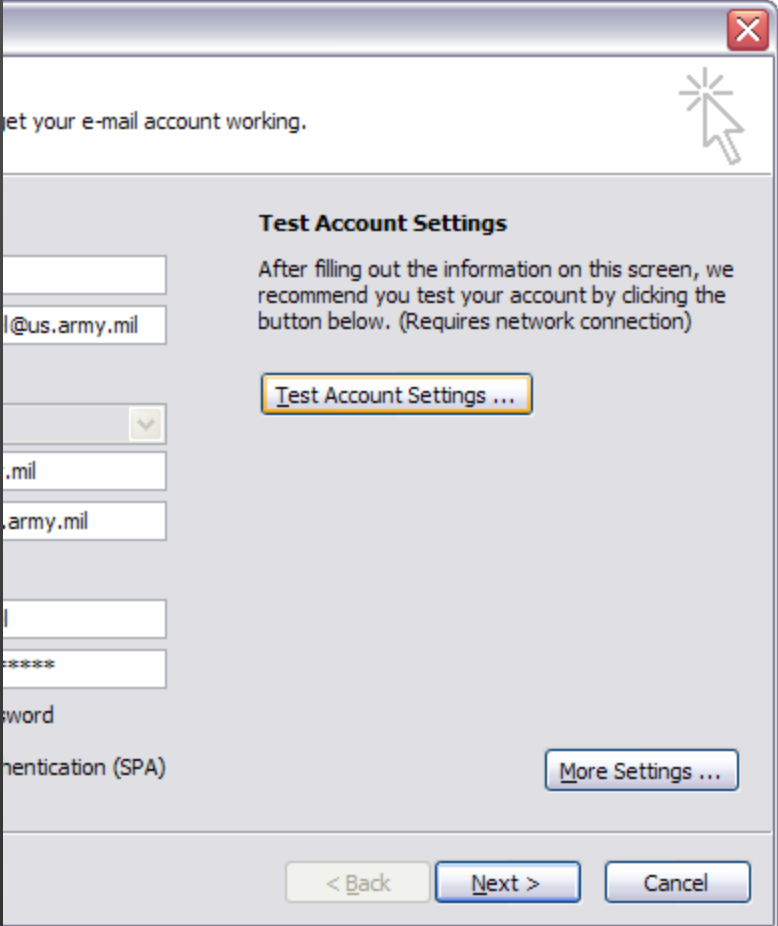
# EMAIL SETUP: Step 18

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.



et your e-mail account working.

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

[Test Account Settings ...](#)

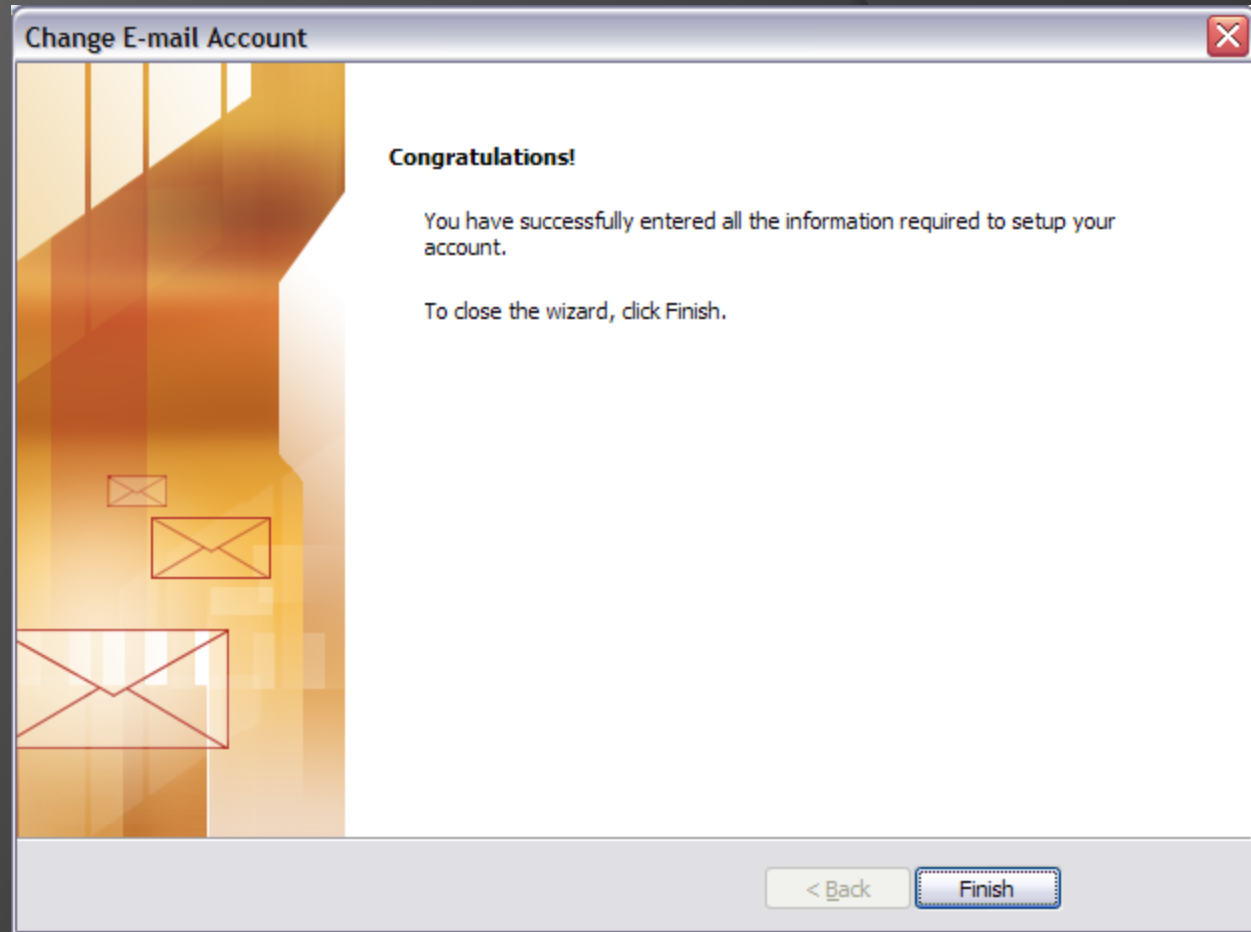
[More Settings ...](#)

< Back    Next >    Cancel

The screenshot shows a window titled "Test Account Settings" with a close button (X) in the top right corner. The window contains several text input fields on the left side, some of which are partially filled with text like "@us.army.mil" and ".mil". There is a dropdown menu below the first field. A "Test Account Settings ..." button is highlighted with a yellow border. At the bottom right, there is a "More Settings ..." button. At the very bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

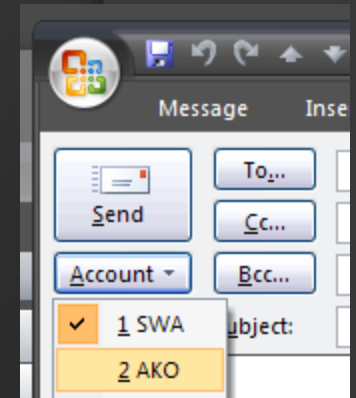
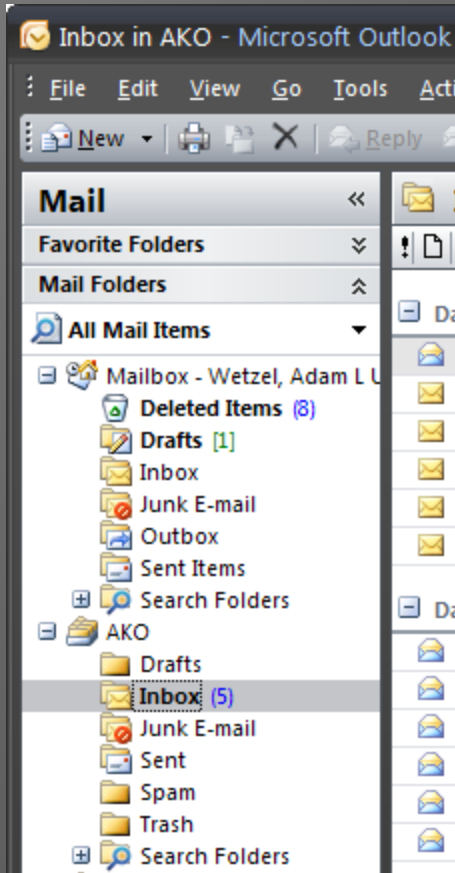
# EMAIL SETUP: Step 20

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



# EMAIL SETUP: Complete

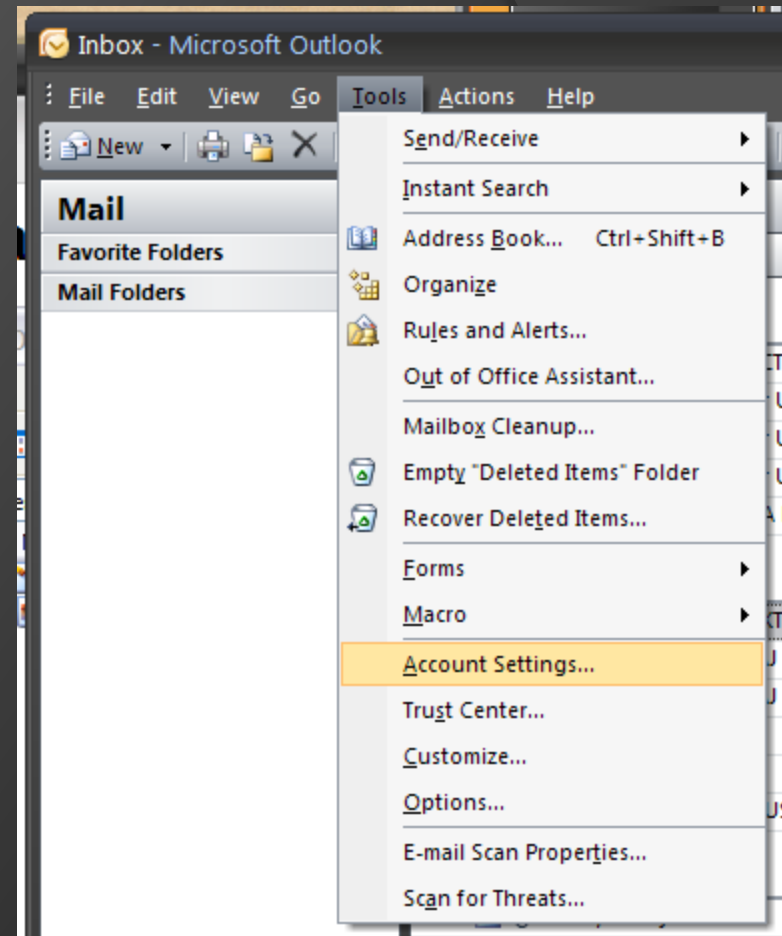
Email setup is now complete. Your AKO email folders are accessible in your Mail Folders list along with any other accounts you may have.



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.

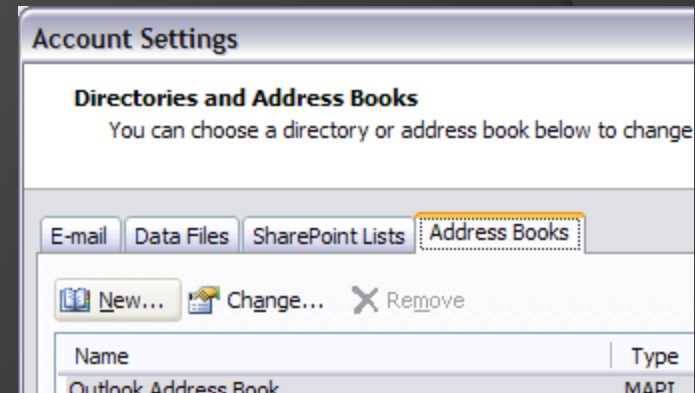
# DIRECTORY SETUP: Step 1

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



# DIRECTORY SETUP: Step 2

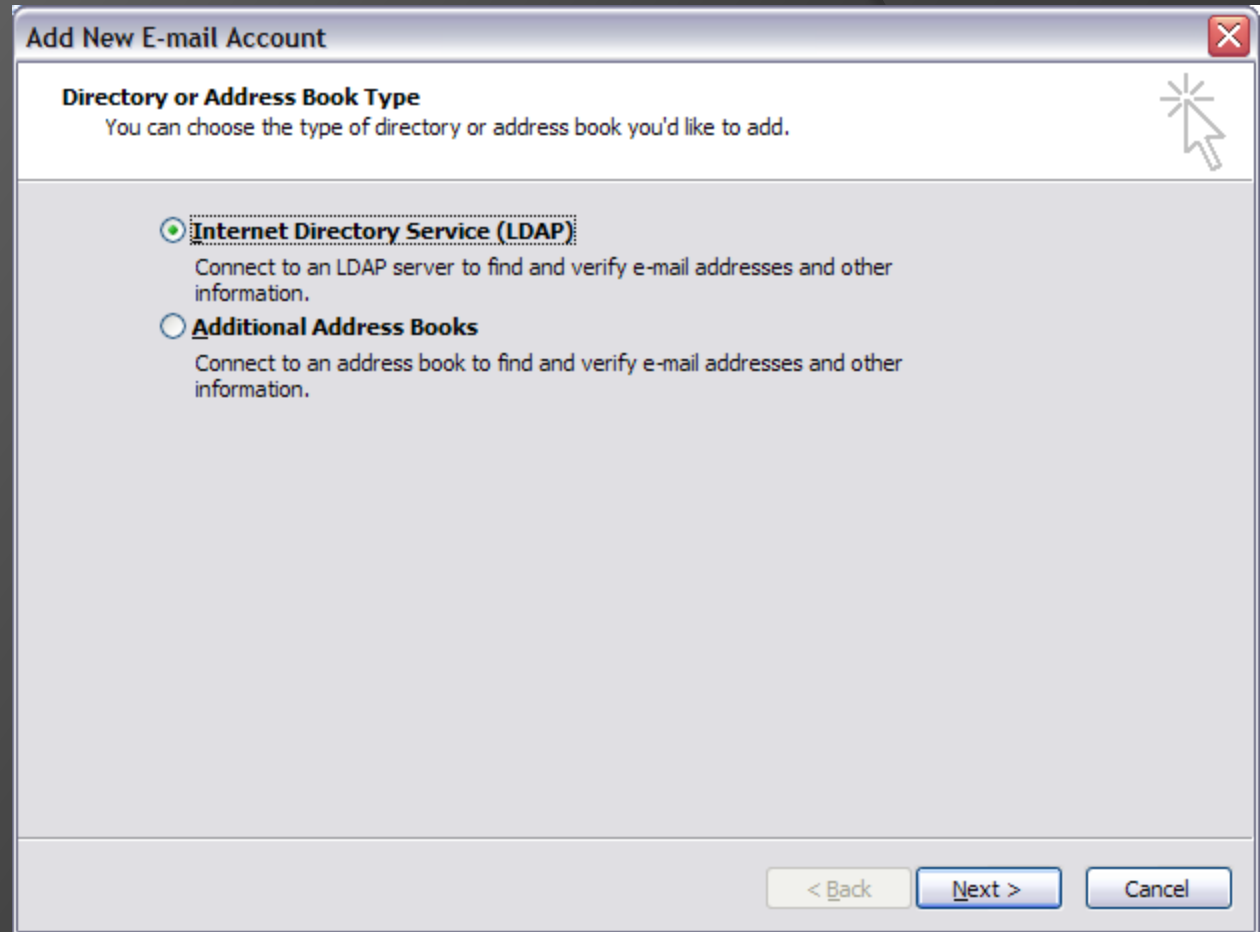
In the Account Settings window, select the Address Books tab, then click “New...”





# 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`

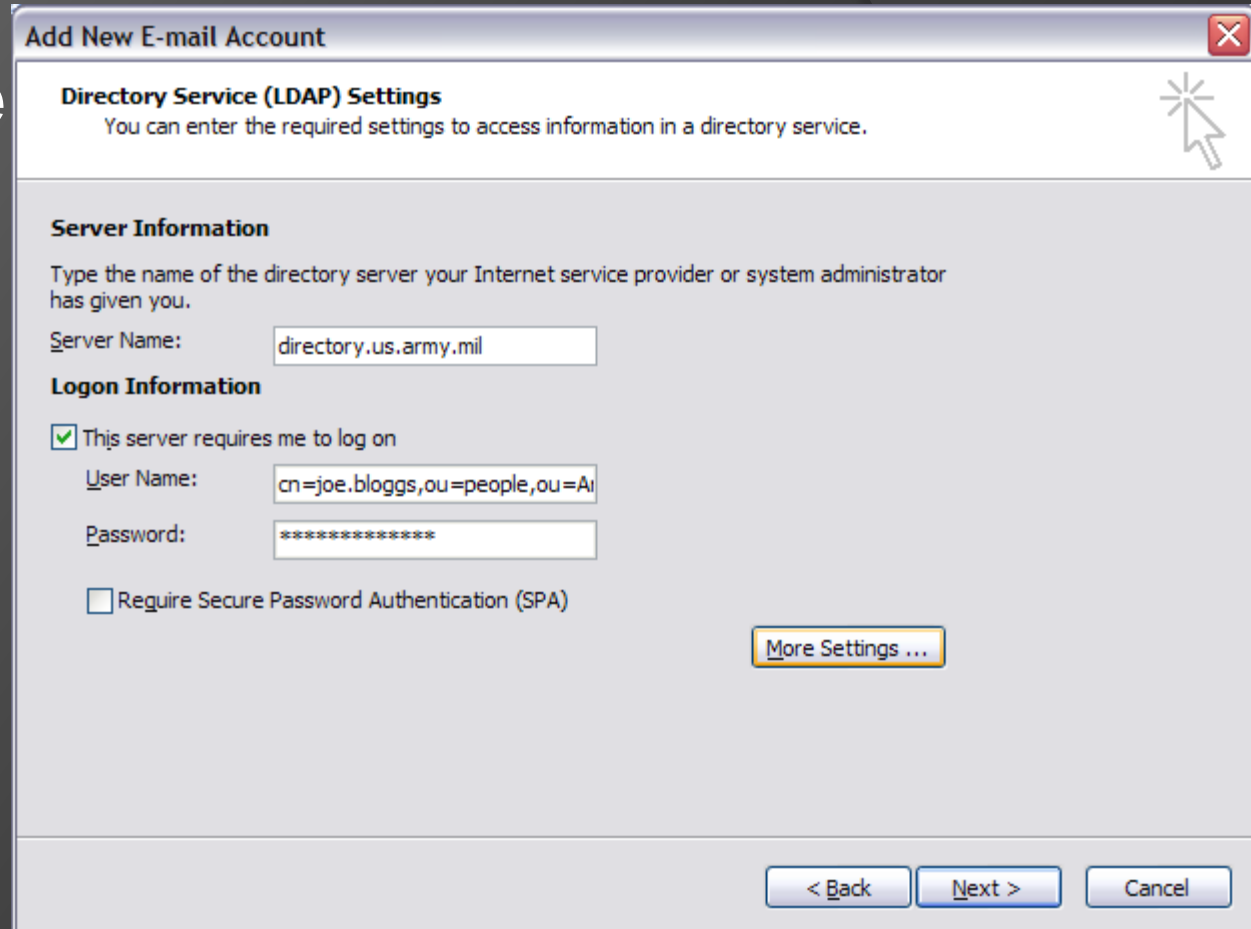
*This server requires me to log on (select checkbox)*

User Name:

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

Password:

`yourAKOpassword`

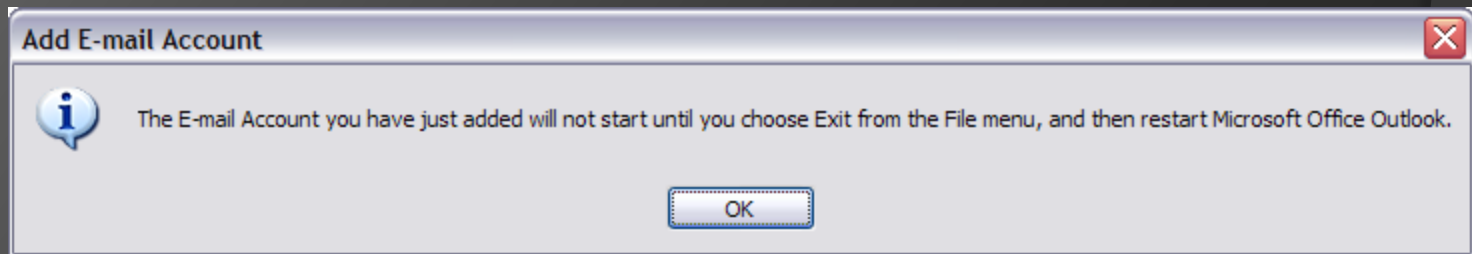


The screenshot shows the 'Add New E-mail Account' dialog box. The title bar reads 'Add New E-mail Account'. Below the title bar is a section titled 'Directory Service (LDAP) Settings' with a sub-header 'You can enter the required settings to access information in a directory service.' The main area is divided into two sections: 'Server Information' and 'Logon Information'. Under 'Server Information', there is a text box for 'Server Name' containing 'directory.us.army.mil'. Under 'Logon Information', there is a checked checkbox for 'This server requires me to log on'. Below this checkbox are two text boxes: 'User Name' containing 'cn=joe.bloggs,ou=people,ou=Ar' and 'Password' containing '\*\*\*\*\*'. There is an unchecked checkbox for 'Require Secure Password Authentication (SPA)'. At the bottom right of the main area is a button labeled 'More Settings ...'. At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

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)*



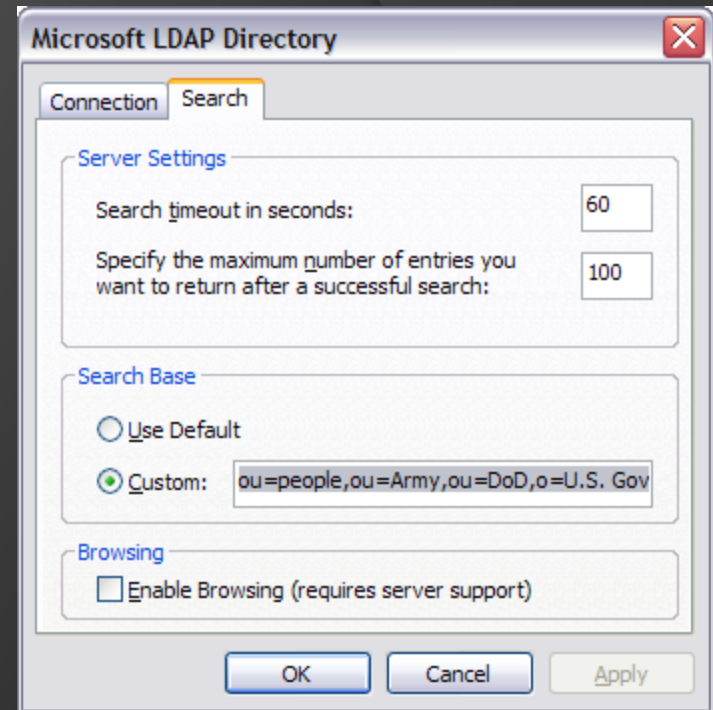
Next, select the Search tab.

# 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.

**Add New E-mail Account**

**Directory Service (LDAP) Settings**  
You can enter the required settings to access information in a directory service.

**Server Information**  
Type the name of the directory server your Internet service provider or system administrator has given you.

Server Name:

**Logon Information**

This server requires me to log on

User Name:

Password:

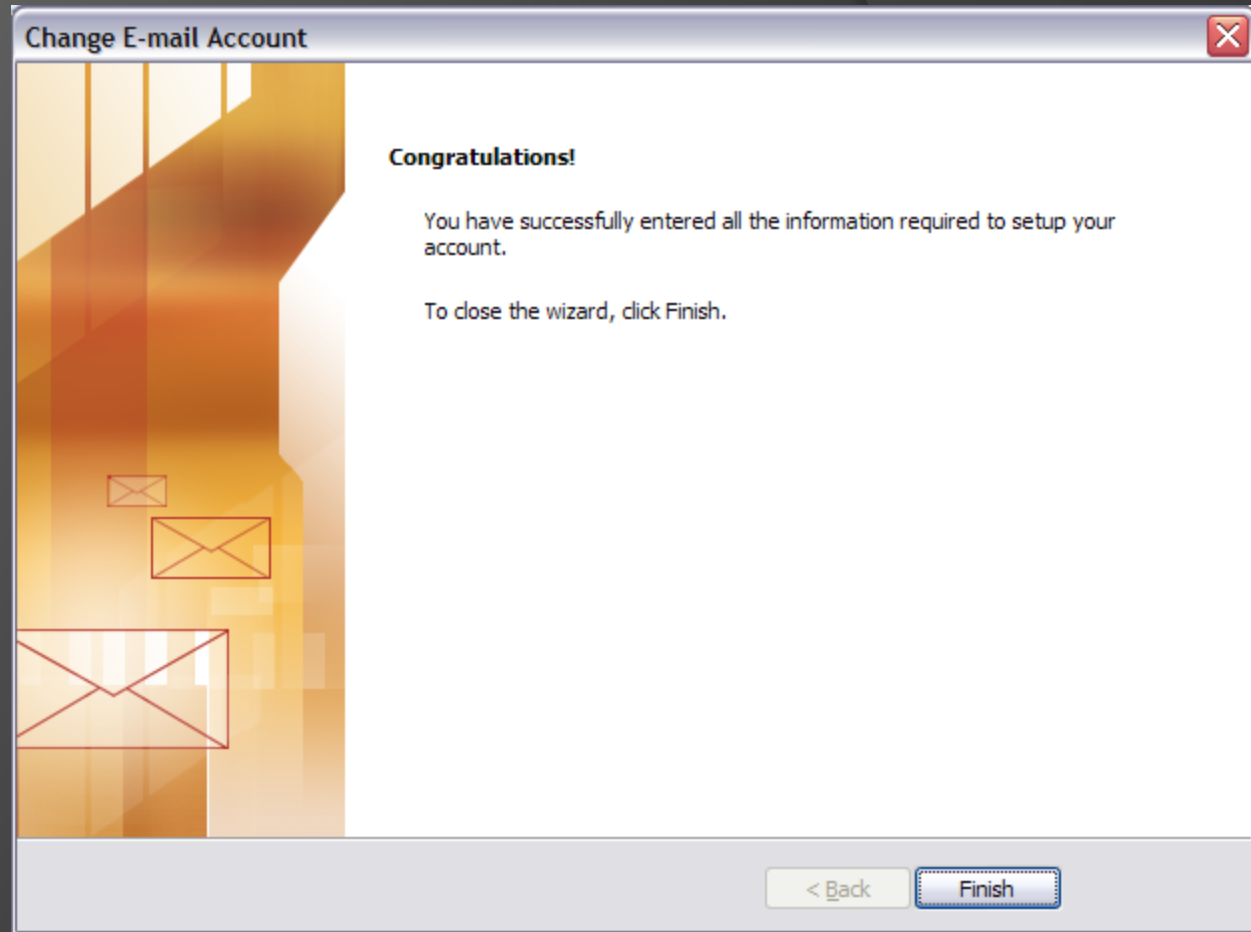
Require Secure Password Authentication (SPA)

[More Settings ...](#)

< Back    Next >    Cancel

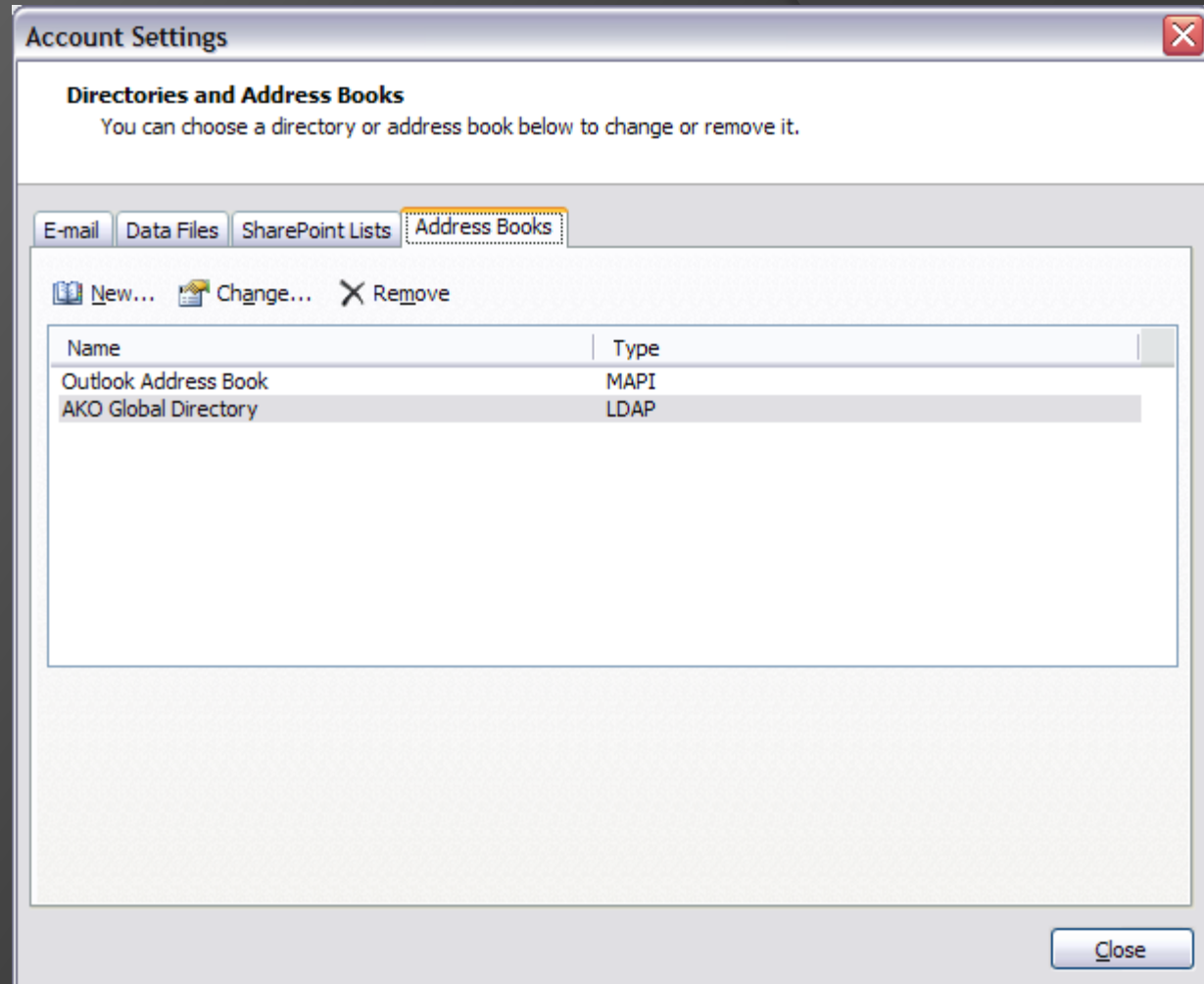
# DIRECTORY SETUP: Step 9

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



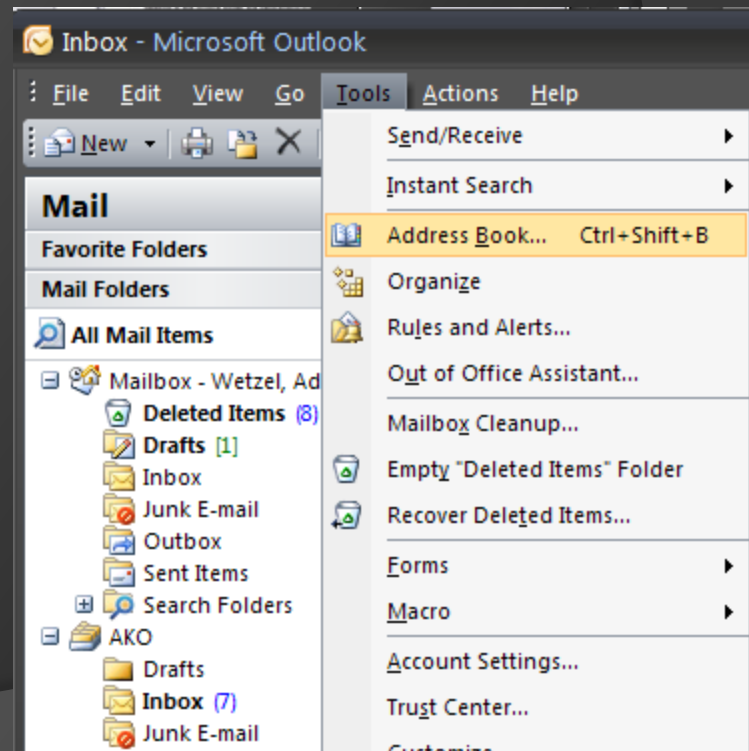
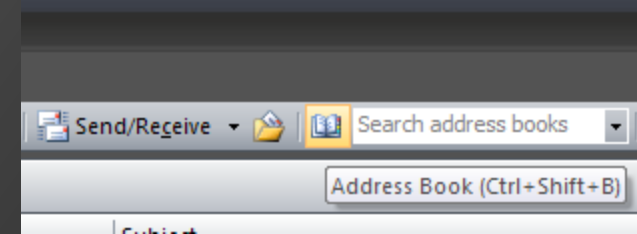
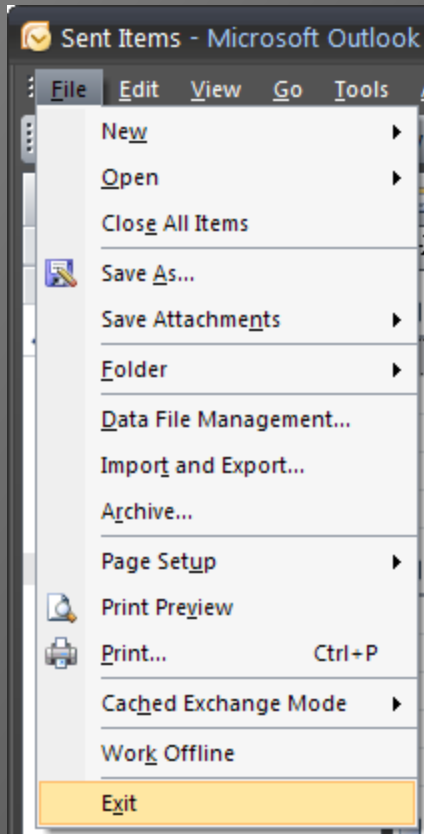
# DIRECTORY SETUP: Step 10

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





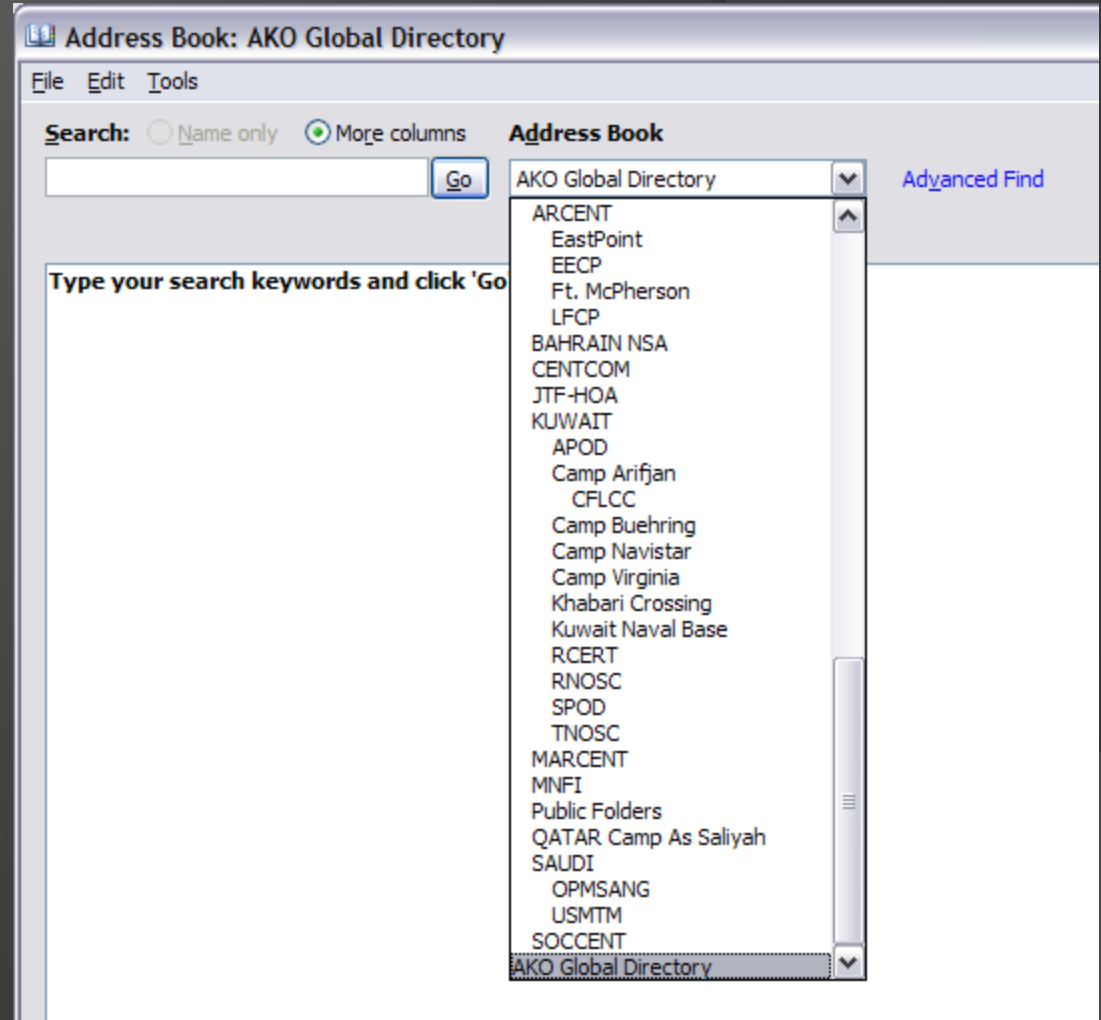
# DIRECTORY SETUP: Step 11



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

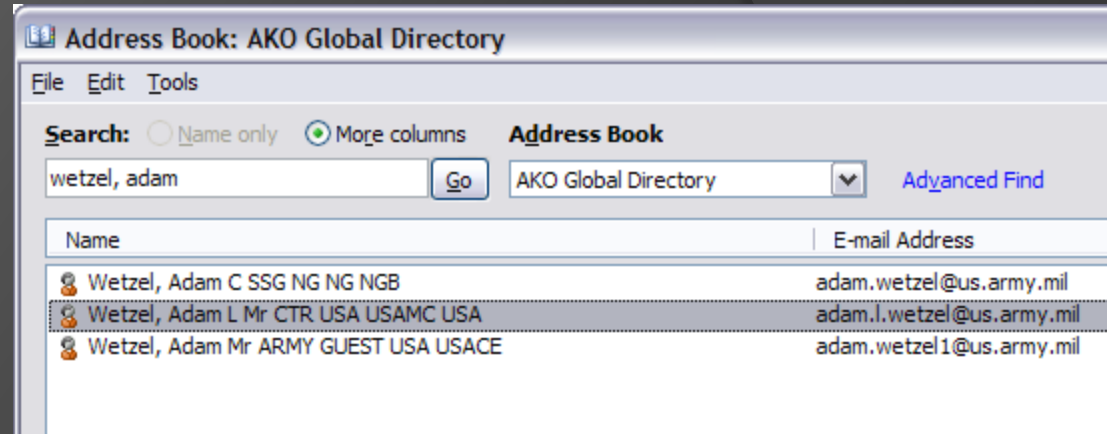
# DIRECTORY SETUP: Complete

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.

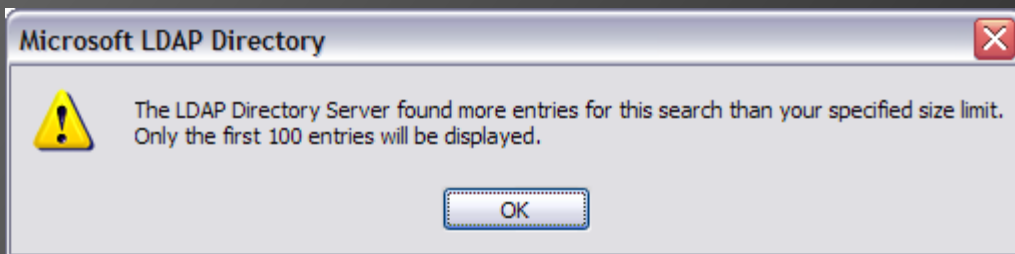


# DIRECTORY SETUP: Usage

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.