
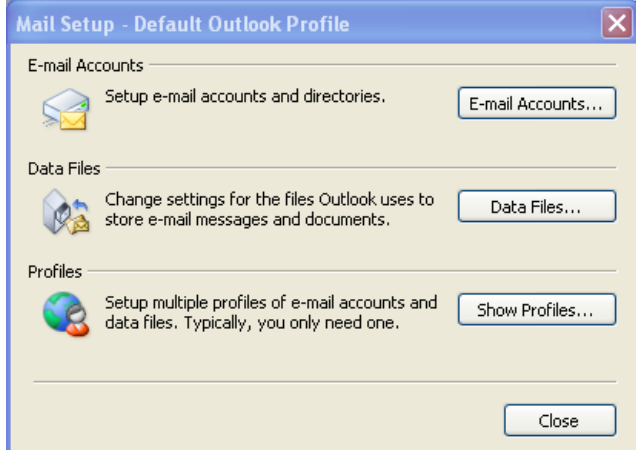
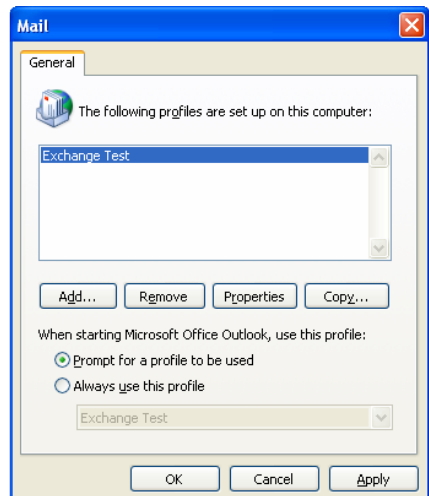




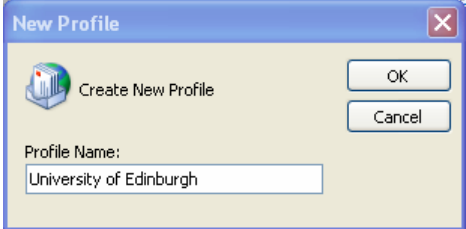
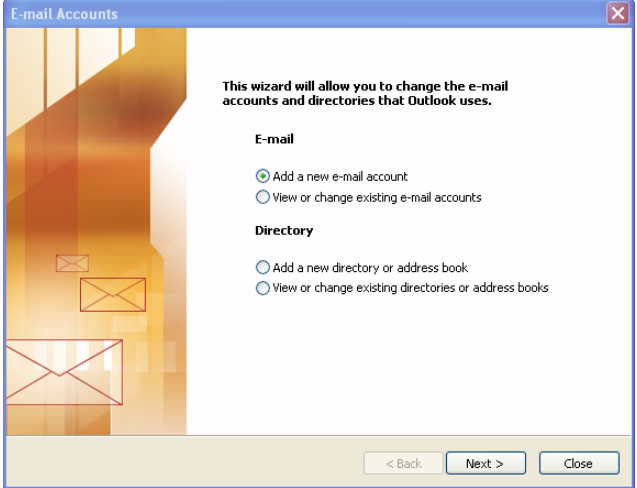
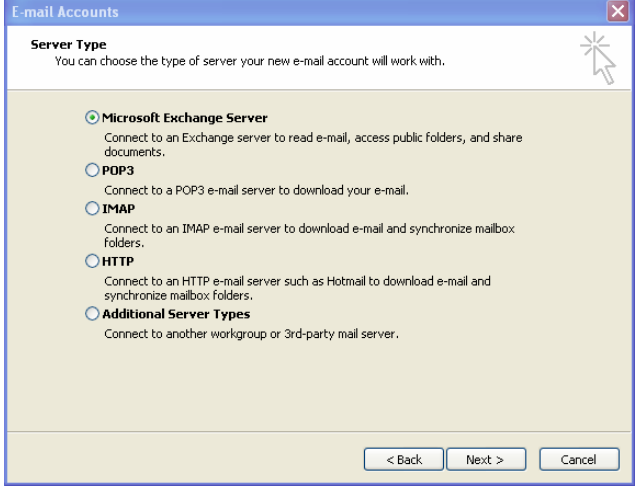
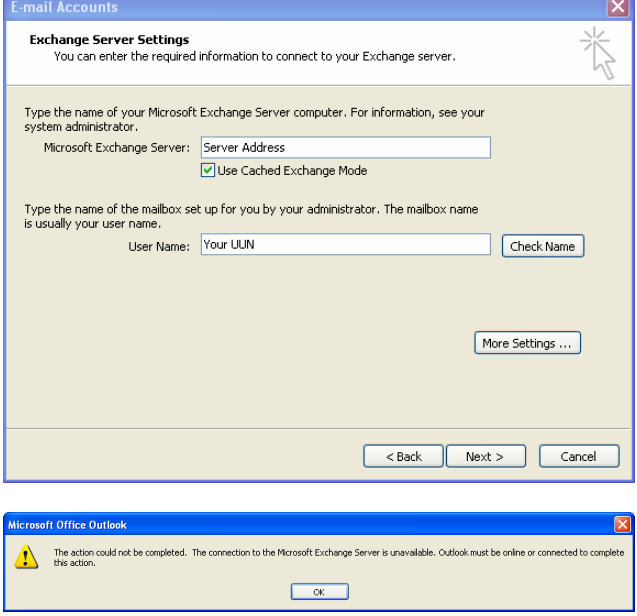
Connecting to Exchange with Outlook Anywhere

This document will help you set up Outlook on your laptop or home computer to securely connect to your University calendar and email. This will work on any wireless or home broadband connection. A VPN (Virtual Private Network) connection is **not** required.

Note: This document is based on Outlook 2003 on Microsoft Windows XP. If you are using a different version of Outlook or Windows, please refer to the guidance on connecting to Exchange which is supplied with your specific version. Your computer must have Microsoft Windows XP Service Pack 2 or later. If you need help or support you can contact IS.Helpline@ed.ac.uk or phone (6) 51 51 51.

<p>1. From Windows Start menu, click Control Panel and double-click on the Mail icon.</p> <p>Note: If you cannot see the icon, look for Switch to Classic View on the top left of the Control Panel.</p>	
<p>2. In the Mail Setup window, click Show Profiles.</p>	
<p>3. In this window, make sure you select the option Prompt for a profile to be used, and then click Add.</p>	

Connecting to Exchange with Outlook Anywhere

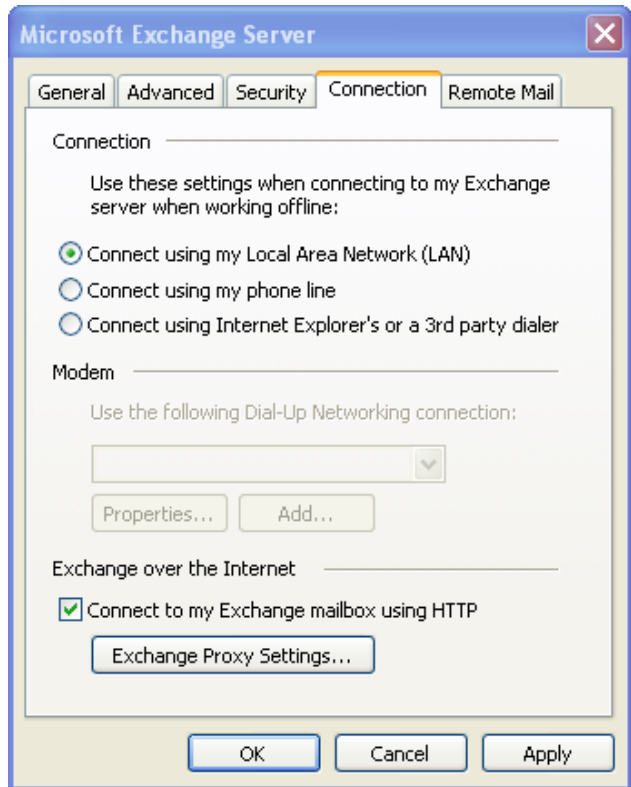
<p>4. Type in a Profile Name and click OK.</p>	
<p>5. The E-Mail accounts wizard will start with Add a new e-mail account selected. Click Next.</p>	
<p>6. Select Microsoft Exchange Server and click Next.</p>	
<p>7. Enter the settings as follows:</p> <ul style="list-style-type: none"> • Microsoft Exchange Server: exseedmd.is.ed.ac.uk • Use Cached Exchange Mode: checkbox is ticked • User Name: Your UUN <p>Then click More Settings...</p> <p>If you receive an error message at this point, simply click OK, click Cancel in the window that follows, and proceed below.</p>	

Connecting to Exchange with Outlook Anywhere

8. Click on the Connection tab:

Tick the check box next to **Connect to my Exchange mailbox using HTTP**

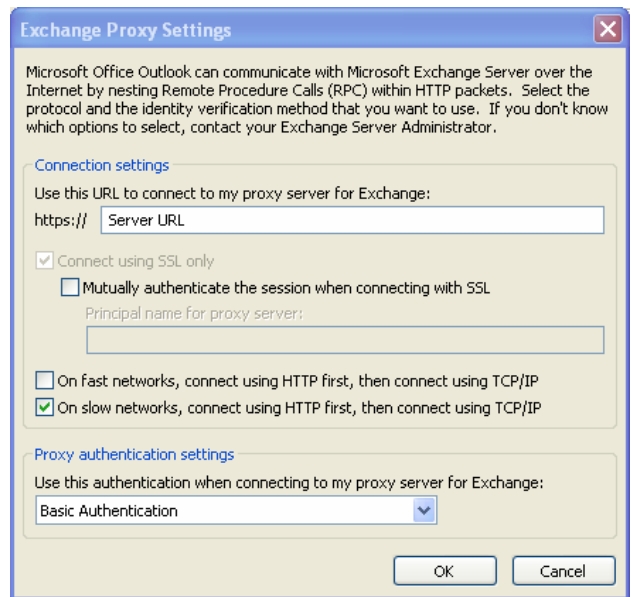
Click **Exchange Proxy Settings...**



9. In **Exchange Proxy Settings** enter the following settings:

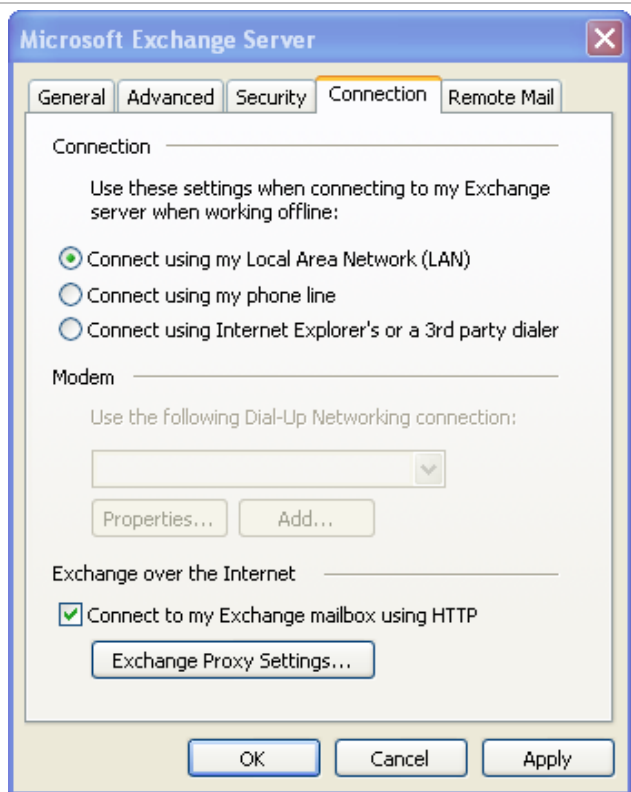
- Use this URL to connect to my proxy server for Exchange: **www.exseed.ed.ac.uk**
- Use this authentication when connecting to my proxy server for Exchange: **Basic Authentication**

Click **OK**.

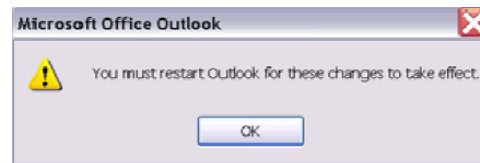


Connecting to Exchange with Outlook Anywhere

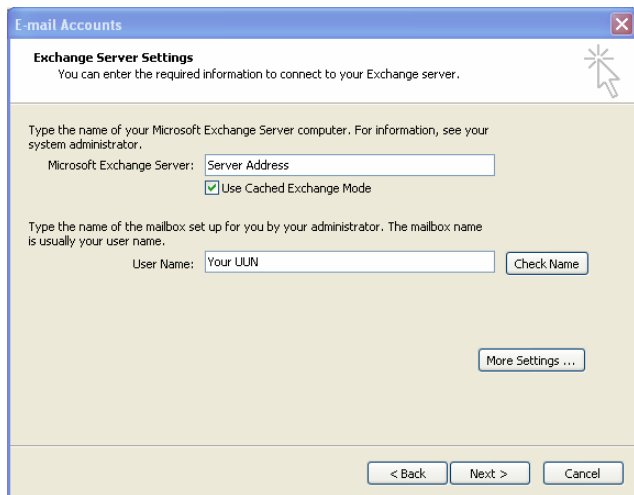
10. Click **OK**.



11. If you have Outlook opened, you will be notified to restart it for changes to take effect. Click **OK**.

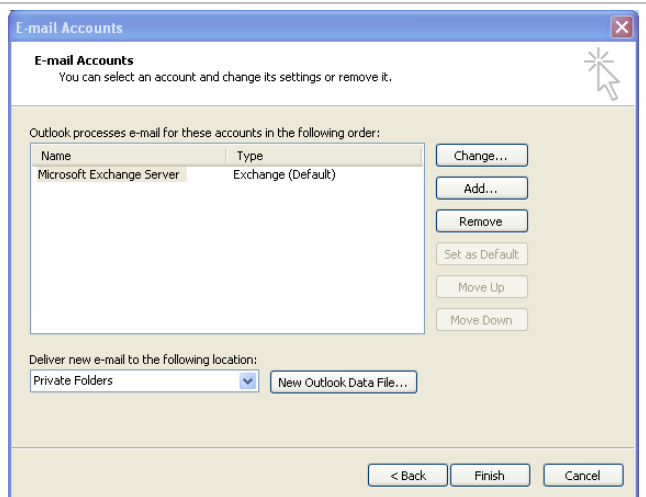


12. Back in the **E-mail Accounts** window, click **Next**.



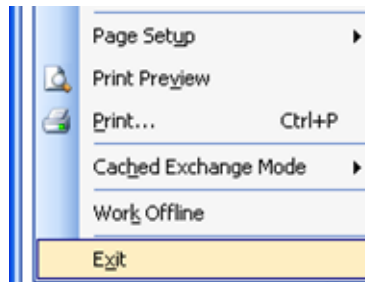
Connecting to Exchange with Outlook Anywhere

13. Click **Finish**.



14. If you have Outlook open, click **File** and **Exit** to close.

If you receive an error message when starting Outlook again immediately after setting the profile, please close it again, allow 60 seconds and then start Outlook again.



How to get further help

Please contact the Information Services Helpline at IS.Helpline@ed.ac.uk or phone (0131 6) 51 51 51.