

The University of Edinburgh

Information Services

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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 <u>IS.Helpline@ed.ac.uk</u> or phone (6) 51 51 51.

1.	From Windows Start menu, click Control Panel and double-click on the Mail icon. Note: If you cannot see the icon, look for Switch to Classic View on the top left of the Control Panel.	Mail Switch to Classic View
2.	In the Mail Setup window, click Show Profiles.	Mail Setup - Default Outlook Profile E-mail Accounts Setup e-mail accounts and directories. Data Files Obta Files Change settings for the files Outlook uses to store e-mail messages and documents. Profiles Setup multiple profiles of e-mail accounts and data files. Typically, you only need one. Close
3.	In this window, make sure you select the option Prompt for a profile to be used , and then click Add .	Mail General Image: Test Exchange Test Add Remove Properties Copy When starting Microsoft Office Outlook, use this profile: Image: Prompt for a profile to be used Always use this profile Exchange Test OK Cancel

4.	Type in a Profile Name and click OK .	New Profile Image: Create New Profile OK Cancel Profile Name: University of Edinburgh
5.	The E-Mail accounts wizard will start with Add a new e-mail account selected. Click Next.	E-mail Accounts This wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail Add a new e-mail account View or change existing e-mail accounts Directory Add a new directory or address book View or change existing directories or address books
-		
	click Next .	Server Type You can choose the type of server your new e-mail account will work with. • Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents. • POP3 Connect to a POP3 e-mail server to download your e-mail. • MP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. • HTTP Connect to an IMAP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. • Additional Server Types Connect to another workgroup or 3rd-party mail server.
7.	Enter the settings as follows:	E-mail Accounts
	 Microsoft Exchange Server: exseedmd.is.ed.ac.uk Use Cached Exchange Mode: checkbox is ticked User Name: Your UUN 	Exchange Server Settings ************************************
	Then elick Mana Catting the	More Cathlor
	I nen CIICK More Settings If you receive an error message at this point, simply click OK , click Cancel in the window that follows, and proceed below.	More Settings Microsoft Office Outlook Microsoft Office Outlook Cancel Microsoft Office Outlook CK CK CK CK CK CK CK CK CK C
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8. Click on the Connection tab:	Microsoft Exchange Server
Tick the check box next to Connect to my Exchange mailbox using HTTP Click Exchange Proxy Settings	General Advanced Security Connection Connection Use these settings when connecting to my Exchange server when working offline: • Connect using my Local Area Network (LAN) • Connect using my phone line • Connect using my phone line • Connect using Internet Explorer's or a 3rd party dialer Modem use the following Dial-Up Networking connection: • Properties Add Properties Add Exchange over the Internet • Connect to my Exchange mailbox using HTTP • Connect to my Exchange mailbox using HTTP
 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. 	Exchange Proxy Settings Microsoft Office Outlook can communicate with Microsoft Exchange Server over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Server Administrator. Connection settings Use this URL to connect to my proxy server for Exchange: https:// Server URL Connect using SSL only Mutually authenticate the session when connecting with SSL Principal name for proxy server: On fast networks, connect using HTTP first, then connect using TCP/IP Proxy authentication settings Use this authentication when connecting to my proxy server for Exchange: Basic Authentication when connecting to my proxy server for Exchange OK

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10. Click OK .	Microsoft Exchange Server
	General Advanced Security Connection Remote Mail
	Connection
	server when working offline:
	Connect using my Local Area Network (LAN)
	Connect using my phone line Connect using Internet Explorer's or a 3rd party dialer
	Modem
	Use the following Dial-Up Networking connection:
	×
	Properties Add
	Exchange over the Internet
	Connect to my Exchange mailbox using HTTP
	Exchange Proxy Settings
	OK Cancel Apply
11. If you have Outlook opened, you will be	Microsoft Office Outlook
effect.	You must restart Outlook for these changes to take effect.
Click OK .	СК
12. Back in the E-mail Accounts window,	E-mail Accounts
click Next .	Exchange Server Settings You can enter the required information to connect to your Exchange server.
	Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.
	Microsoft Exchange Server: Server Address Use Cached Exchange Mode
	Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.
	User Name: Your UUN Check Name
	More Settings
	< Back Next > Cancel

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13. Click Finish .	E-mail Accounts E-mail Accounts You can select an account and change its settings or remove it.
	Collect concerns a still for these consults in the following order:
	Name Type Change
	Microsoft Exchange Server Exchange (Default)
	Add
	Remove
	Set as Default
	Move Up
	Move Down
	Deliver new e-mail to the following location:
	Private Folders 💌 New Outlook Data File
	< Back Finish Cancel
14. If you have Outlook open, click File and	Page Setup
Exit to close.	
	Print Preview
If you receive an error message when	Print Ctrl+P
starting Outlook again immediately after	
setting the profile, please close it again,	Cached Exchange Mode
allow 60 seconds and then start Outlook	Work Offline
again.	
	Exit

How to get further help

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