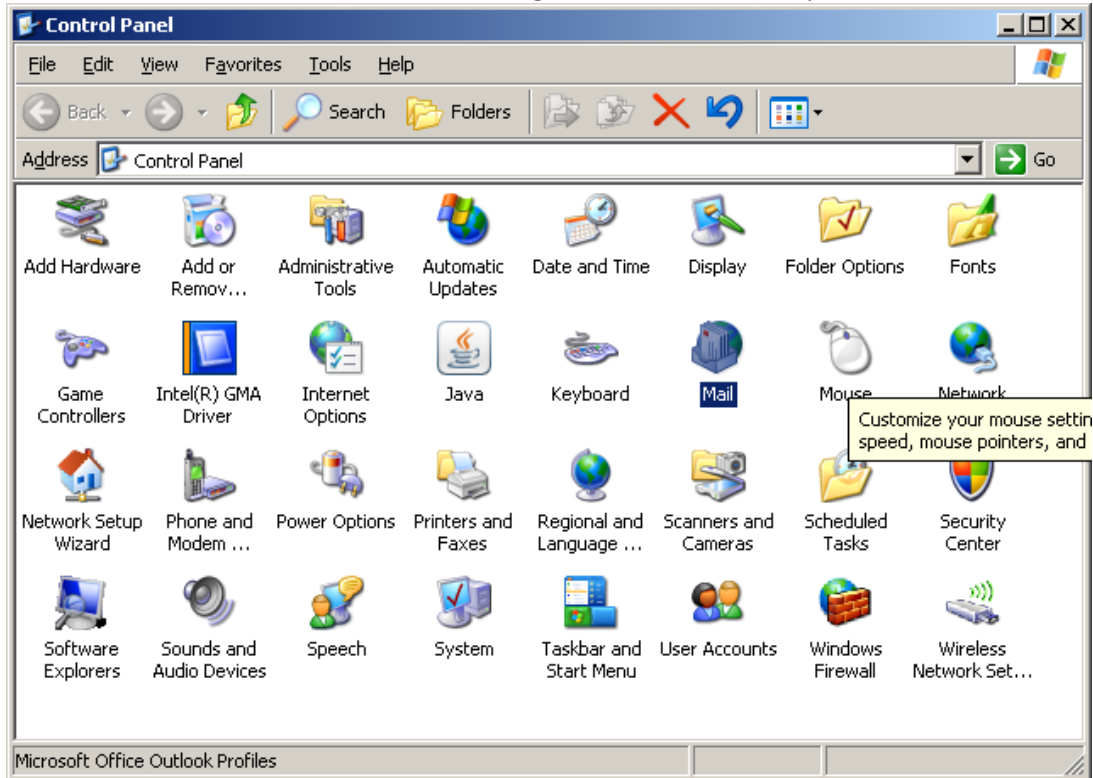


Instructions for Using Outlook from Home

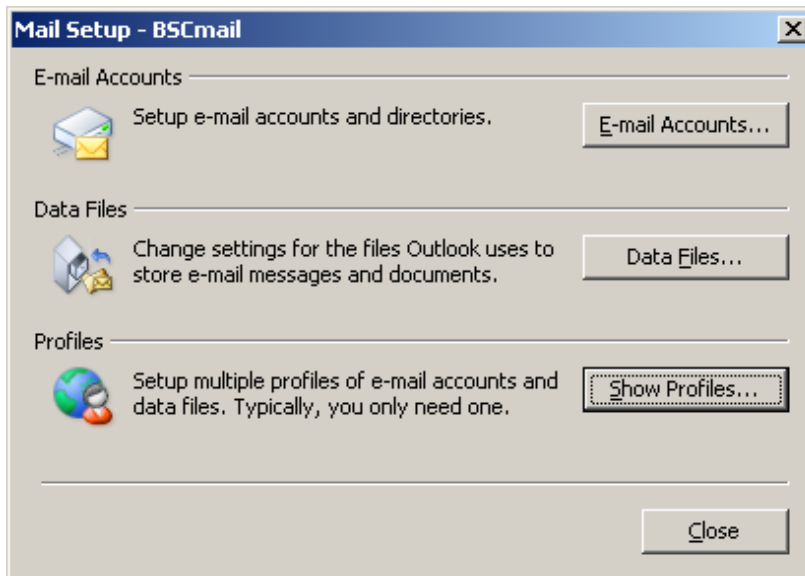
Applies to Outlook 2003 and Outlook 2007

Updated 11/5/2008 11:10:13 AM

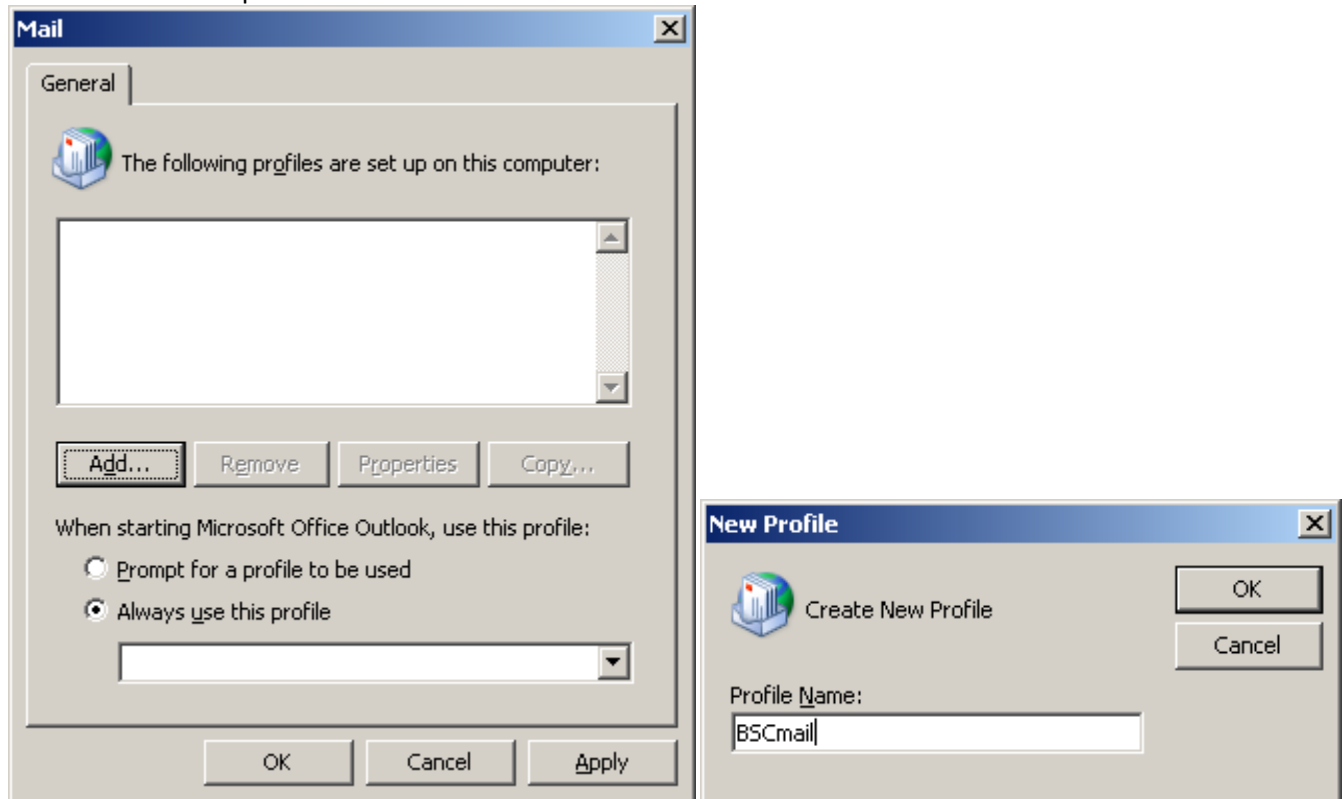
1. **Start Menu – Control Panel (or Start –Settings – Control Panel) – Open Mail icon**



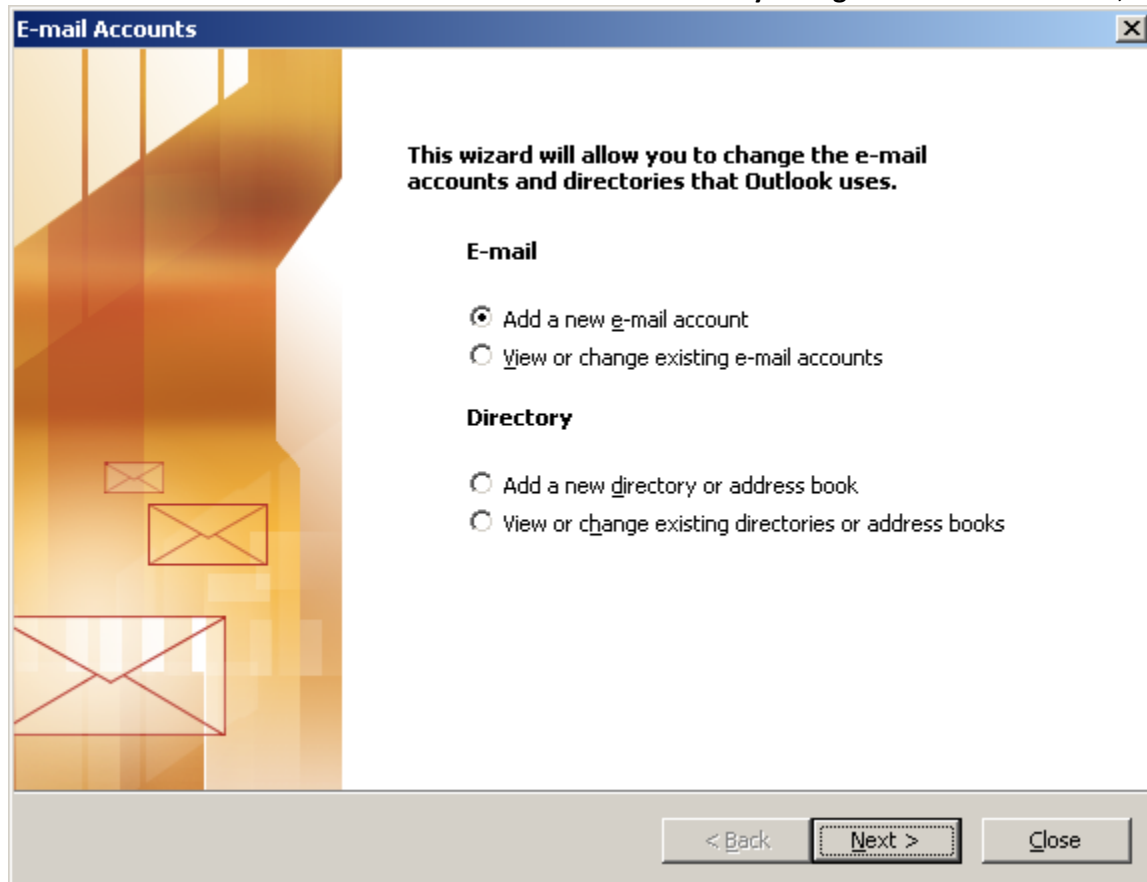
2. **Show Profiles**



3. Add and name new profile that can be identified with BSC



4. Select **Add a new e-mail account** for Outlook 2003 or **Manually configure...** for Outlook 2007, **Next**



Add New E-mail Account [X]

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

5. Microsoft Exchange, Next

E-mail Accounts [X]

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.

☐ **IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

☐ **HTTP**
Connect to an HTTP 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.

< Back Next > Cancel

Add New E-mail Account

Choose E-mail Service

☐ **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

☒ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

6. Fill in **username** and **EXVS.campus.bridgew.edu** for server name, click **More Settings...**

Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

☒ Use Cached Exchange Mode

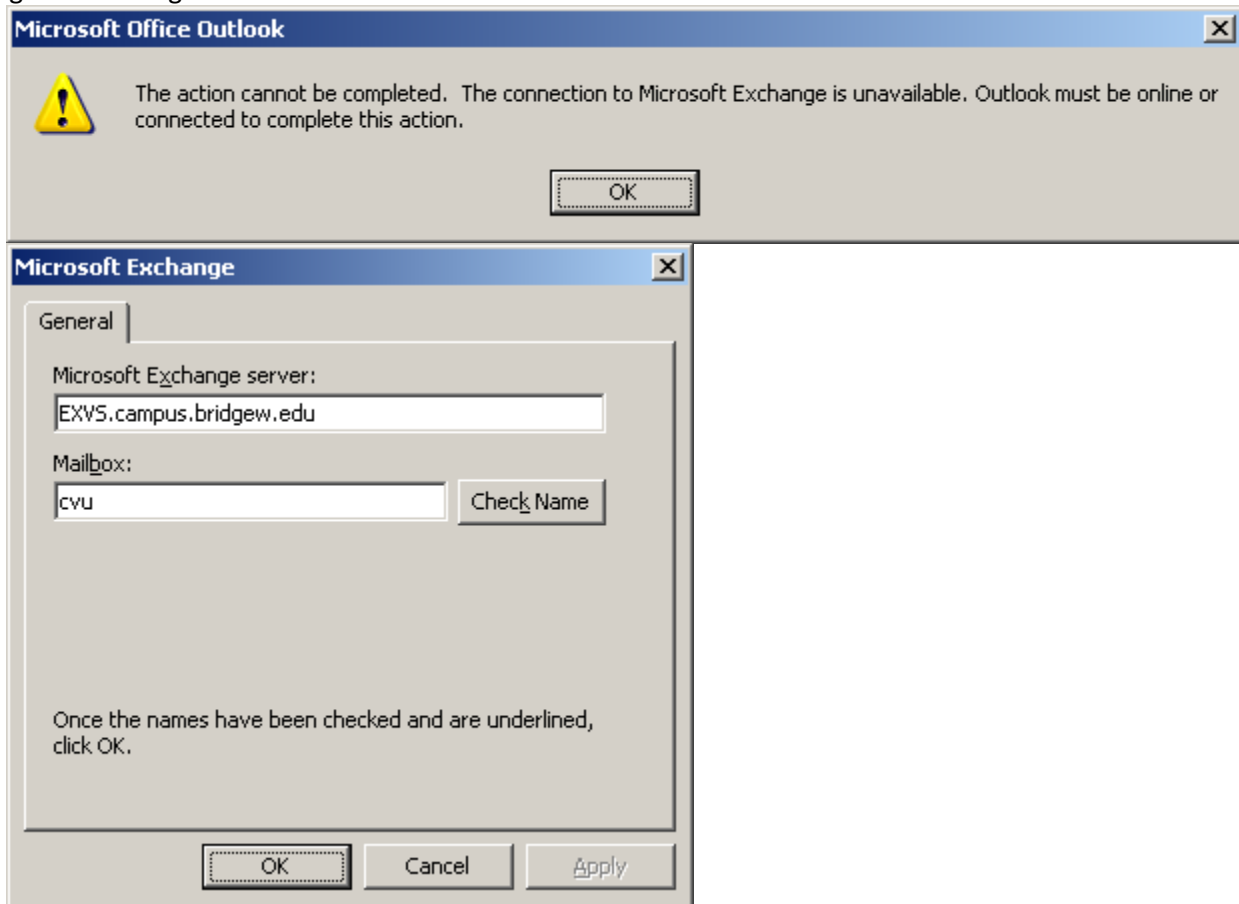
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name: Check Name

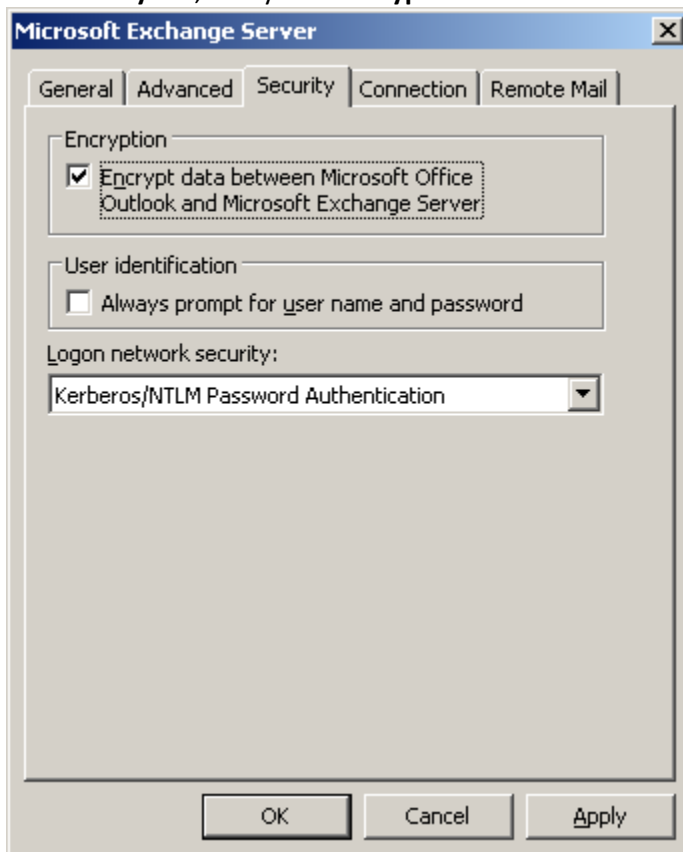
More Settings ...

< Back Next > Cancel

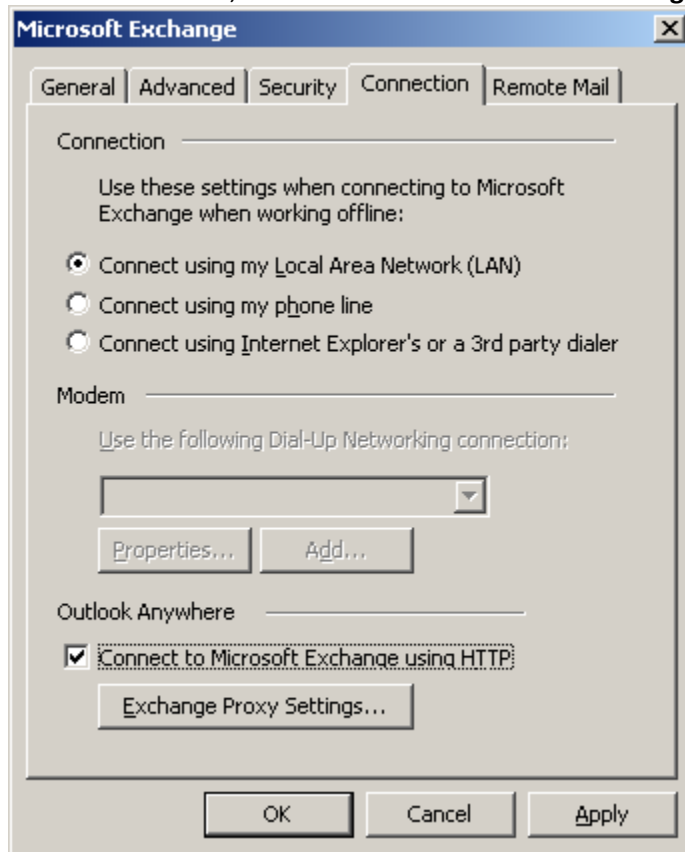
7. Ignore warning and click OK twice



8. On **Security** tab, verify that **Encrypt data...** is selected

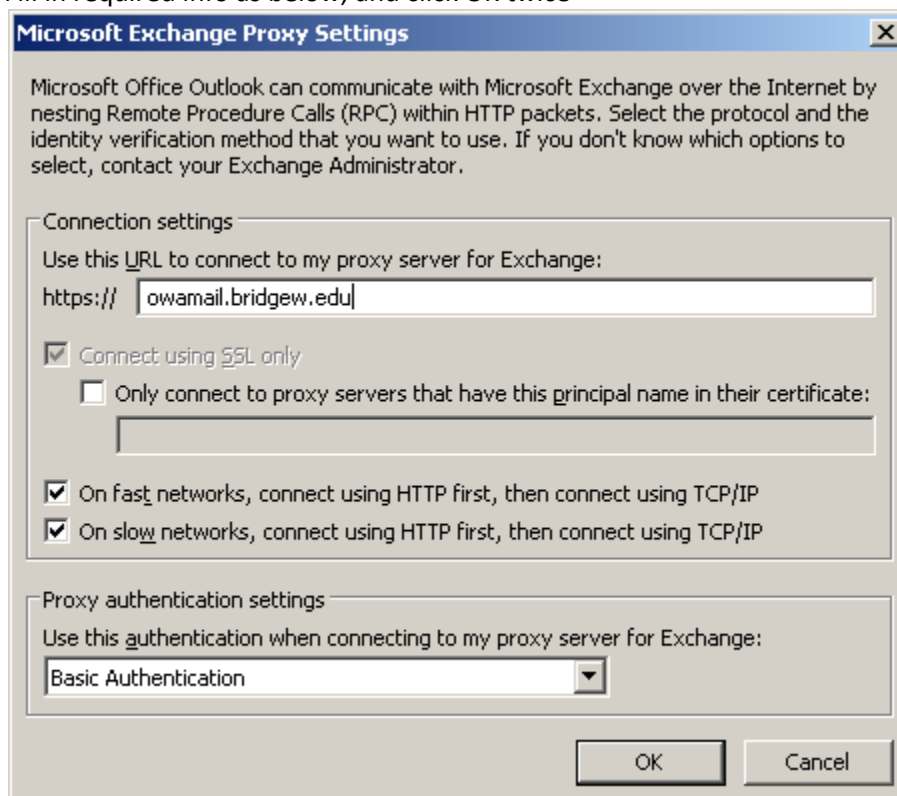


9. On **Connection** tab, select **Connect to Microsoft Exchange...** and click **Exchange Proxy Settings...**



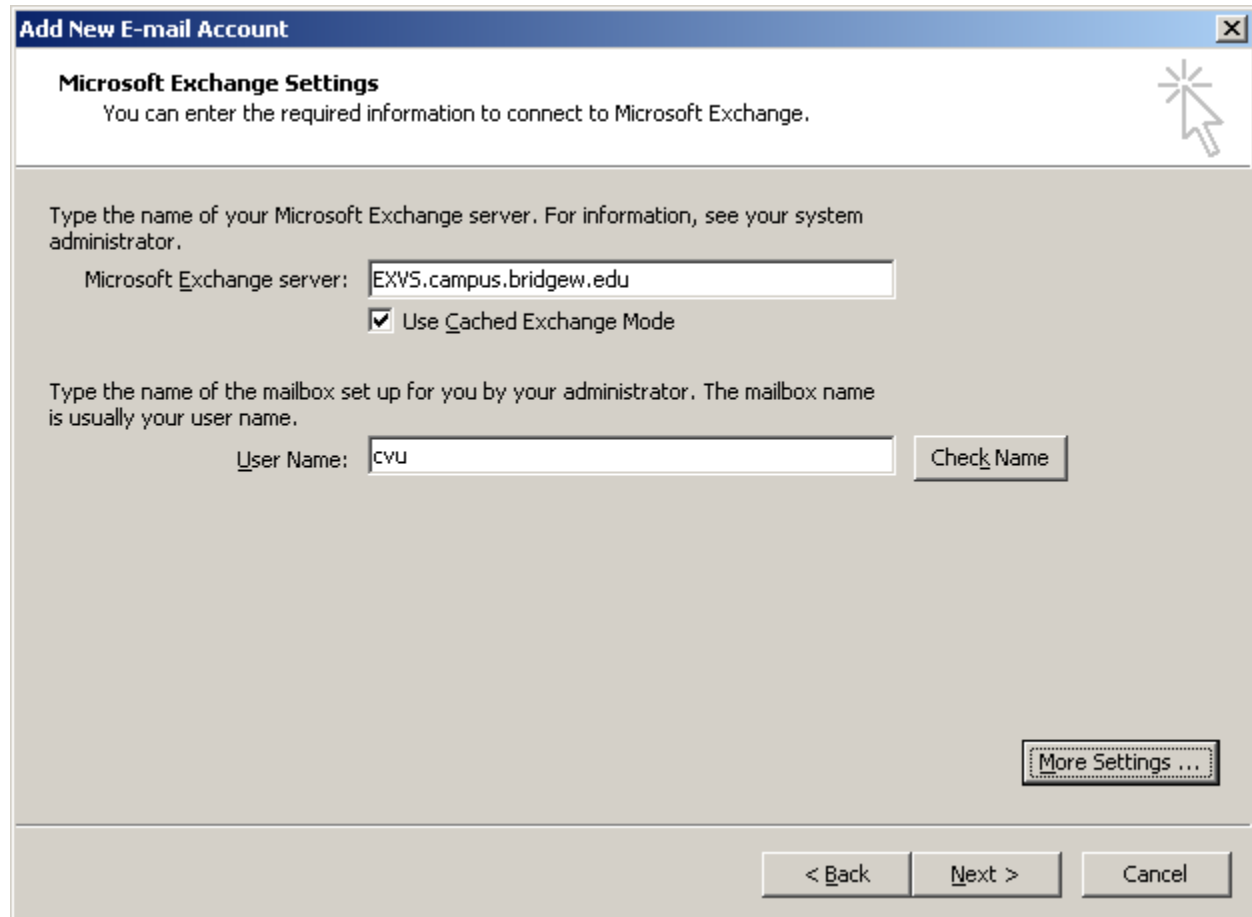
The screenshot shows the 'Microsoft Exchange' dialog box with the 'Connection' tab selected. The 'Connection' section has three radio buttons: 'Connect using my Local Area Network (LAN)' (selected), 'Connect using my phone line', and 'Connect using Internet Explorer's or a 3rd party dialer'. Below this is a 'Modem' section with a dropdown menu and buttons for 'Properties...' and 'Add...'. The 'Outlook Anywhere' section has a checked checkbox for 'Connect to Microsoft Exchange using HTTP' and an 'Exchange Proxy Settings...' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

10. Fill in required info as below, and click OK twice



The screenshot shows the 'Microsoft Exchange Proxy Settings' dialog box. It contains a text box for the URL 'https://owamail.bridgew.edu'. Below this are three checkboxes: 'Connect using SSL only' (checked), 'Only connect to proxy servers that have this principal name in their certificate:' (unchecked), and 'On fast networks, connect using HTTP first, then connect using TCP/IP' (checked). There are also two more checkboxes: 'On slow networks, connect using HTTP first, then connect using TCP/IP' (checked). At the bottom, there is a 'Proxy authentication settings' section with a dropdown menu set to 'Basic Authentication'. The 'OK' and 'Cancel' buttons are at the bottom right.

11. Click **Next**



Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

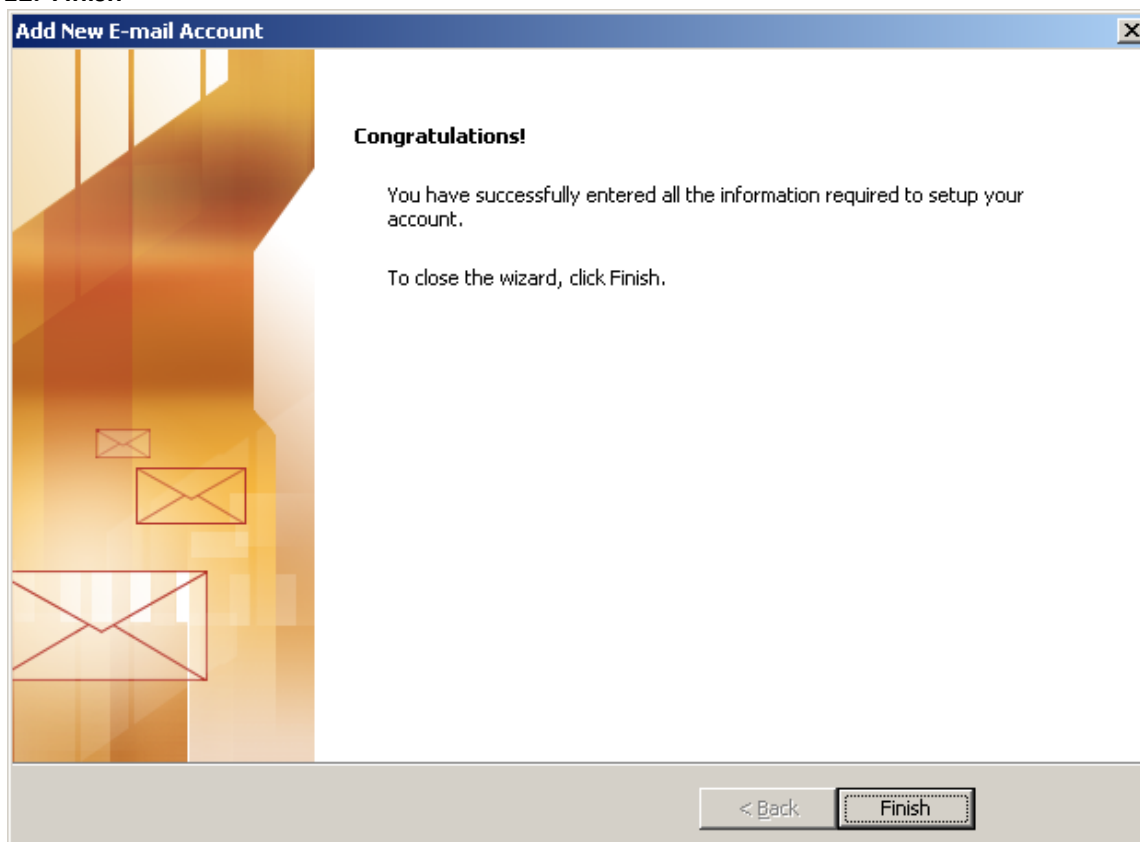
Microsoft Exchange server:

☒ 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:

12. Finish



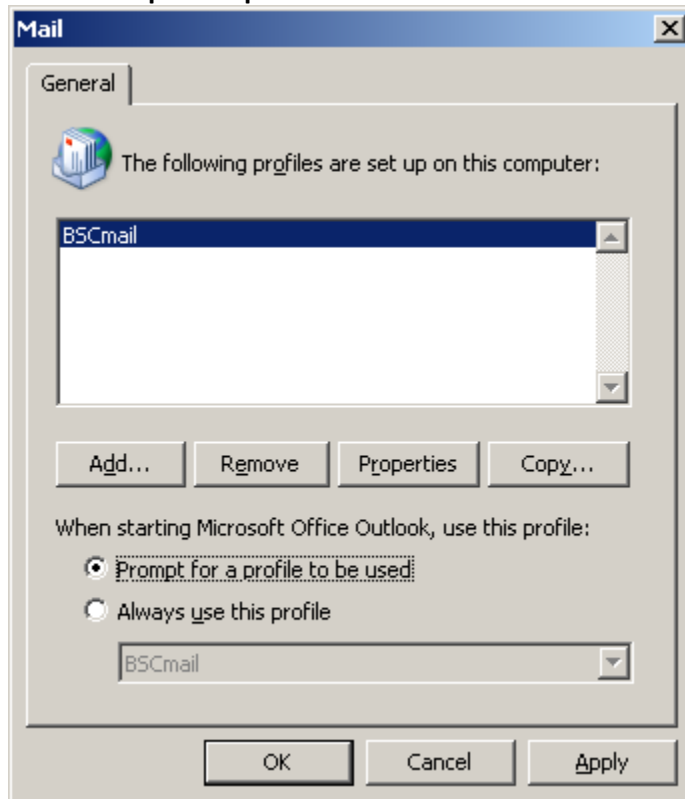
Add New E-mail Account

Congratulations!

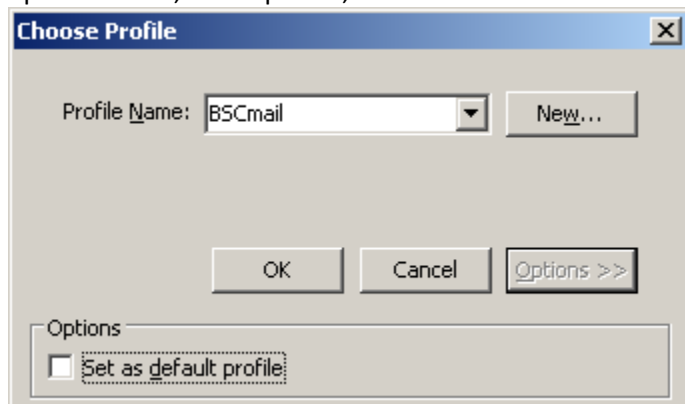
You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

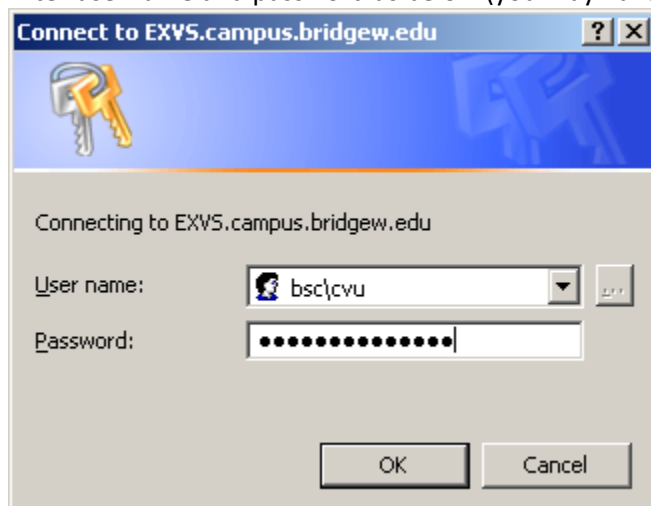
13. Select **Prompt for a profile to be used** and **OK**



14. Open **Outlook**, select profile, **OK**



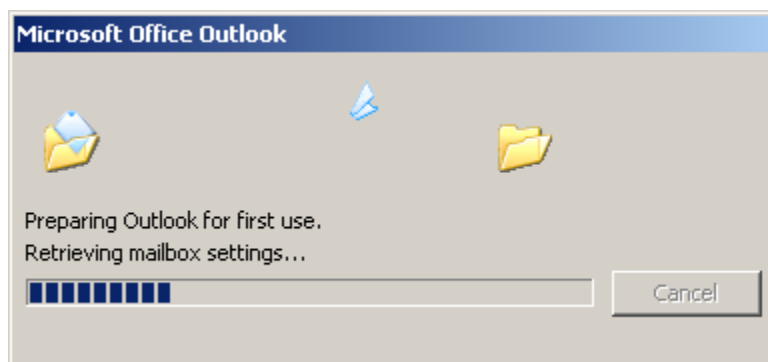
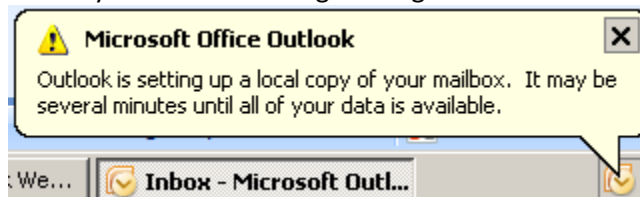
15. Enter username and password as below (you may have to enter these twice)



16. No and No



You may see these warning messages



Folders updating in progress...

