

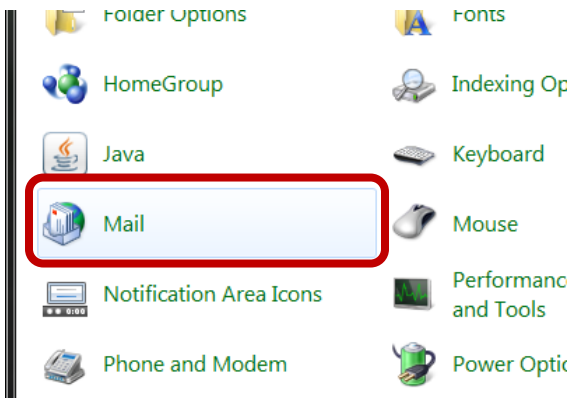
Setting Up Outlook Anywhere

Outlook Anywhere allows Outlook 2007/2010 to be used outside the firewall without using the VPN – a great way to take advantage of all the functionality of Outlook when off-campus.

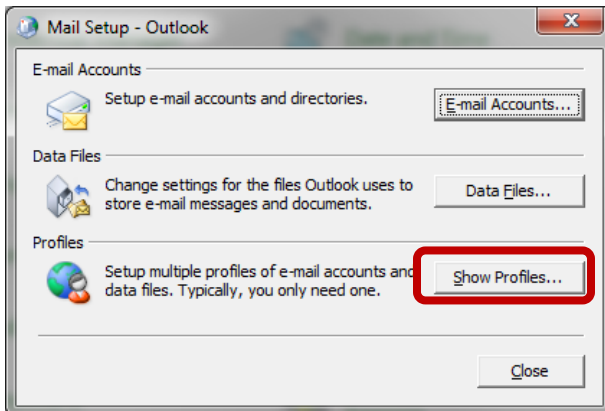
The easiest way to set up Outlook Anywhere is to create a new profile for it.

To create a new profile,

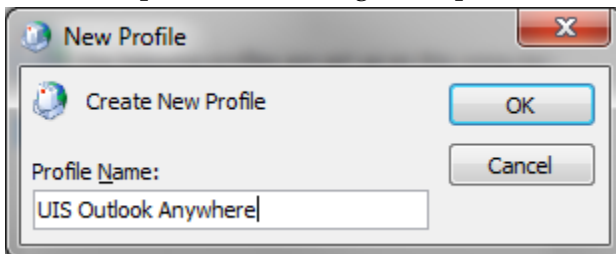
1. Open Control Panel
2. Double-click the **Mail icon**.



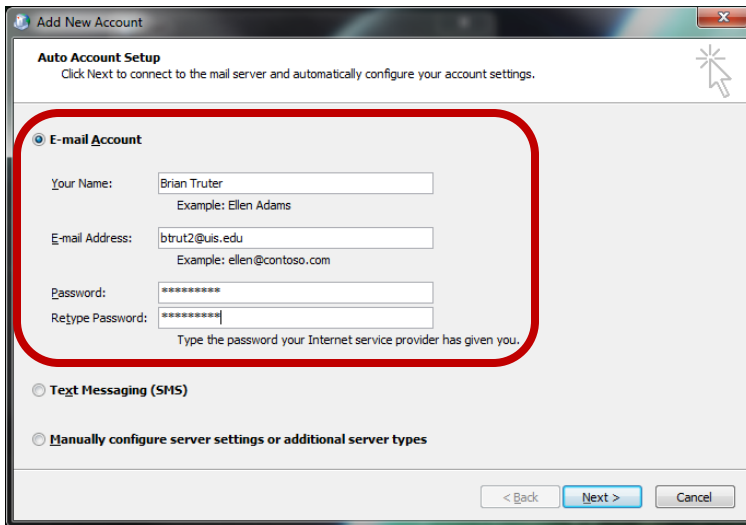
3. Click **Show Profiles**, and then **Add**.



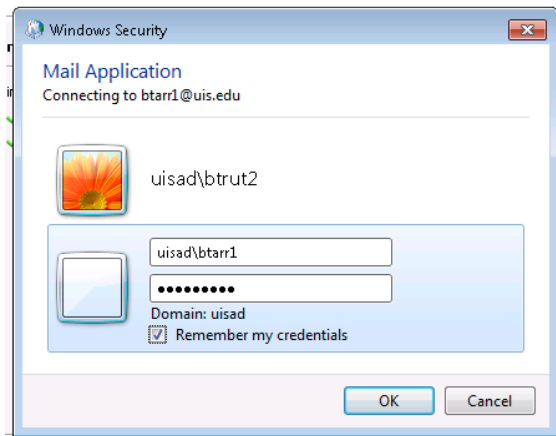
4. Name the profile something descriptive, like **"UIS Outlook Anywhere,"** and click **OK**.



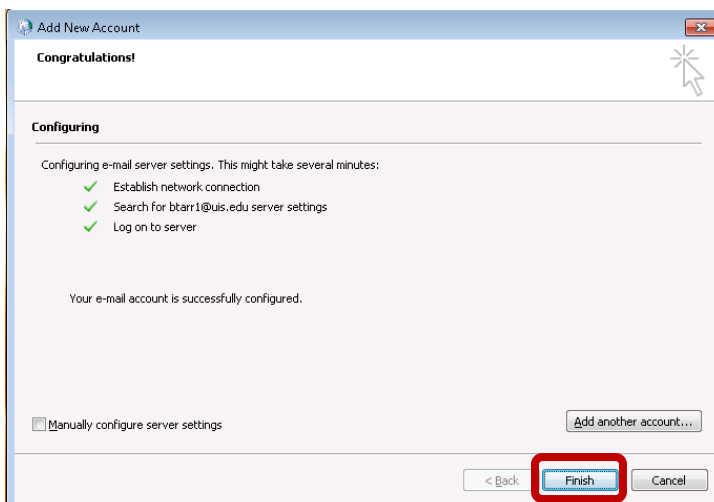
5. Make sure **E-mail Account** is selected, and fill out Name, E-mail Address, and Password.



6. Click **Next** and wait for Outlook to try and connect to the UIS Exchange server.
7. When prompted for credentials, use the **domain\username** format and then click **OK**.
 - a. You may need to select "Use another account" if using Vista or higher OS
 - b. Use this format: UISAD\btrut2



8. Wait for Outlook to log in to the UIS Exchange server. It should complete successfully. Click **Finish**.



Additional Notes:

1. Be sure to enter ANY credentials in domain\username form.
2. If prompted for credentials, enter them in the same format as above, and check the “Remember my credentials” checkbox.
3. If your Outlook client has multiple profiles configured, you will need to tell Outlook to ask you which profile to use when you launch it by selecting the appropriate one. In our case, it will be the profile for Outlook Anywhere you just created in this document.

