

Microsoft Exchange Server

Exchange is Microsoft's messaging system that provides email, calendaring, and other features. It resides on a server rather than on your computer. Because of this, you'll never see an Exchange application on your computer. Instead, you will use a standalone application, such as Microsoft Office Outlook or Entourage.

These applications allow you to access your Exchange account with all of its powerful features:

- maintain your email with folders and anti-spam filtering
- keep a personal calendar and schedule meetings with others
- manage your contacts and tasks
- use shared calendars, e mail groups, and task lists for collaborative projects
- delegate (or proxy) your email and calendar
- sync with a PDA (such as a Palm)

Getting Started: Your Exchange/Windows Active Directory Password

Before you can use your Exchange account, you must have a Windows Active Directory password. This is also your Exchange password.

You can set your password through the Weblogin page: <https://weblogin.umich.edu>.



UNIVERSITY OF MICHIGAN WEBLOGIN

AUTHENTICATED RESOURCES

- [Wolverine Access](#)
A web-based interface to UM administrative systems with links to pages for new and prospective students, current students, parents/family of students, and employees.
- [mail.umich.edu](#)
A web-based interface to the University's IMAP mail service. Read and manage your umich.edu mail from any computer with an Internet connection and a web browser.
- [directory.umich.edu](#)
The web interface to the University's Online directory. Manage groups, contact colleagues, modify your profile, etc.
- [UM Research Studies](#)
A service matching people interested in participating in research with appropriate research studies.
- [COW: Conferencing On the Web](#)
"Conferencing on the Web" provides a simple, non-threaded discussion forum.
- [mprint:](#)
Web-based, charged-for printing service.
- [MCE: Balances & Subscriptions](#)
See how much mail & file storage space you have left, how many pages you've printed, how many hours you've dialed-up, etc.
- [kpaswd: Change Your Kerberos Password](#)
Your Kerberos password protects both your privacy and your virtual identity; keep it secret, keep it safe.
- [Log Out](#)
When you are finished using all authenticated web resources, be sure to log out.

Log in with your unickname and UMICH Kerberos password.



UNIVERSITY OF MICHIGAN
KPASSWD NOVELL EDIRECTORY WINDOWS ACTIVE DIRECTORY

CHANGE UMICH.EDU KERBEROS PASSWORD

unickname:
Current Password:
New Password:
Retype New Password:

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RE-AUTHENTICATION REQUIRED

To protect your personal information, you must verify your password. Please type your password and click the "Re-Authenticate" button to continue.

If you are not unickname, you may [Switch Users](#) and log in as yourself.

Please Re-Authenticate.

Login ID unickname [\[Switch User\]](#)
Password
MToken

[Forgot your password?](#)
[Login Help](#)

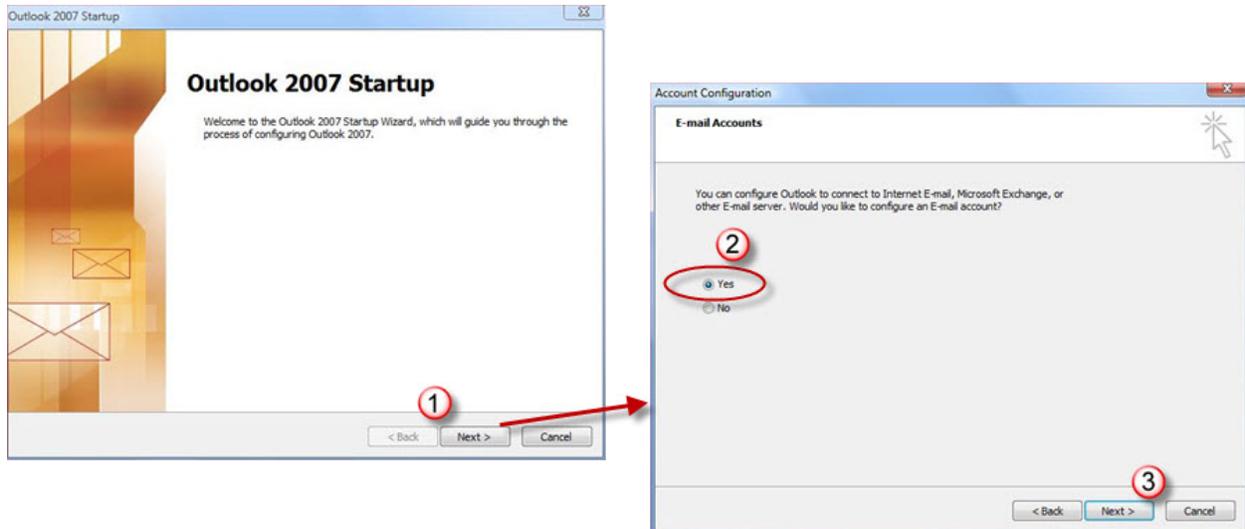
Create your password. A good password should be at least six characters long and contain MIxEd cAsE letters, numbers, and punctuation.



Connecting Outlook to the Exchange Service

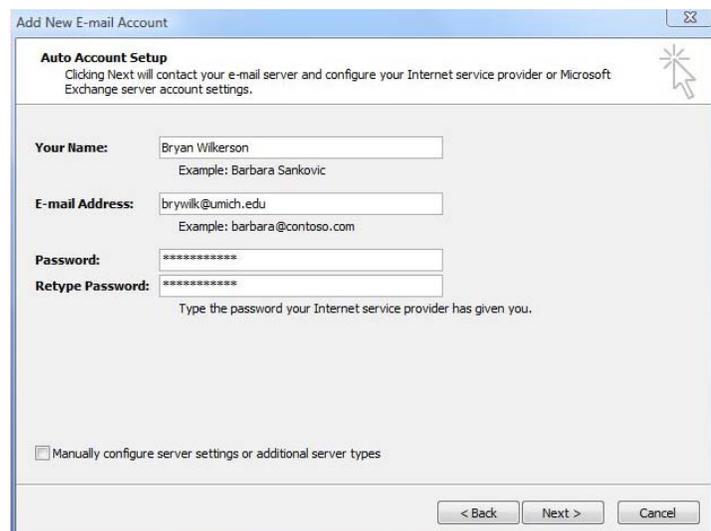
Outlook 2007 On-Campus Setup

Start up Outlook 2007. Click **Next** in the Startup Wizard, then select **Yes** to configure Outlook.

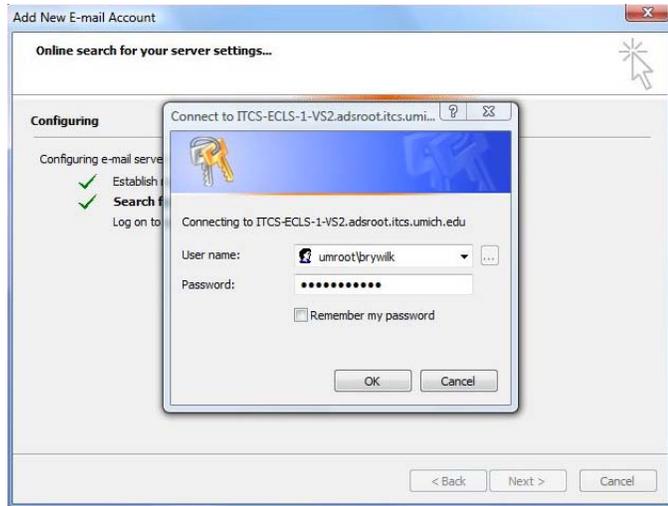


Auto configuration

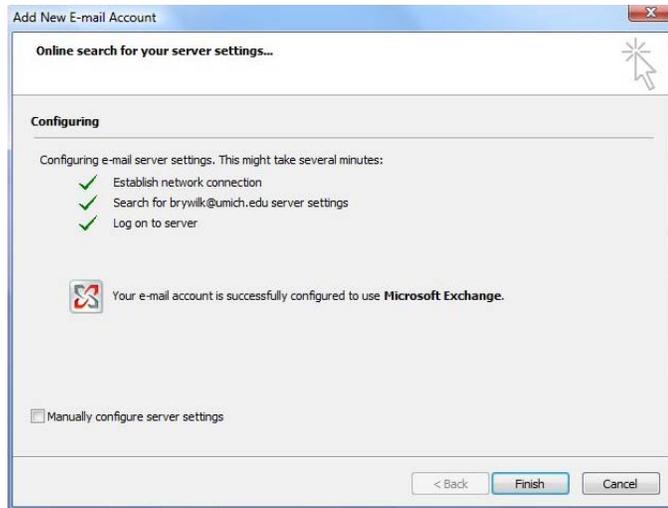
Enter your name and University email address, then your Active Directory password (not your Kerberos password).



The configuration will now check with the server to verify your account. When the **Connect To** dialog box appears, enter “*umroot*” followed by your unique name as the User name and enter your Active Directory password.

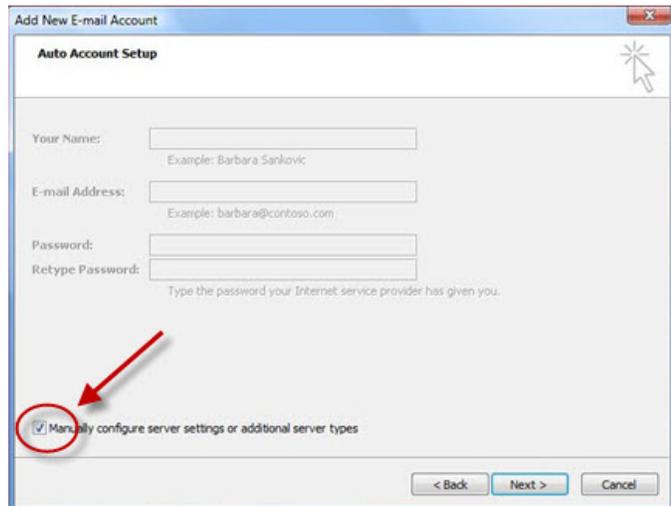


Once the verification is complete, select **Finish**.

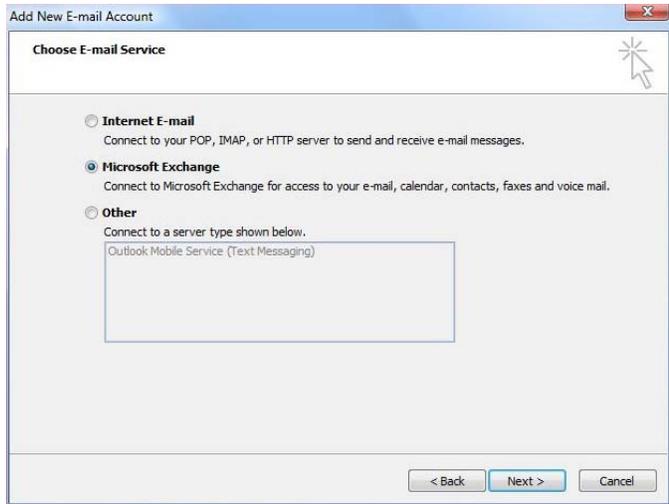


Manual Configuration

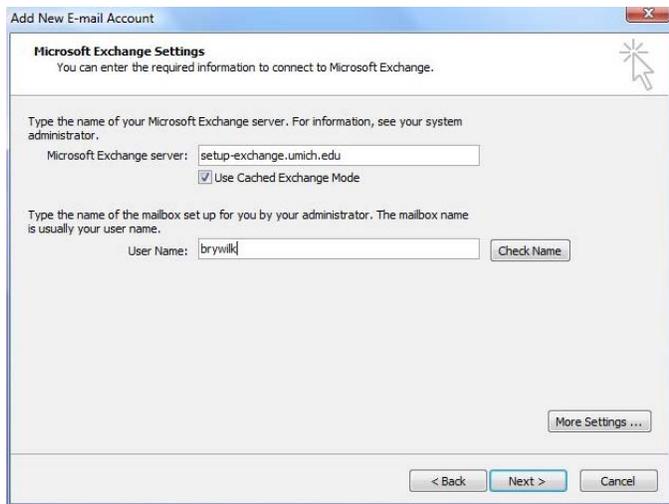
Select *Manually configure server settings...* in the bottom left corner.



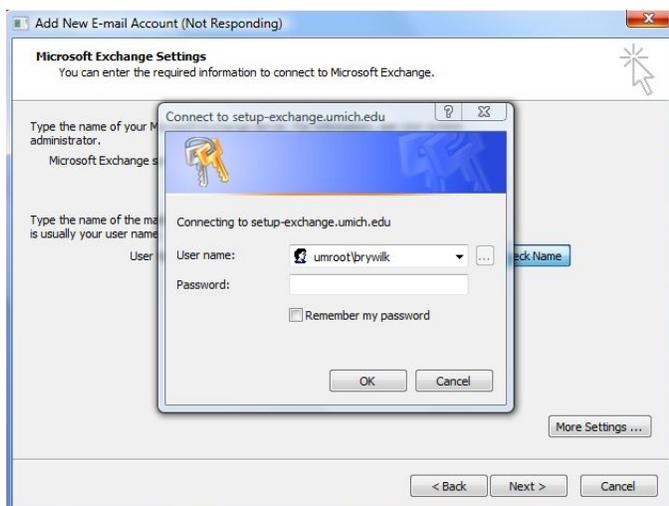
Select *Microsoft Exchange* and click **Next**.



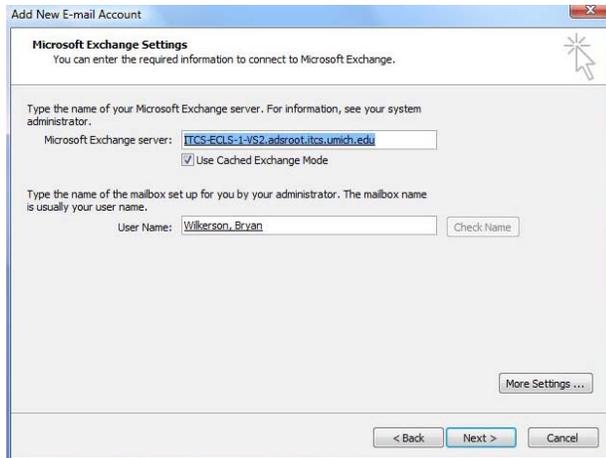
Enter *setup-exchange.umich.edu* as the Microsoft Exchange server. Enter your unique name for the User Name and click **Check Name**.



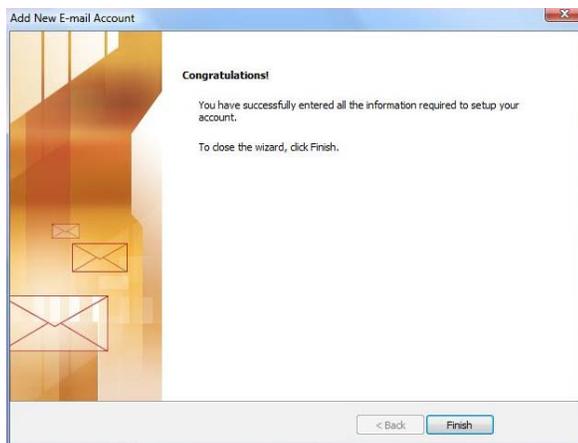
You will then be prompted to log into your account. Your user name is "*umroot*" followed by your *unique* name. The password is your Active Directory password.



The actual Exchange server name will appear and the User Name will be populated with your full name. Click **Next**.



Click **Finish** to start using your new Exchange email account.

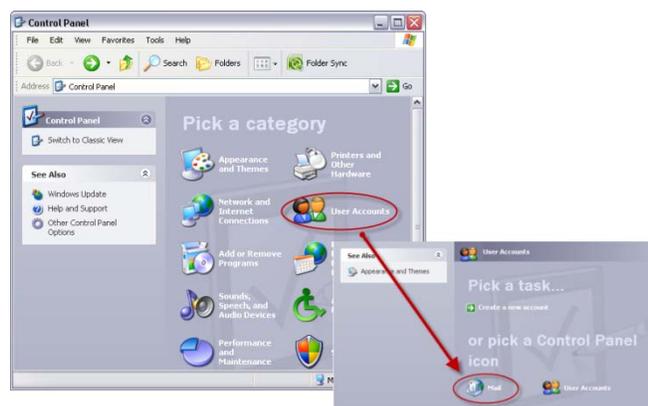
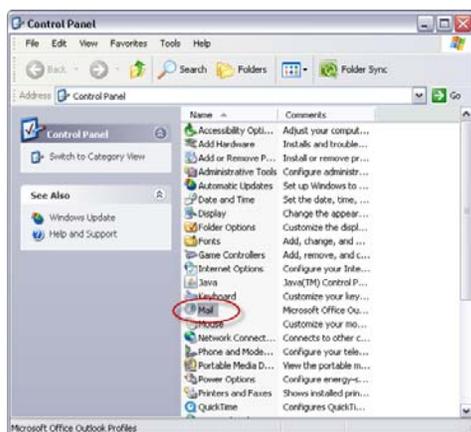


Outlook Anywhere for Off-Campus Setup

Outlook Anywhere is one of the ways to access your ITCS Exchange account when you are not on campus – at home, for example, or traveling. Outlook Anywhere is a special configuration that allows you to use Outlook and all of its features, including working off-line.

Do not use the Outlook configuration wizard to set up your Exchange account.

Find the **Mail** icon in the **Control Panel** to open your **Mail Setup**.

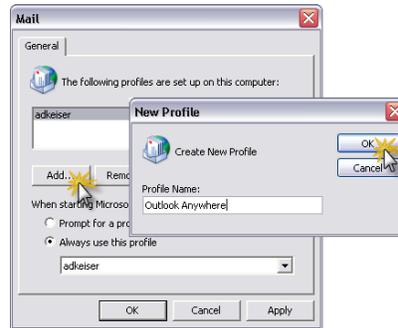


Click **Show Profiles**.

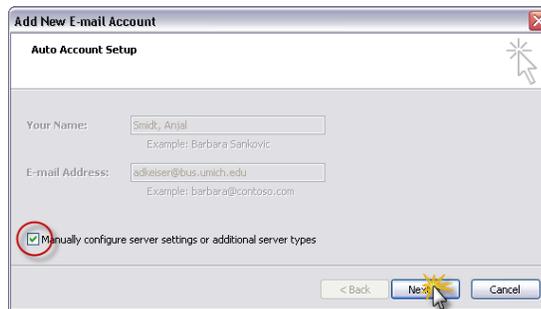


Click **Add** to create a new profile.

Enter a name so you can identify your off-campus connection.

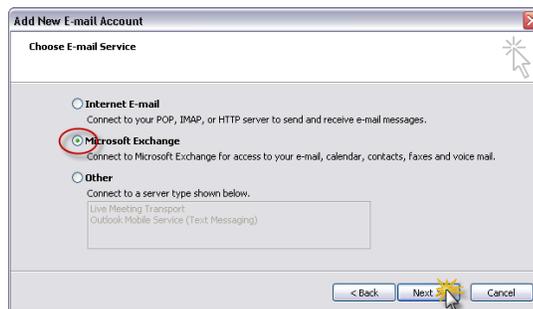


Select *Manually configure server settings...* then click **Next**.



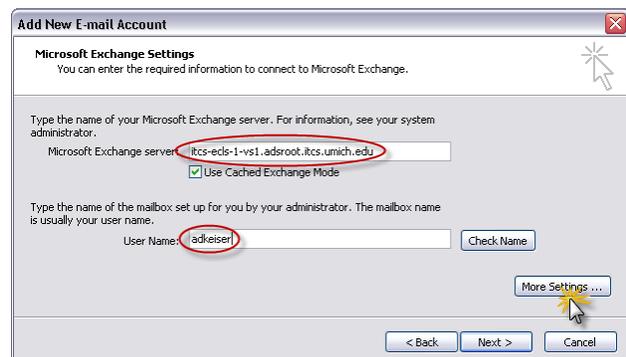
When the setup Wizard starts, click **Next** to begin.

Choose *Microsoft Exchange Server* in the **Email Accounts** window.

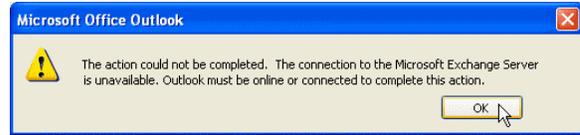


In the Exchange Server Settings window, it's important that you enter the server address exactly. You can copy it here and paste it into the Microsoft Exchange Server field.

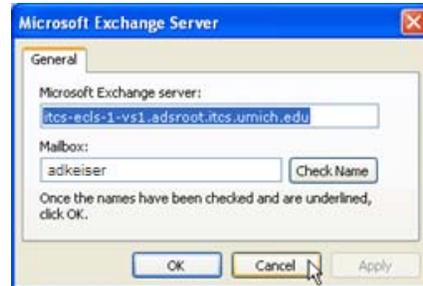
`itcs-ecls-1-vs1.adsroot.itcs.umich.edu`



When you receive this error message, click **OK**.



Click **Cancel** in the **Microsoft Exchange Server** window that opens.

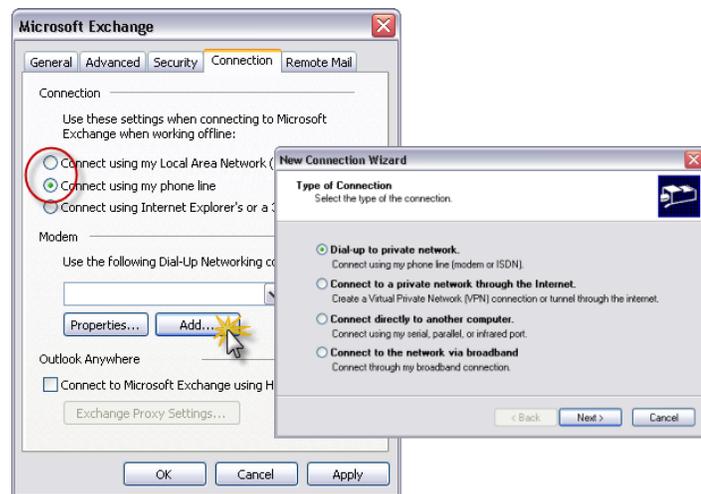


You can now set up the connection manually:

Click the **Connection** tab

Select your connection method:

- If you are using a high-speed connection, such as the campus Ethernet, DSL, or a cable modem, select *Connect using my Local Area Network (LAN)*.
- If you are using a telephone modem, select *Connect using my phone line* then find your dial-up connection from the pull down menu.



If you have not already setup a dialup connection, click **Add**. Enter the information for your internet provider using the **New Connection** wizard.

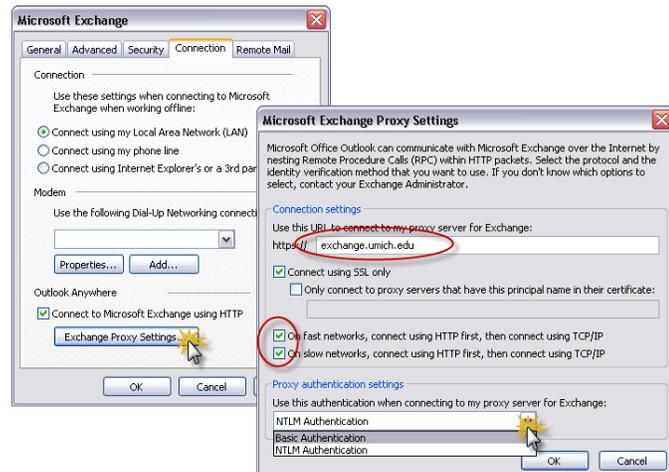
Check *Connect to my Exchange mailbox...*

Click **Exchange Proxy Settings**.

In the **Exchange Proxy Settings** window

1. Enter **exchange.umich.edu**
2. Check both fast and slow networks.
3. Select *Basic Authentication* from the pull-down menu.

Click **OK**.



Click **OK** in the **Microsoft Exchange Server** window.

Click **Check Name** in the **Email Accounts** window.



If you are asked to authenticate,

1. Enter "umroot\" plus your *username*.
2. Enter your **Active Directory** password.
Never select *Remember my password*.
3. Click **OK**.

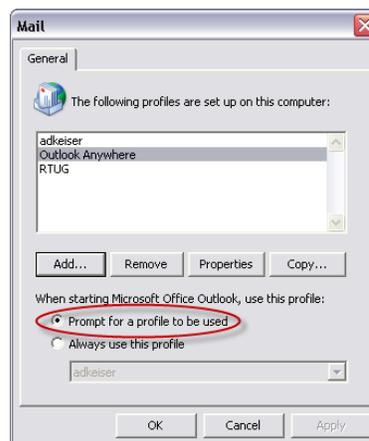


When your User Name has been verified, the *Microsoft Exchange Server* name will change and your *User Name* will show your full name underlined.

Click **Next** then **Finish**.

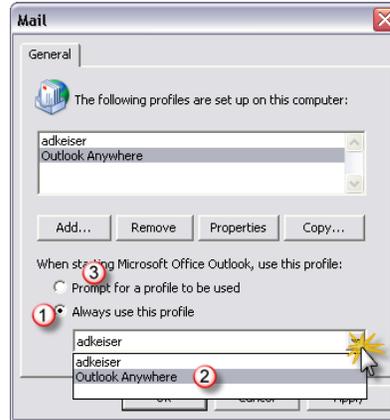


If you frequently use different profiles, select *Prompt for a profile to use*.



You can set the default profile:

1. Select *Always use this profile.*
2. Choosing the profile.
3. Select *Prompt for a profile to use.*



Now the chosen profile will always be shown first in the prompt dialog box when you open Outlook.

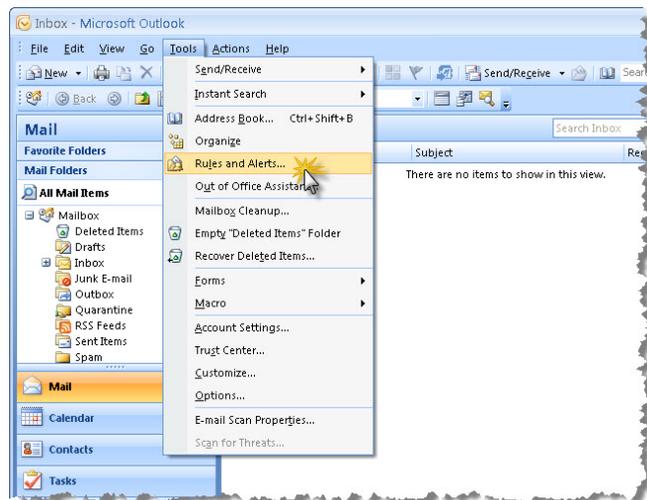


Using Brightmail to Control Spam

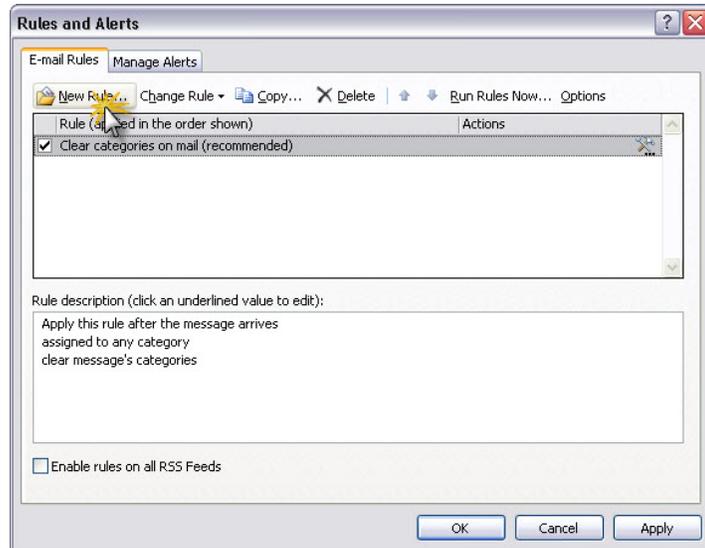
Exchange uses the Brightmail spam detection system. To take advantage of Brightmail, you need to configure Outlook.

NOTE: No spam filter is perfect. Brightmail captures most suspected spam and moves it to the appropriate folder. Some messages may slip through the filter and arrive in your Inbox. Likewise, some legitimate messages may accidentally be caught by the Brightmail filter. You should periodically check your spam folder to verify that it does not contain any genuine email messages.

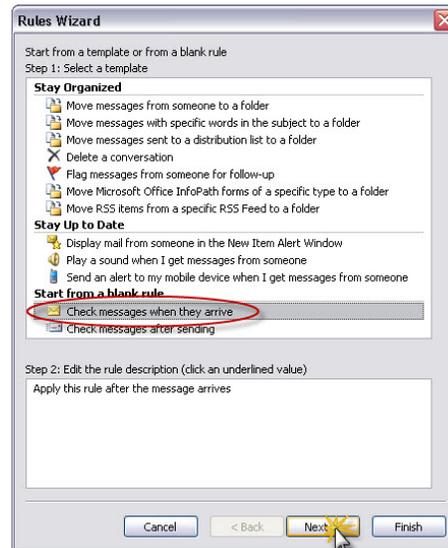
In Outlook, choose *Rules and Alerts* from the **Tools** menu.



Click **New Rule**.



Choose *Start from a blank rule* at the top of the window and make certain *Check messages when they arrive* is highlighted. Click **Next**.

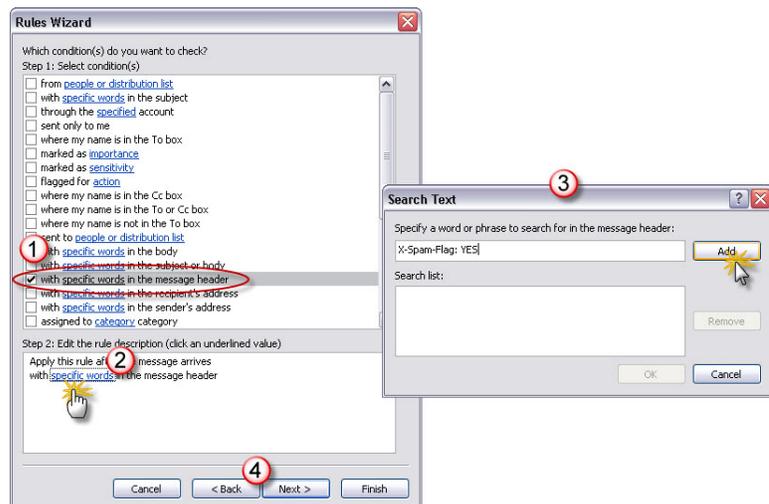


Scroll down the list of conditions and place a checkmark next to *with specific words in the message header*. In the **Rule Description** window (bottom window), click on the underlined words *specific words*.

In the first line of the dialog window, type the following phrase **EXACTLY** as shown:

X-Spam-Flag: YES

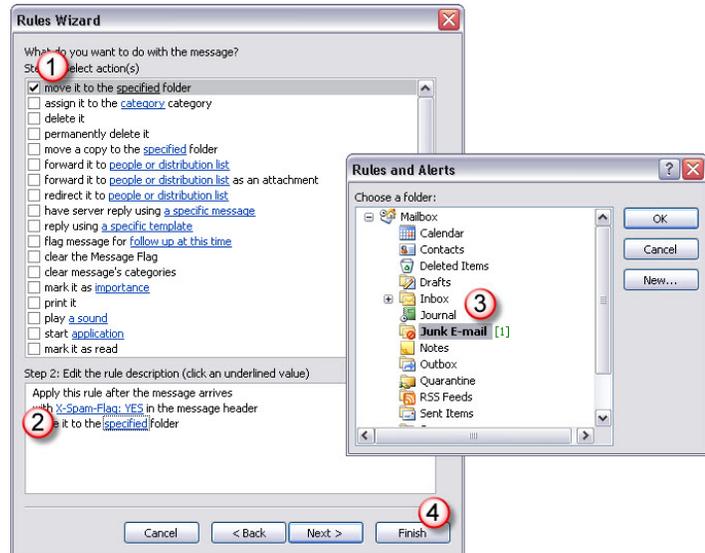
Click **Add** then click **OK** to return to the **Rules Wizard** window and click **Next**.



Place a checkmark next to *move it to the specified folder*. In the **Rule Description** window, click on the underlined word *specified*.

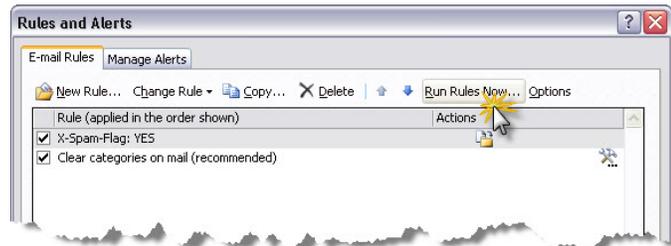
Choose the *Junk Email* folder from the list then click **OK**.

Click **Finish** to return to the **Rules and Alerts** window.

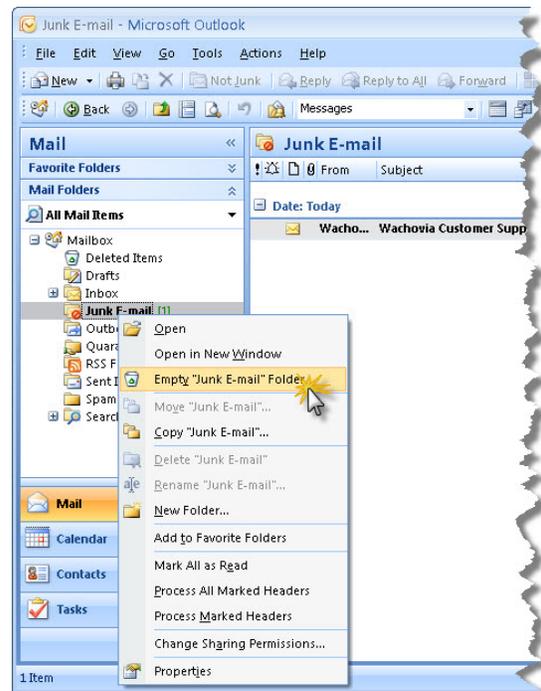


Click **Run Rules Now** to remove any junk email already residing in your Inbox.

Click **OK** to close the **Rules Wizard** window. New spam will now be identified by Outlook and moved to the Junk Email folder.



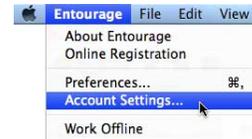
Right-click the Junk Email folder and choose *Empty "Junk E-mail" Folder* to permanently remove the spam from your Exchange account.



Connecting Entourage to the Exchange Service

Note: If you previously used Entourage 2004 on the same computer that you're installing Office 2008, Entourage 2008 can copy your settings. Therefore, you do not need to perform these configuration instructions.

From the **Entourage** menu, select **Account Settings**.

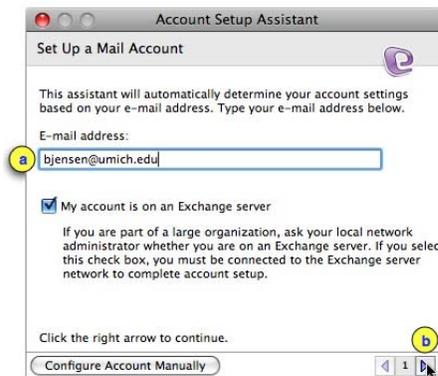


In the **Accounts** window, click the down arrow next to **New**, and select **Exchange**.



In the **Setup a Mail Account** window:

- a. Enter your **email address**.
Click the **right arrow**.



In the **Account Information** window:

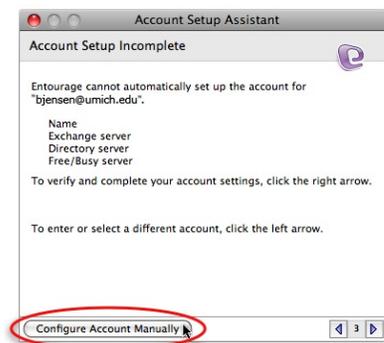
- a. in the **Domain** field, enter *umroot*.
- b. in the **Account ID** field, enter your *unique*name.
- c. in the **Password** field, enter your *Active Directory* password.
- d. click **OK**.



You should see your Exchange account being built within Entourage. Microsoft only provides a message at this stage if there is an error.

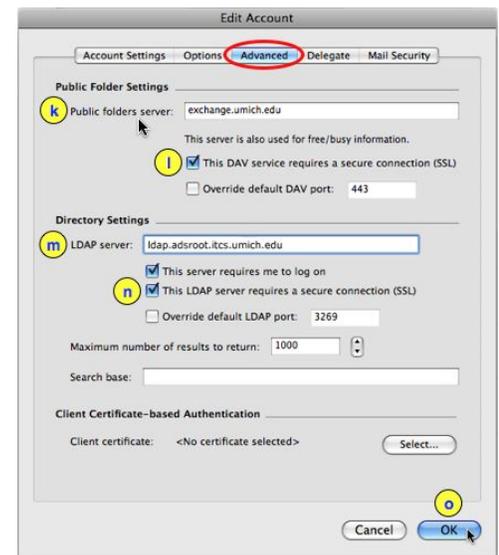
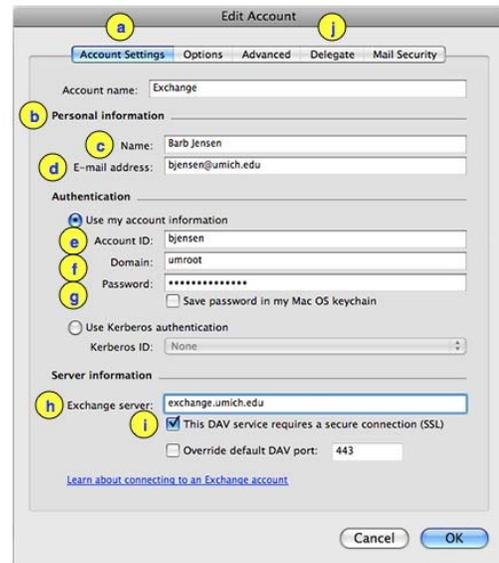
Manually Configuring Entourage for Exchange

In the error message window, click **Configure Account Manually**.



In the **Edit Account** window:

- a. select the **Account Settings** tab.
- b. in the *Account Name* field, enter a name that will identify this email account; for example, "Exchange."
NOTE: This is solely for your personal use.
- c. in the *Name* field, enter **your name** as you want it to appear in the From field of your email messages.
- d. in the *Email address* field, enter **your email address**.
- e. in the *Account ID* field, enter **your username**.
- f. in the *Domain* field, enter **umroot**.
- g. in the *Password* field, enter your Active Directory password.
- h. in the *Exchange server* field, enter in lower-case letters **exchange.umich.edu**.
- i. click the checkbox next to *This DAV service requires a secure connection (SSL)*.
- j. select the **Advanced** tab at the top of the window.
- k. in the *Public folders server* field, enter in lower-case letters **exchange.umich.edu**.
- l. click the checkbox next to *This DAV service requires a secure connection (SSL)*.
- m. in the *LDAP server* field, enter in lower-case letters **ldap.adsroot.itcs.umich.edu**.
- n. click the checkbox next to *This LDAP server requires a secure connection (SSL)*.
- o. click **OK**.



You should see your Exchange account being built within Entourage. Microsoft only provides a message at this stage if there is an error.

Using Brightmail to Control Spam

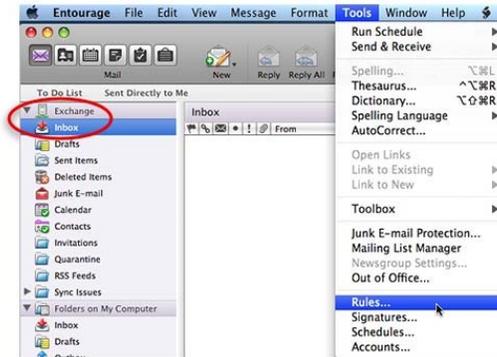
Exchange uses the Brightmail spam detection system. To take advantage of Brightmail, you need to configure Entourage.

Entourage only stores the Brightmail setting on the computer you set it up on. If you access your Exchange account from more than one computer – from one at work and at home, or from a desktop and a laptop – you have two options for the Brightmail spam detection system to work on all of your computers:

1. If one of your computers runs Windows, or you have access to a Windows computer, you only need to configure Brightmail once using Outlook. Outlook stores the Brightmail settings on the Exchange server, so you always have spam protection regardless of the computer you use.
2. Configure Entourage on each Mac.

NOTE: No spam filter is perfect. Brightmail captures most suspected spam and moves it to the appropriate folder. Some messages may slip through the filter and arrive in your Inbox. Likewise, some legitimate messages may accidentally be caught by the Brightmail filter. You should periodically check your spam folder to verify that it does not contain any genuine email messages.

Select your Exchange Inbox. Under the **Tools** menu, select **Rules**.



In the **Rules** window, click the down arrow next to **New** and select **Exchange**.



In the **Edit Rule** window:

- create a name for the filter such as *Brightmail* or *Spam* so that you can recognize it later in the Rules window.
- from the first pull-down menu, select **Specific header**.
- in the next field, enter exactly

X-Spam-Flag

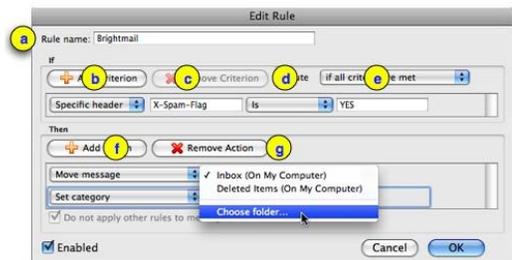
- from the next pull-down menu, select

Is

- in the next field, enter in all upper-case letters

YES

- from the next pull-down menu, select **Move message**.
- from the next pull-down menu, select **Choose a folder**.



In the **Choose Folder** window:

- under Exchange, select the **Junk Email** folder.
- click **Choose**.



Your **Edit Rule** window should now look like this. Click **OK**.



Note: If you create other rules, your spam rule must always be first in the list for it to work.

- Newly created rules always appear first in the Rules window. After creating one, select the spam filter you created above.
- Click the **Up** arrow until your spam filter is first in the list.
- Close the **Rules** window.



Make Sure You Get Your Exchange Email

Email sent to you from other Exchange users is available only in an Exchange client such as Outlook or Entourage. If you only use Outlook or Entourage, this is not a problem. However, if you sometimes read your email in other email programs, such as the web-based *webmail.umich.edu*, you will not see messages sent to you from other Exchange users. This can be confusing, because you'll see all your email within Outlook or Entourage but only some of it in, for example, *webmail.umich.edu*.