

Outlook Anywhere

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.

Micros	oft Office Outlook	
	The action could not be completed. The connection is unavailable. Outlook must be online or connected	to the Microsoft Exchange Server I to complete this action.
		OK A
icrosoft Fa	change Server	X
General		
Microsoft Ex	change server:	
itcs-ecls-	1-vs1.adsrootates.umich.edu	

Check Name

Apply

Once the names have been checked and are underlined, click OK.

OK

Cancel N

Mailbox: adkeiser 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 *uniqname*.
- 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.

is usually your user name. User Name	
	< Back
ail	
General The following profiles are set up on this computer:	
adkeiser Outlook Anywhere RTUG	
Add Remove Properties Copy When starting <u>Microsoft Office</u> Outlook, use this profile: Prompt for a profile to be used	

Cancel

Connect to webspace.bus.umich.edu

🔮 UMROOT\uniqname

Remember my password

Active Directory Password

OK Cancel

Connecting to webspace.bus.umich.edu.

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 syste administrator.

BUS-EMBX-02.adsroot.itcs.unich.edu

Use Cached Exchange Mode

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User name:

Password:

Add New E-mail Account

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More Settings ...

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.

Mail	X
General	
The following profiles are set up on this computer:	
adkeiser	
Outlook Anywhere	
Add Remove Properties Copy	
When straig Microsoft Office Outlook, use this profile:	
C Prompt for a profile to be used	
1 Always use this profile	
adkeiser	2
adkeiser	5
Outlook Anywhere (2)	
ок сакот прру	

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

ioose Profile	
Profile Name:	Outlook Anywhere New adkeiser Outlook Anywhere
	OK Cancel Options >>