

Set up an Email account

Note: This applies to Microsoft Office 2010

Exchange accounts can be added when you run Outlook for the first time, or by closing Outlook, and then clicking the **Mail** icon in Control Panel in Windows.

Note: There can only be one Exchange account in a profile

Adding an account when signed into windows with Domain username

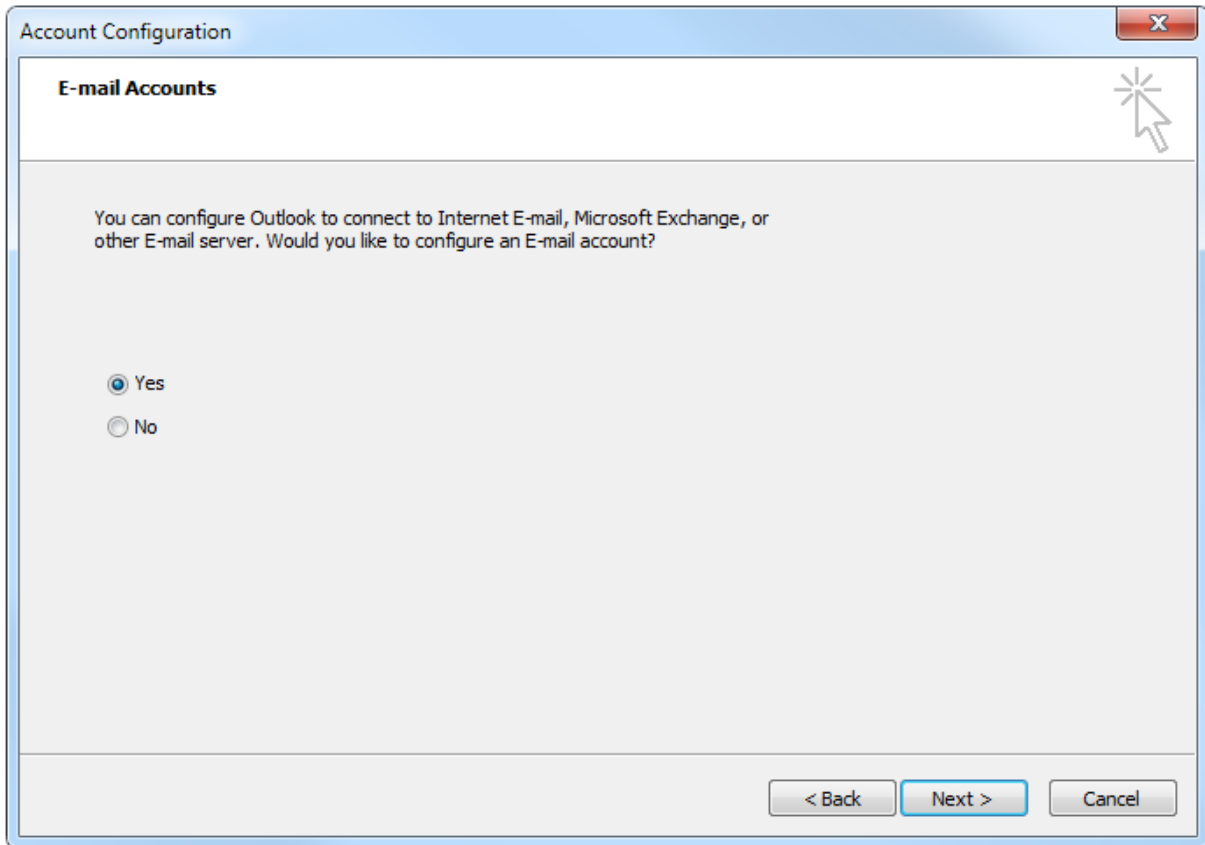
Click the **Microsoft Outlook** icon either from the **Start Menu** or **Taskbar**



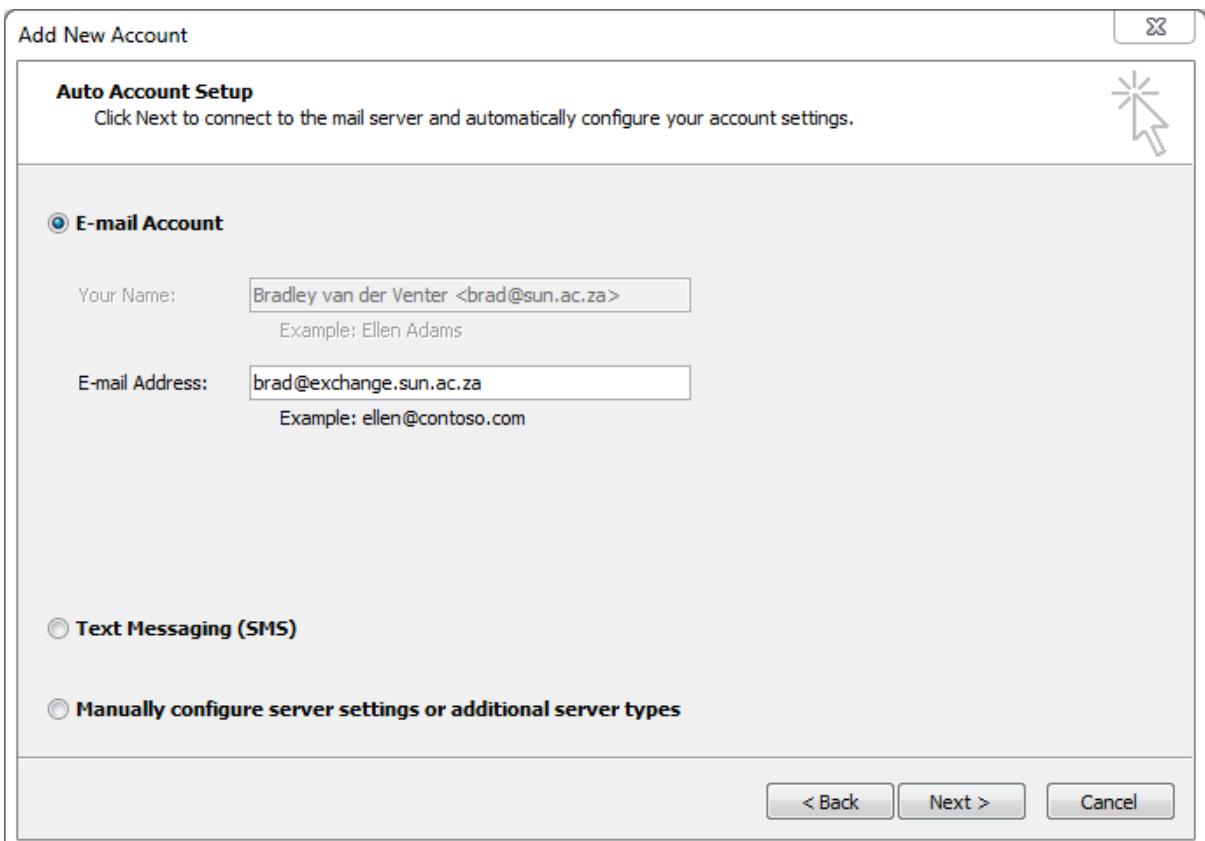
You will be presented with the **Startup Wizard**

Click **Next**

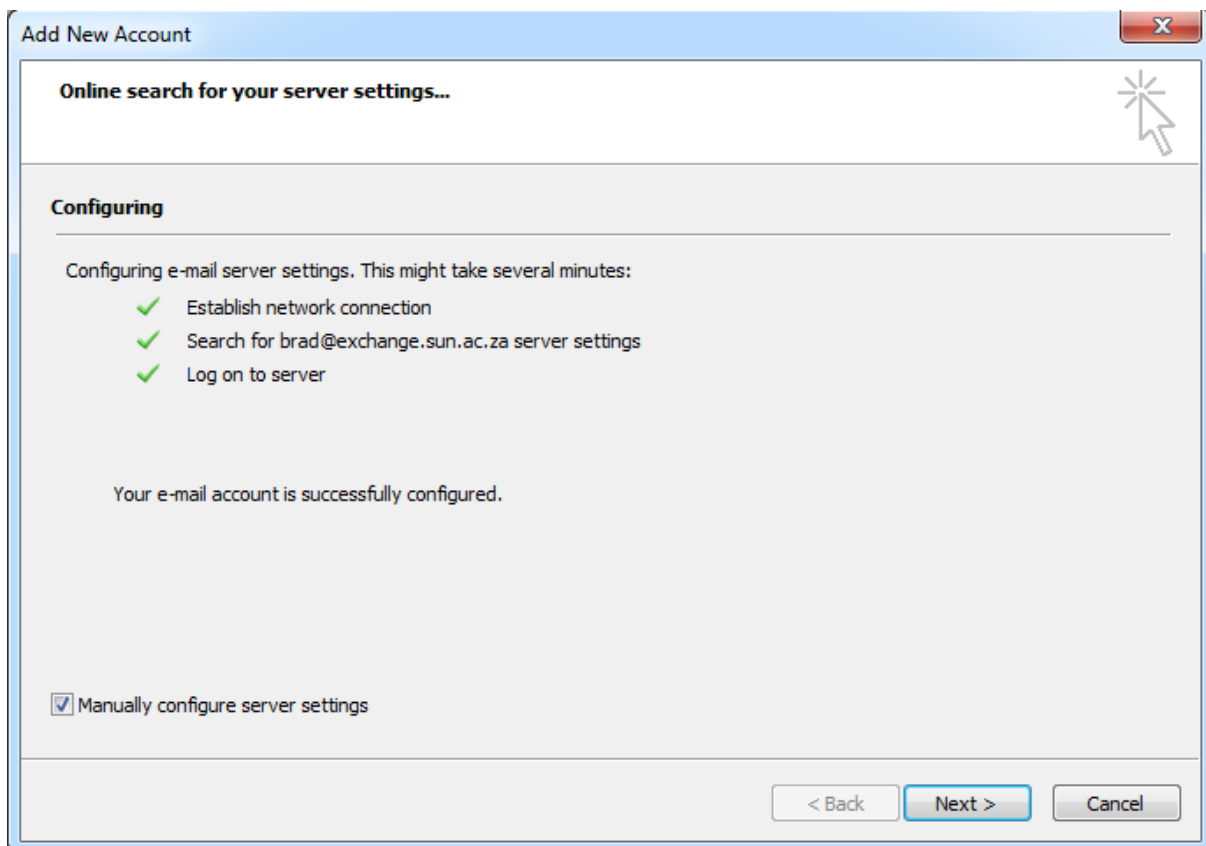
On the **Account Configuration** window, make sure that the **Yes** is selected and Click **Next**



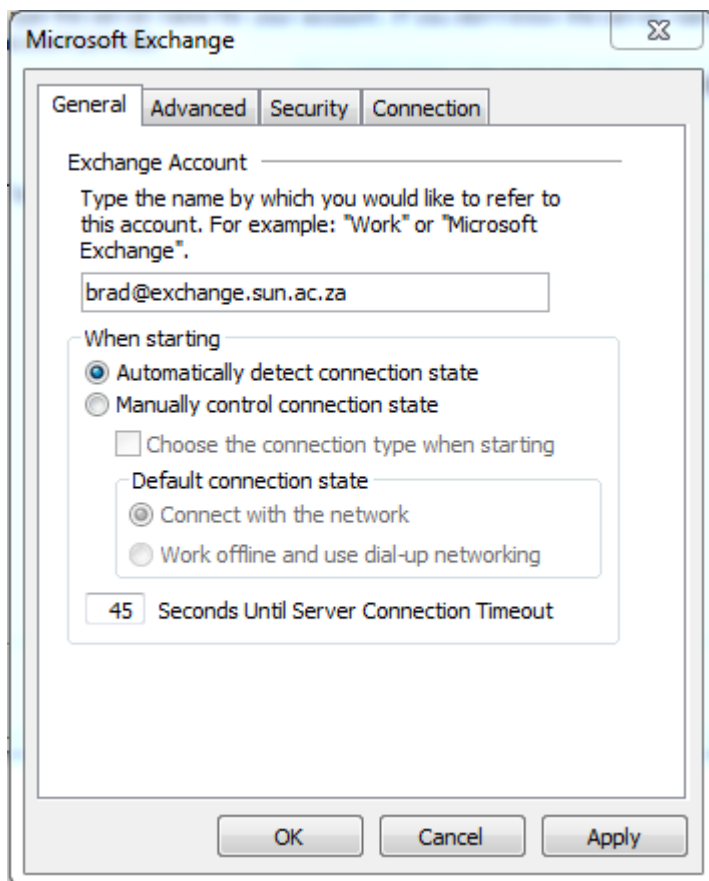
If you are signed into windows with a domain username, outlook will auto resolve your username in the **Auto Account Setup** window. Click **Next** after your name and email address is displayed.



After your account has been automatically configured by Outlook, mark the tick-box to **Manually configure server settings** and click **Next**



Change the **Seconds till Server Connection Timeout** to **45**. Click **Apply** and **OK**



Click **Finish** after you have completed the configuration

Change Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

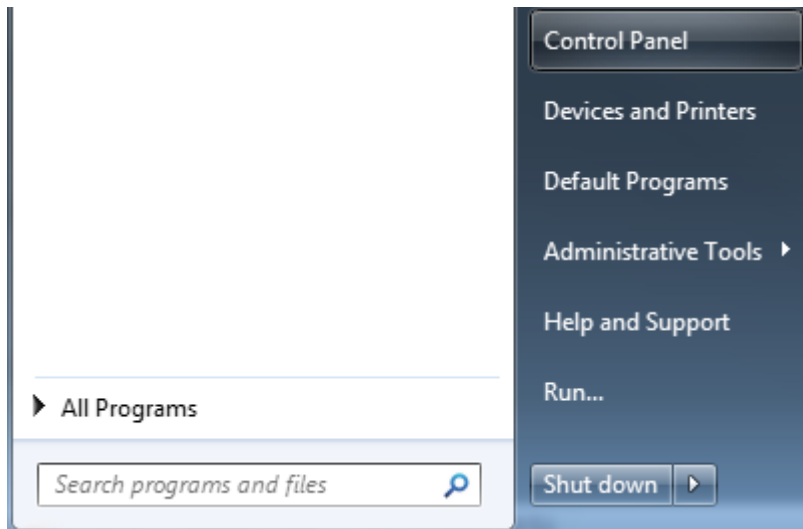
Use Cached Exchange Mode

Type the user name for your account.

User Name:

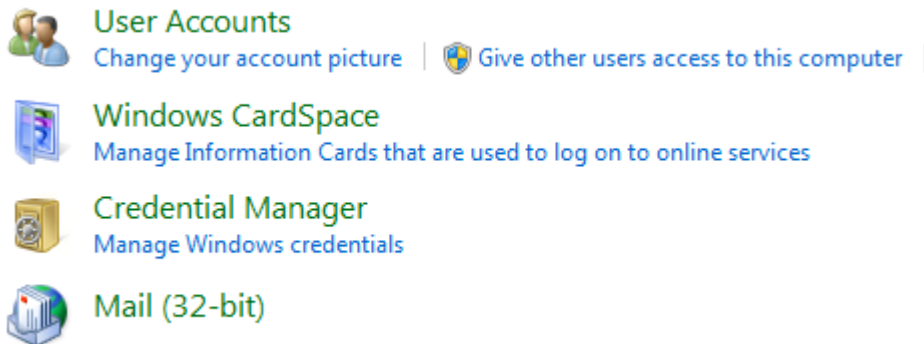
Adding an email account manually

Open **Control Panel** from the **Start Menu**

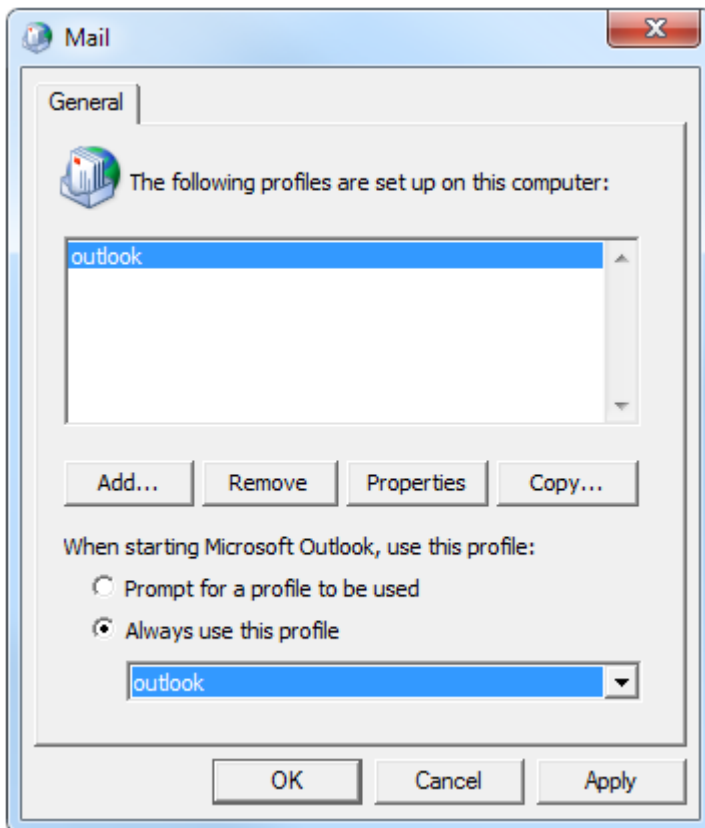
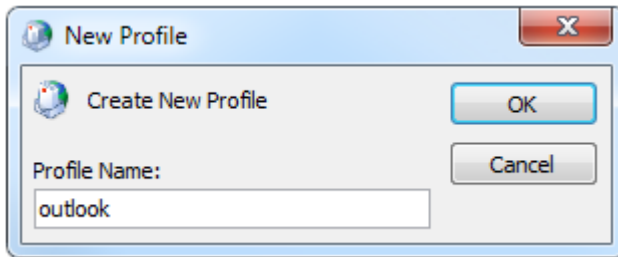


Select **User Accounts** and then click on **Mail**

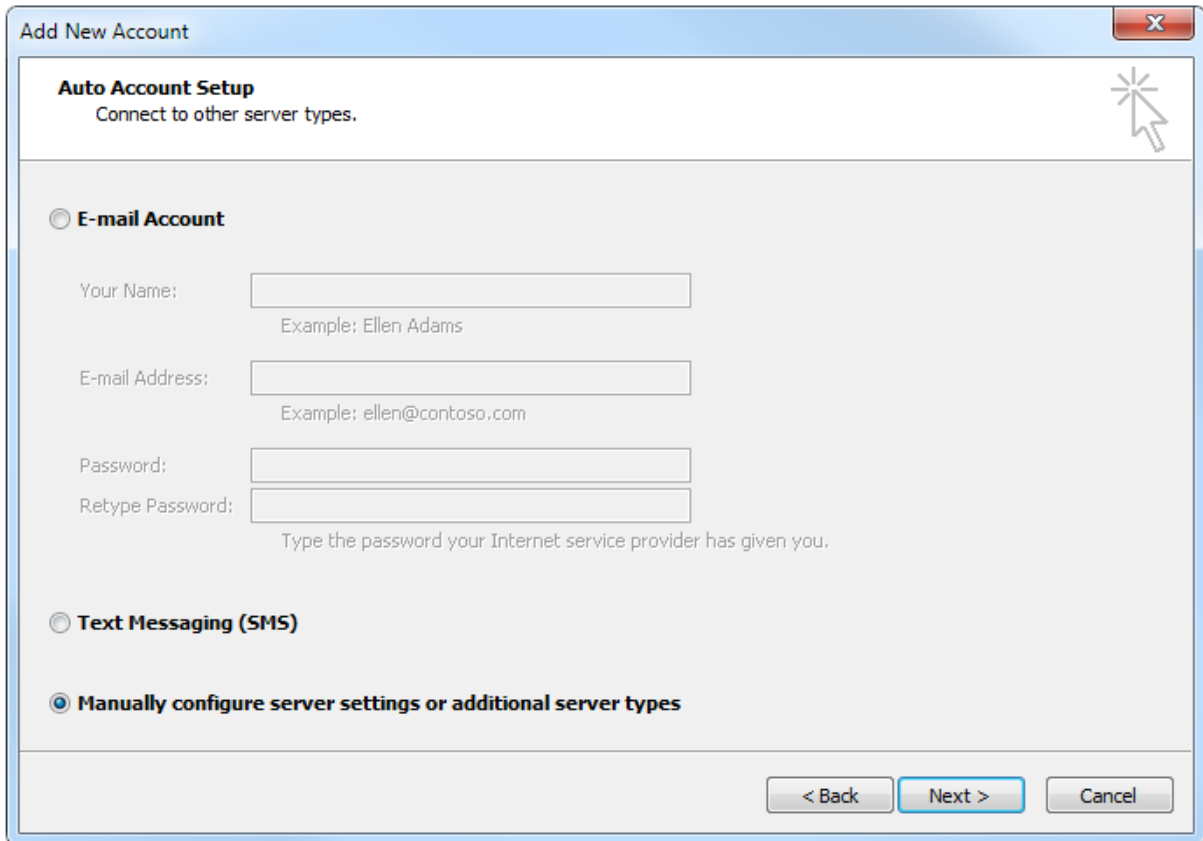
Note: The **Mail** icon will not appear unless you have Outlook installed and have accessed it at least once.



Add a new profile if needed

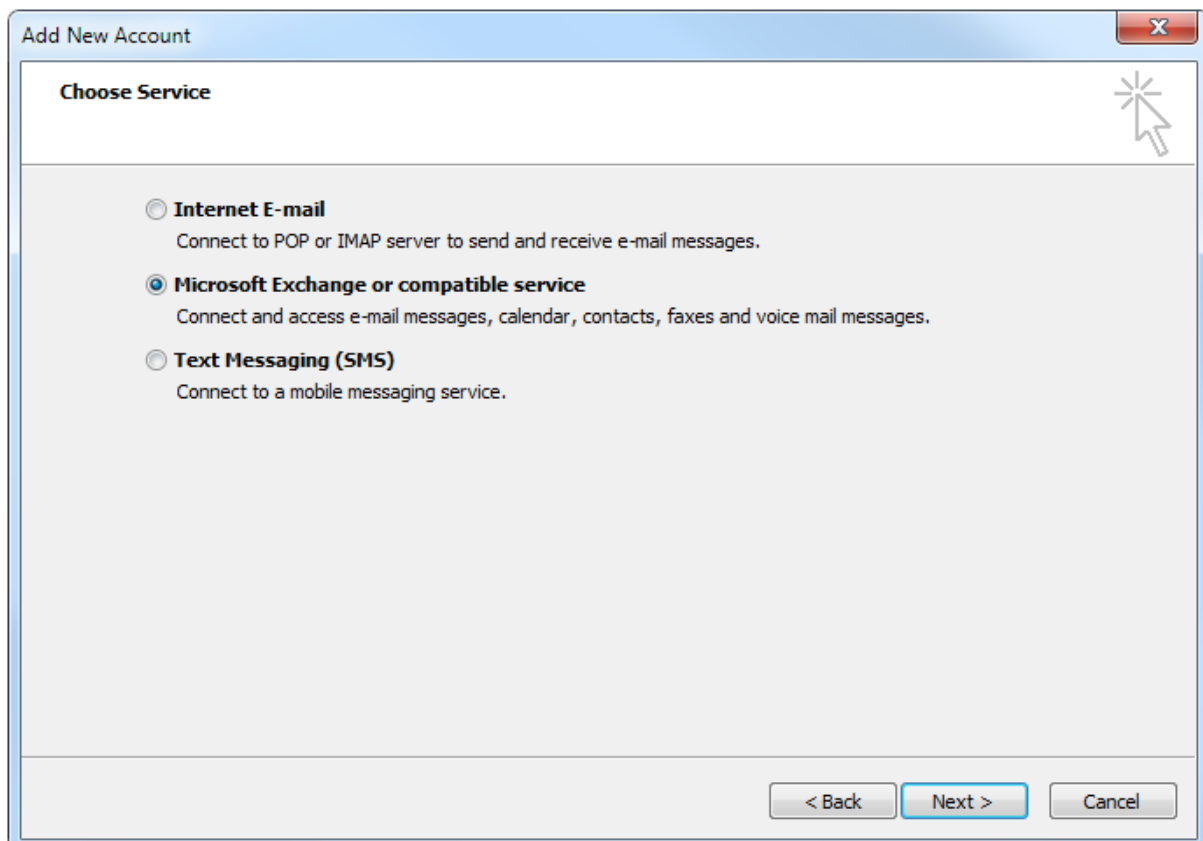


Select **"Manually configure..."** and click **Next**



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account' and there is a close button (X) in the top right corner. The main heading is 'Auto Account Setup' with the subtitle 'Connect to other server types.' Below this, there are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure...' option is selected. Under 'E-mail Account', there are four input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Select **Microsoft Exchange** on the **Choose Service** window and click **Next**



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account' and there is a close button (X) in the top right corner. The main heading is 'Choose Service'. Below this, there are three radio button options: 'Internet E-mail' (with description 'Connect to POP or IMAP server to send and receive e-mail messages.'), 'Microsoft Exchange or compatible service' (with description 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.'), and 'Text Messaging (SMS)' (with description 'Connect to a mobile messaging service.'). The 'Microsoft Exchange or compatible service' option is selected. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter **webmail.sun.ac.za** in the Server box and add your username if it's not already in the User Name box (**Do not click Check Name yet**). Click on **More Settings**

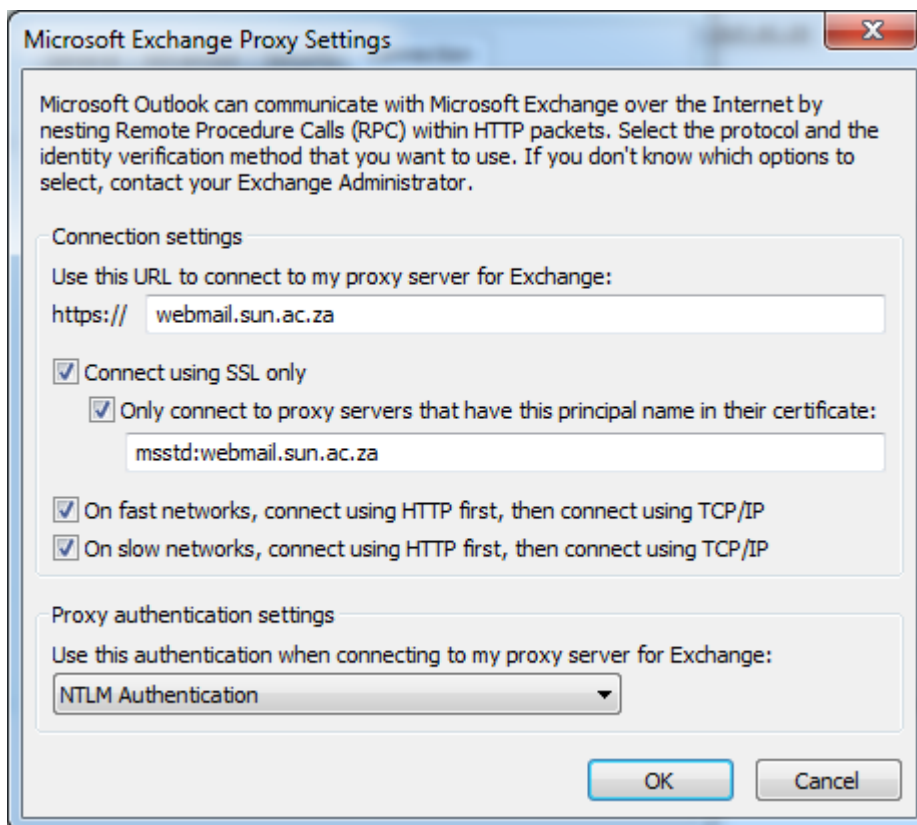
The screenshot shows the 'Add New Account' dialog box with the 'Server Settings' tab selected. The title bar reads 'Add New Account' with a close button. Below the title bar, the text 'Server Settings' is followed by the instruction 'Enter the information required to connect to Microsoft Exchange or a compatible service.' There is a mouse cursor icon in the top right corner. The main area contains two sections: 'Type the server name for your account. If you don't know the server name, ask your account provider.' with a 'Server:' text box containing 'webmail.sun.ac.za' and a checked 'Use Cached Exchange Mode' checkbox; and 'Type the user name for your account.' with a 'User Name:' text box containing 'Bradley van der Venter <brad@sun.ac.za>' and a 'Check Name' button. At the bottom right is a 'More Settings ...' button. At the very bottom are '< Back', 'Next >', and 'Cancel' buttons.

Change the **Seconds till Server Connection Timeout** to **45**. Select the **Connection** Tab and tick the box under the **Outlook Anywhere**

The screenshot shows the 'Microsoft Exchange' dialog box with the 'General' tab selected. The title bar reads 'Microsoft Exchange' with a close button. The 'Exchange Account' section has a text box containing 'brad@exchange.sun.ac.za'. The 'When starting' section has 'Automatically detect connection state' selected. The 'Default connection state' section has 'Connect with the network' selected. At the bottom, the 'Seconds Until Server Connection Timeout' is set to '45'. 'OK', 'Cancel', and 'Apply' buttons are at the bottom.

The screenshot shows the 'Microsoft Exchange' dialog box with the 'Connection' tab selected. The title bar reads 'Microsoft Exchange' with a close button. The 'Connection' section has 'Connect using my Local Area Network (LAN)' selected. The 'Outlook Anywhere' section has 'Connect to Microsoft Exchange using HTTP' checked, with an 'Exchange Proxy Settings...' button below it. 'OK', 'Cancel', and 'Apply' buttons are at the bottom.

Select **Exchange Proxy Settings** and enter the settings like below (**these settings configures automatically when logged into windows with a domain username**)



Microsoft Exchange Proxy Settings

Microsoft Outlook can communicate with Microsoft Exchange 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 Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:
https://

Connect using SSL only

Only connect to proxy servers that have this principal name in their certificate:

On fast networks, connect using HTTP first, then connect using TCP/IP

On slow networks, connect using HTTP first, then connect using TCP/IP

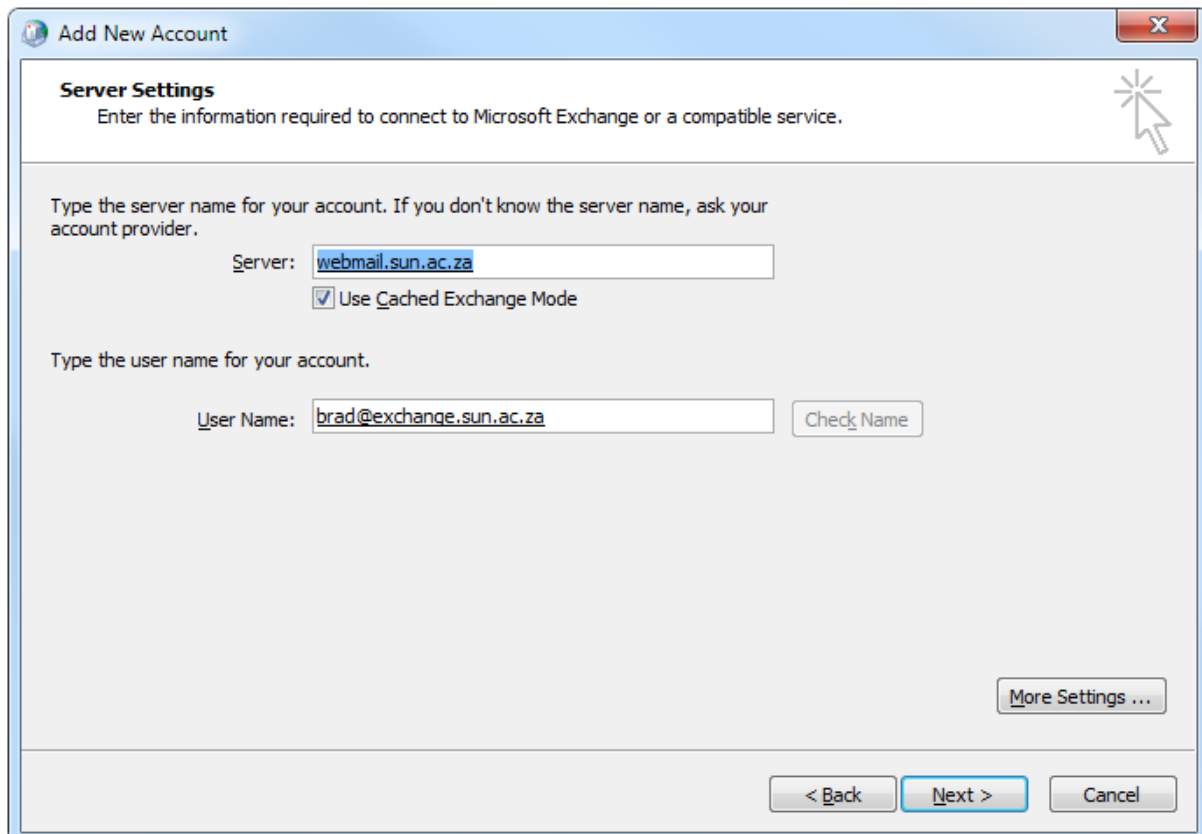
Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:

OK Cancel

Click **OK** and **OK**

Click **Check Name** and your username will resolve. Click **Next**



Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

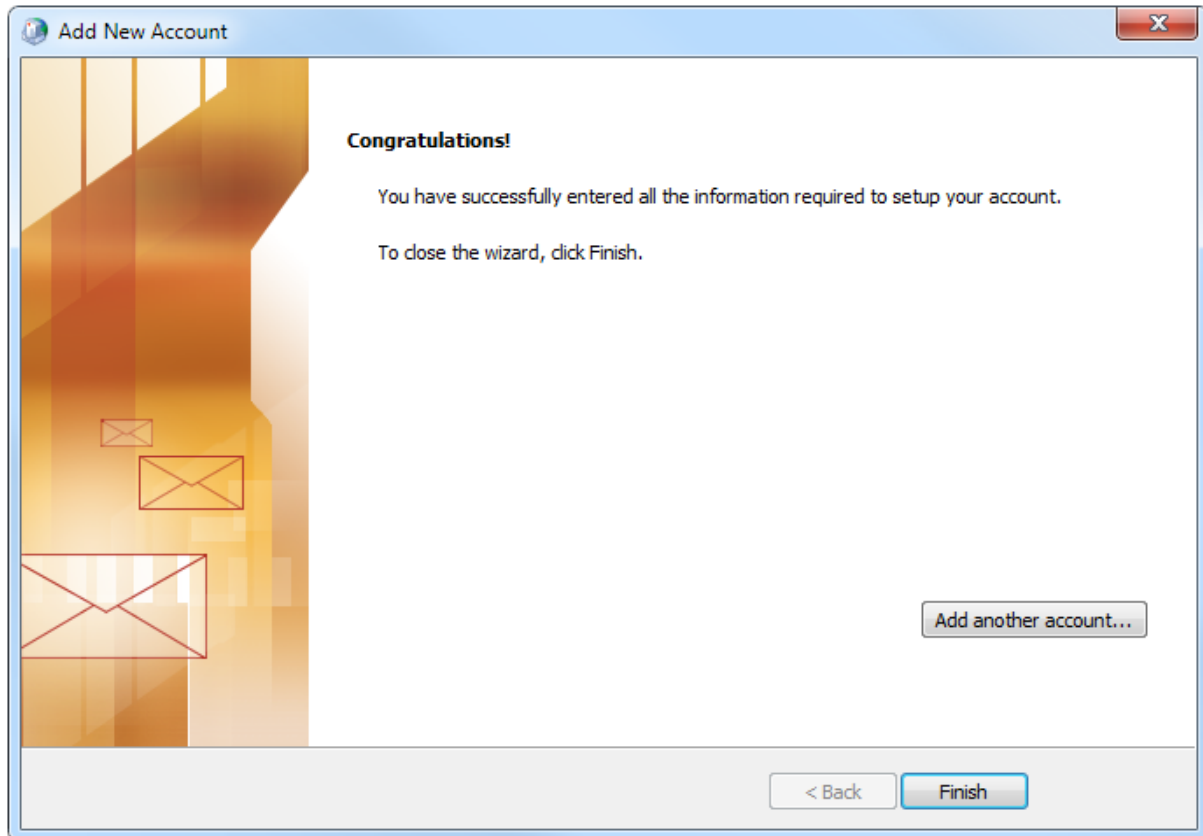
Use Cached Exchange Mode

Type the user name for your account.

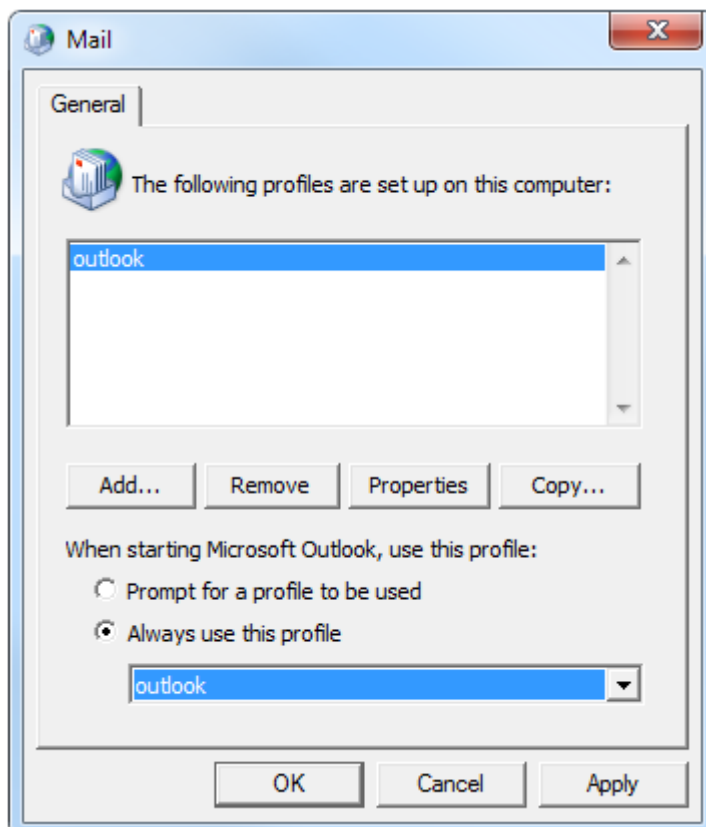
User Name:

< Back

Click **Finish** to complete the Setup

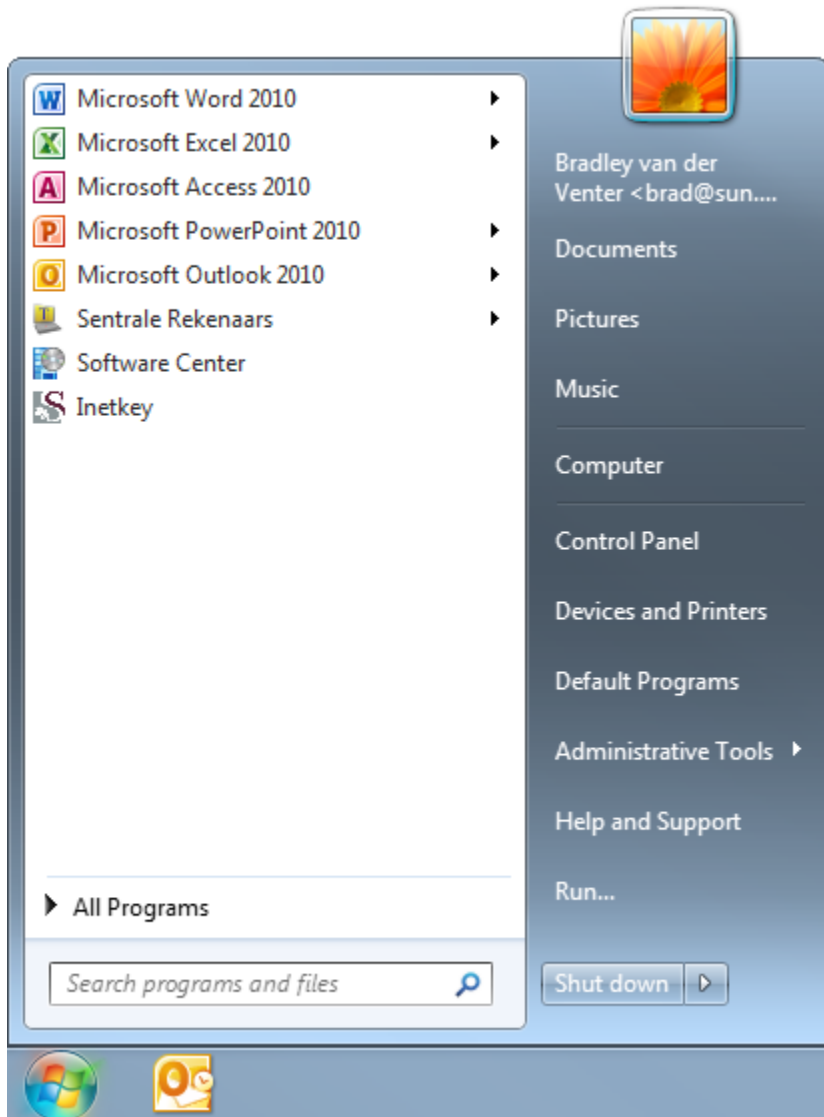


Click **OK** on the **Mail** window and make sure that you newly created profile is in the **Always use this Profile**

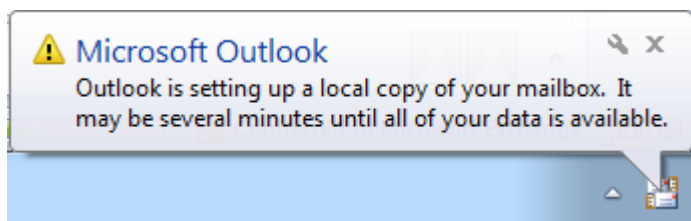


Configuring Outlook

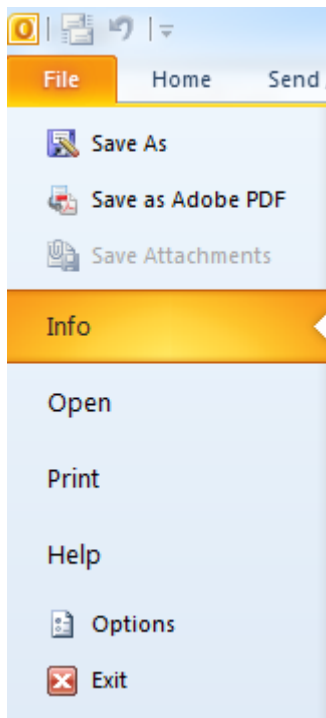
If Microsoft Outlook is not open already, select the Microsoft Outlook icon either from the **Start Menu** or **Taskbar**



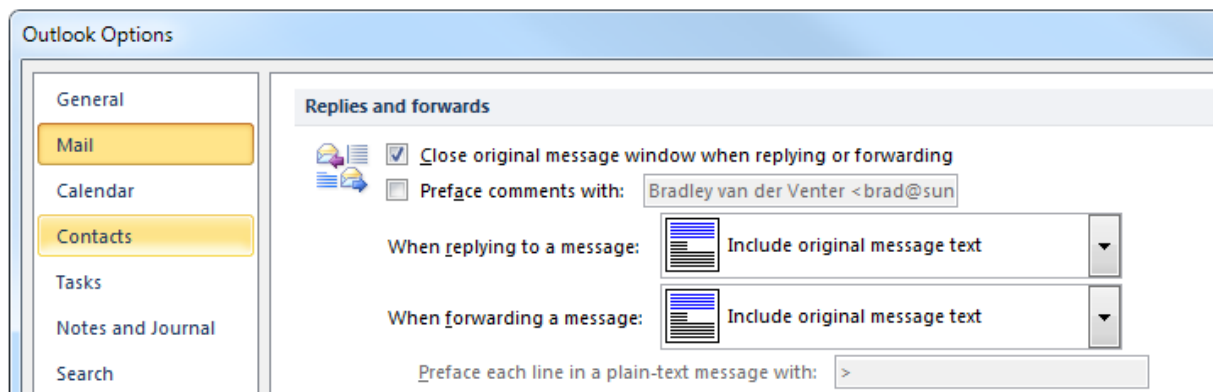
After outlook is opened for the first time it will cache the mailbox to the PC



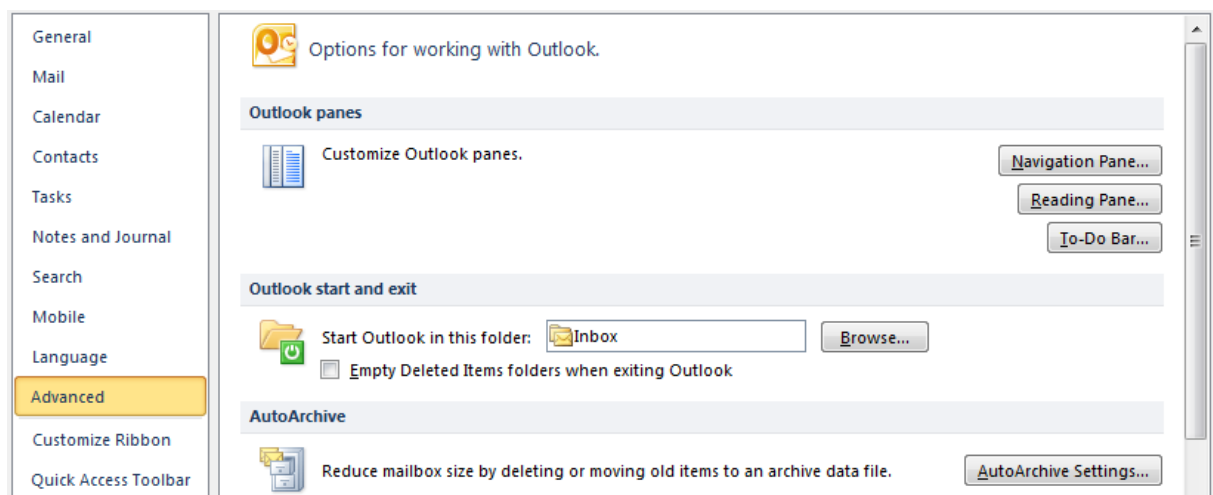
Click **File** in the top left corner of the Outlook window and select **Options**



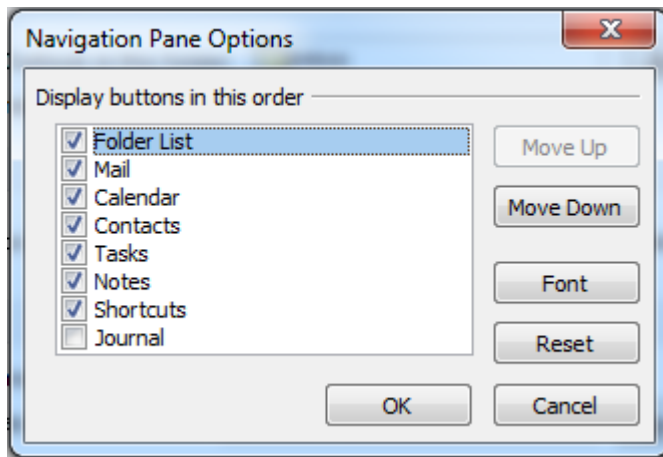
Select the **Mail** in the side menu and scroll down to **Replies and forwards** and mark Close original message.. tick-box.



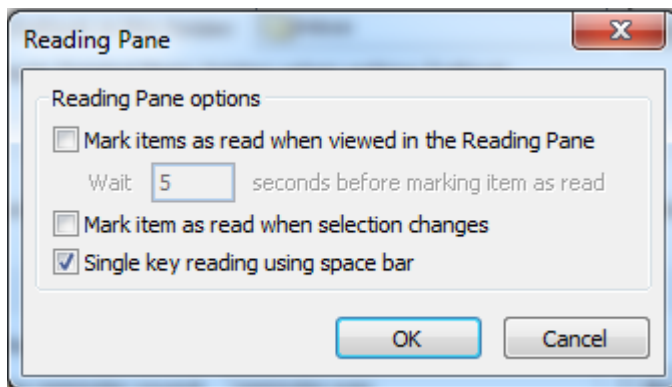
Select **Advanced** from the side menu



Select **Navigation Pane** and move **Folder List** to the top of the list and click **OK**



Select **Reading Pane** and clear the tick-box next to **Mark item as read when selection changes** and click **OK**.



Select **AutoArchive Settings** and configure as per image below. (Archives are to be saved in the user's My Documents > Outlook Files folder) Click **OK** and **OK** again on the **Options** window

