How to... set up Outlook Anywhere

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Overview

Outlook Anywhere allows users to securely connect to their mailbox from anywhere with an Internet connection without the need to set up a VPN connection. This greatly improves users' connectivity options as the connection is far more tolerant of dropouts than a traditional VPN solution.

If users experience difficulties while following this guide they are asked to contact the CUE Helpdesk.

Procedure

Note: This procedure assumes the PC/laptop is not connected to the CUE network and does not already have an Outlook profile configured.

 (Vista) Click on the Windows button > Control Panel > Mail (XP) Click Start > Control Panel > Mail (XP Classic) Click Start > Settings > Control Panel > Mail



2. On the Mail dialog click Add

🕐 Mail 🛛 💽
General
The following profiles are set up on this computer:
A
Add Remove Properties Copy
C Durant frag surfle to be used
C Prompt for a profile to be used
Always use this profile

OK Cancel Apply

3. Type a name for the new mail profile and click **OK**



4. Complete the Add New E-mail Account dialog and click Next

🕖 Add New E-mail Ac	count	—		
Auto Account Setu Clicking Next will Exchange server	IP contact your e-mail server and configure your Internet service provider or Microsoft account settings.	×		
<u>Y</u> our Name:	Your Name Example: Barbara Sankovic			
<u>E</u> -mail Address:	yname@cueltd.net Example: barbara@contoso.com			
<u>P</u> assword: Re <u>t</u> ype Password:	*******			
	Type the password your Internet service provider has given you.			
Manually configure server settings or additional server types				
	< Back Next >	Cancel		

Note: Enter your email address as <first_initial><username>@cueltd.net

5. When the auto-discovery server is found enter your CUE username and password. It is important that the username is entered in the format CUELTD\<first_initial><surname>



2:		
ename:	Your	
name:	Name	
rname:	CUELTD	yname
	e: ename: name: rname:	e: ename: Your name: Name rname: CUELTD\

6. Click Finish to close the Add New E-mail Account wizard



7. Click **OK** to close the Mail dialog

🕐 Mail 💌
General
The following profiles are set up on this computer:
Outlook
Agd Remove Ptoperties Copt When starting Microsoft Office Outlook, use this profile:
 Prompt for a profile to be used Always use this profile
Outlook
OK Cancel Apply

8. Open **Outlook**.



9. Enter your CUE username and password and click **OK**. It is important that the username is entered in the format CUELTD\<first_initial><surname>

Onnect to ex02	2.cueltd.net
	Ger
Connecting to ex02	.cueltd.net
User name:	🖸 cueltd\yname 🔻 🛄
Password:	•••••
	Remember my password
	OK Cancel

10. Outlook will now synchronise with your mailbox.

Outlook Anywhere is now configured.

Known Issues

At present CUE still maintains the legacy @cad.coventry.ac.uk email domain. This can cause issues with Outlook 2007 as it attempts to auto-discover information about users via their primary email address (@cad.coventry.ac.uk). When using Outlook Anywhere users may encounter the following warning:



This problem will be resolved shortly as CUE migrates to the new email domain @cueltd.co.uk

Even after the migration CUE will continue to accept email for the @cad.coventry.ac.uk domain but these addresses should be phased out of use as quickly as possible.

Impact On You: You will be asked to update your contact information to reflect the new email address. You do not need to throw away existing stationary but new stationary should use the new email domain.

Contacting the CUE Helpdesk

If you encounter problems with this 'How To...' please contact the CUE Helpdesk via email (<u>helpdesk@cad.coventry.ac.uk</u>) or by telephoning +442476158888 (internal extension 8888).