

EXCHANGE 2010 OSX OUTLOOK 2011 SETUP

Step 1: Open Outlook 2011

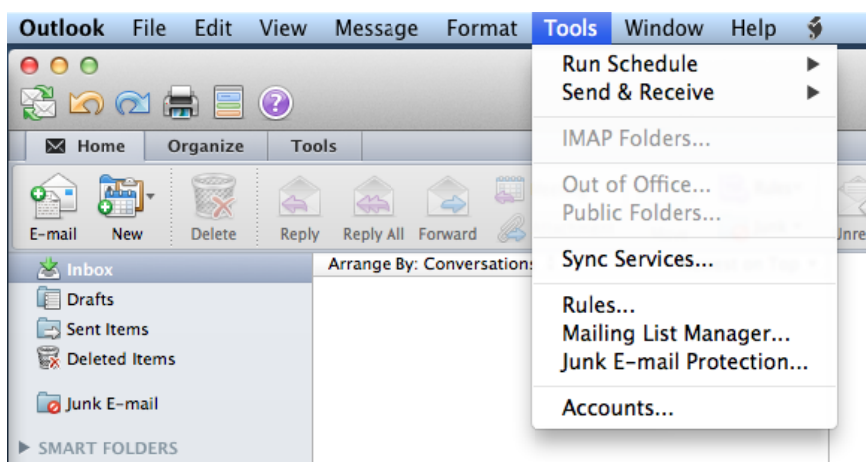
If you have not opened Outlook before it will automatically open the 'Welcome' dialog.

Tick the box to **'Make Outlook the default application for e-mail, calendar and contacts.'**

Click 'Add account':

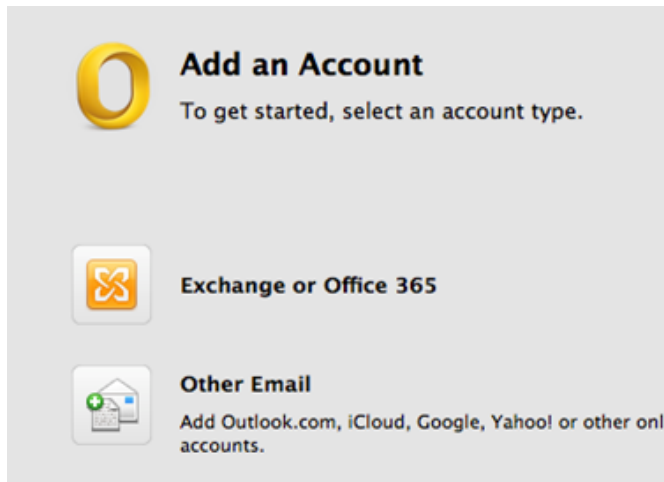


If you don't see the 'Welcome' dialog above, then launch Outlook and go to **Tools -> Accounts**:



Step 2: Add an Account

Click the button for 'Exchange or Office 365':



Step 3: Enter your details

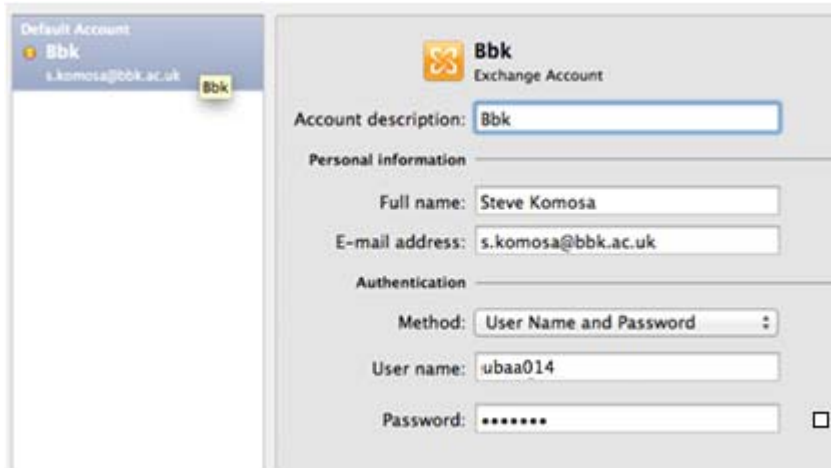
Enter your account details as follows:

E-mail address:	Your email address
Method:	Leave as ' User Name and Password '
User name:	username
Password:	Your password
Configure Automatically:	Uncheck (<i>Important !!</i>)
Server:	ews.bbk.ac.uk



Step 4: Add the account

Click the 'Add account' button. Your details will be checked and if successful you will see the dialog below:



The screenshot shows the 'Add Account' dialog box. On the left, under 'Default Account', the account 'Bbk' with email 's.komosa@bbk.ac.uk' is listed. The main area on the right is titled 'Bbk Exchange Account'. It contains the following fields:

- Account description: Bbk
- Personal information:
 - Full name: Steve Komosa
 - E-mail address: s.komosa@bbk.ac.uk
- Authentication:
 - Method: User Name and Password
 - User name: ubaa014
 - Password: masked with asterisks

Step 5: Refine you details and complete the setup

The account description will default to 'Bbk' - change that to something more meaningful to you eg. "Birkbeck".

Change the 'Full Name' to something sensible if you need to, as this will be displayed when an email is received!

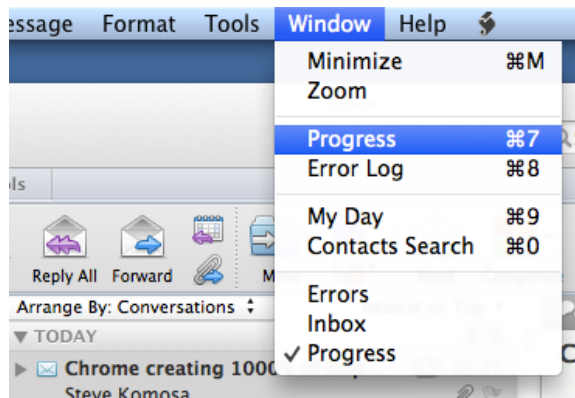


The screenshot shows the 'Accounts' window. The 'Bbk' account is selected. The 'Account description' field is now 'Birkbeck'. The 'Full name' field is 'Steve Komosa'. The 'E-mail address' is 's.komosa@bbk.ac.uk'. The 'Authentication' method is 'User Name and Password' with 'User name' 'ubaa014' and 'Password' masked.

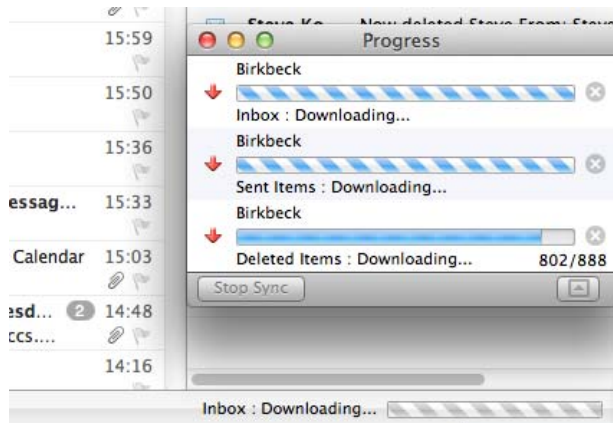
Then close that window (click the red dot in top left of the window) to complete the configuration.

Step 6: Allow synchronisation to complete

Outlook may or may not take a few minutes to start synchronising, and you can see activity a little better if you go to **Window -> Progress**

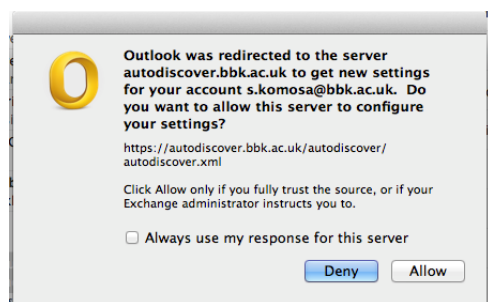


You will see the **Progress** window that will indicate the state of the synchronisation as it proceeds



The synchronisation process may take a while if you have large mailbox, about 30 minutes to complete is normal.

NB: Redirection notifications!



While using Outlook you may, at times, see the 'Redirection' notification.

When you see this, please make sure the URL referred to is:

'https://autodiscover.bbk.ac.uk/autodiscover/autodiscover.xml'

...and if so please check the 'Always use my response for this server' box and click 'Allow'.

This should then stop the reoccurrence of the notification.

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