

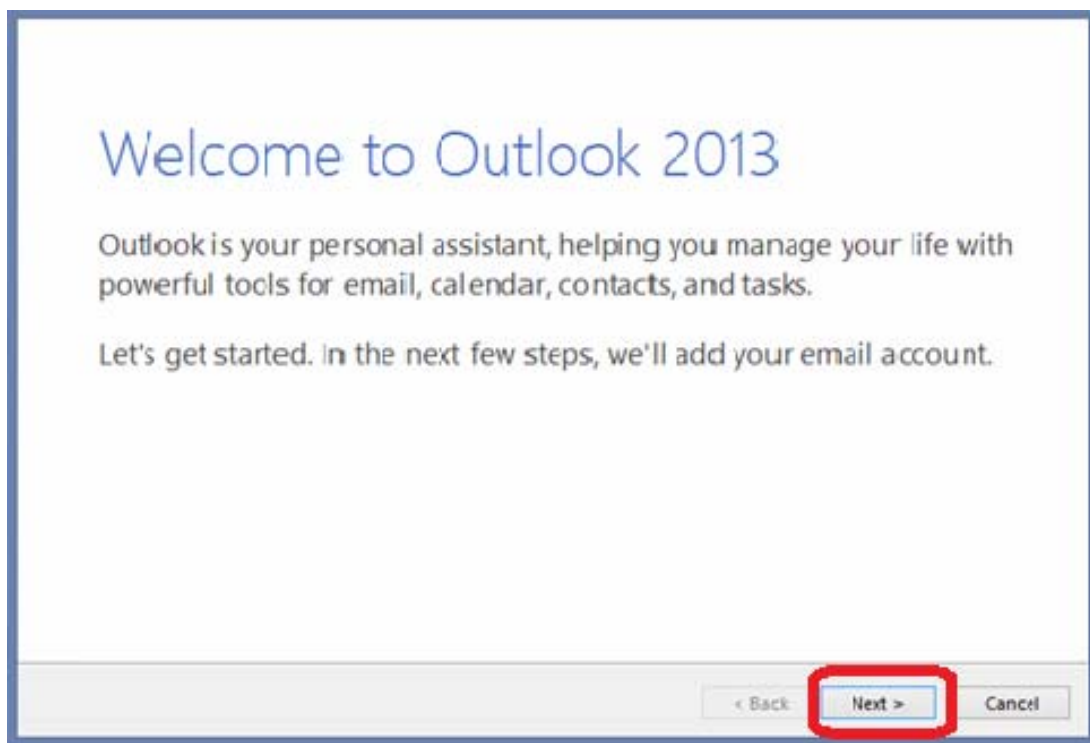
# EXCHANGE 2010 OUTLOOK 2013 SETUP

Configuration required for remote Outlook 2013 users that need to connect to Exchange 2010 at Birkbeck.

**Please note:** *If you have any problems connecting to Exchange 2010 via Outlook as a remote user, please be aware that you do already have access to your mailbox via the Outlook Web App. To access this from outside the College network please point your browser to '[owa.bbk.ac.uk](http://owa.bbk.ac.uk)'.*

## Open Outlook 2013

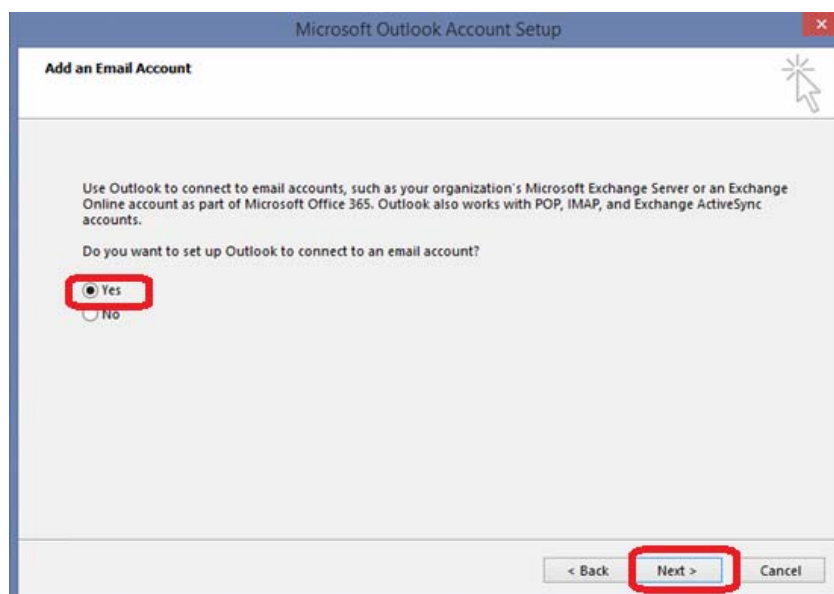
If you have not opened Outlook before it will automatically open the '**Welcome**' dialog.



Click '**Next**'

## Add an Email Account:

Leave '**Yes**' selected and click '**Next**'



On the '**Auto Account Setup**' accept the default and click '**Next**'

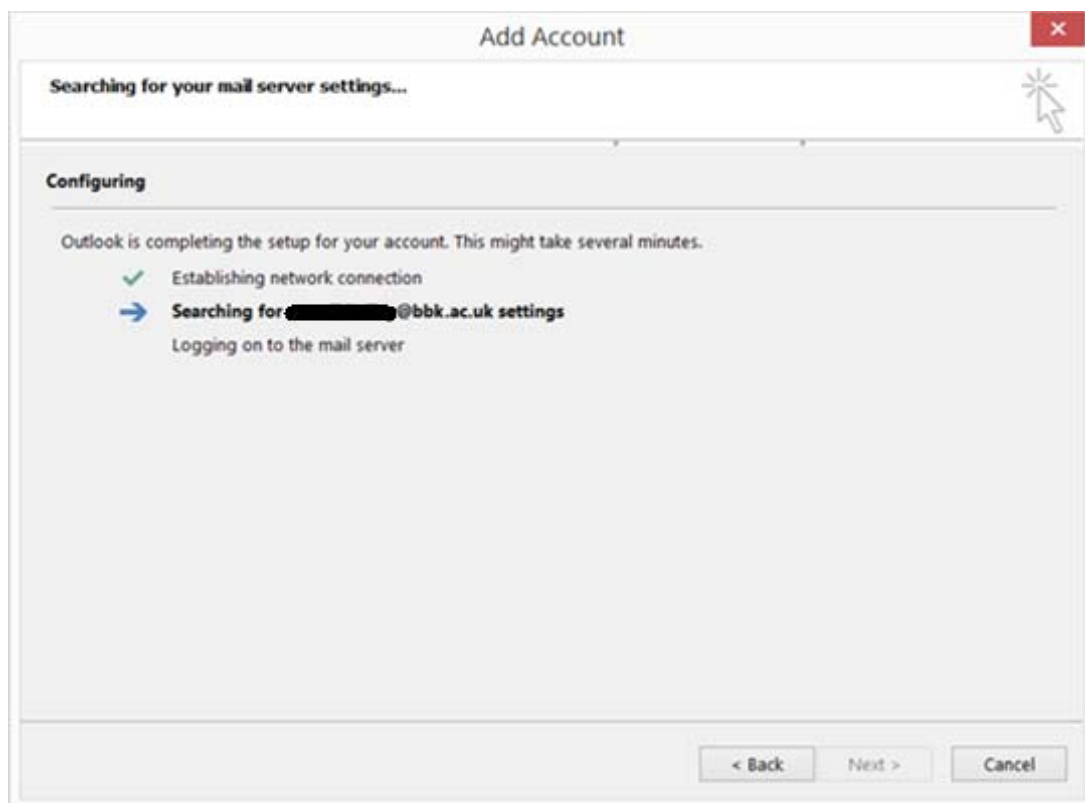
Enter your details:

**Your Name:** as known within Birkbeck University of London

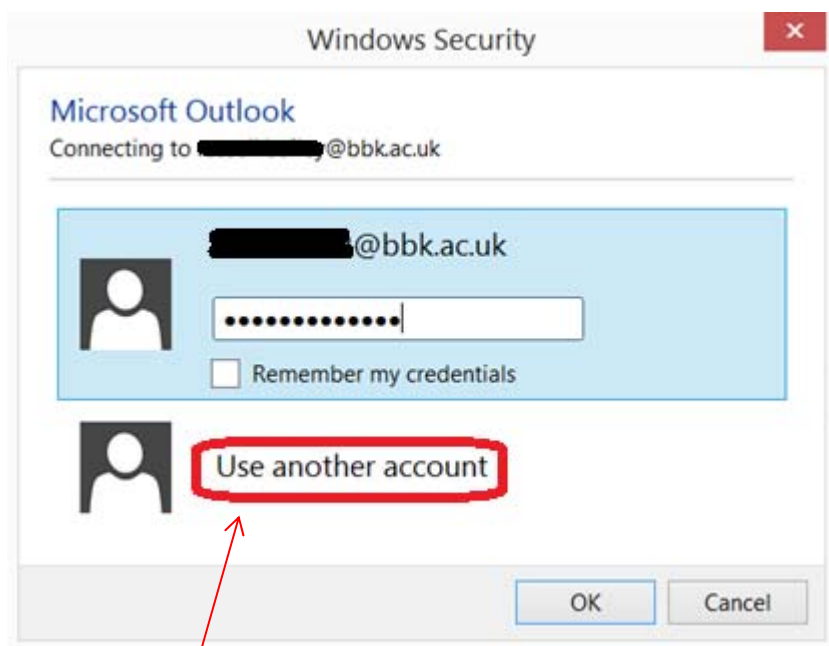
**E-mail Address:** your Birkbeck email address

**Password:** your Birkbeck login password

Click '**Next**'

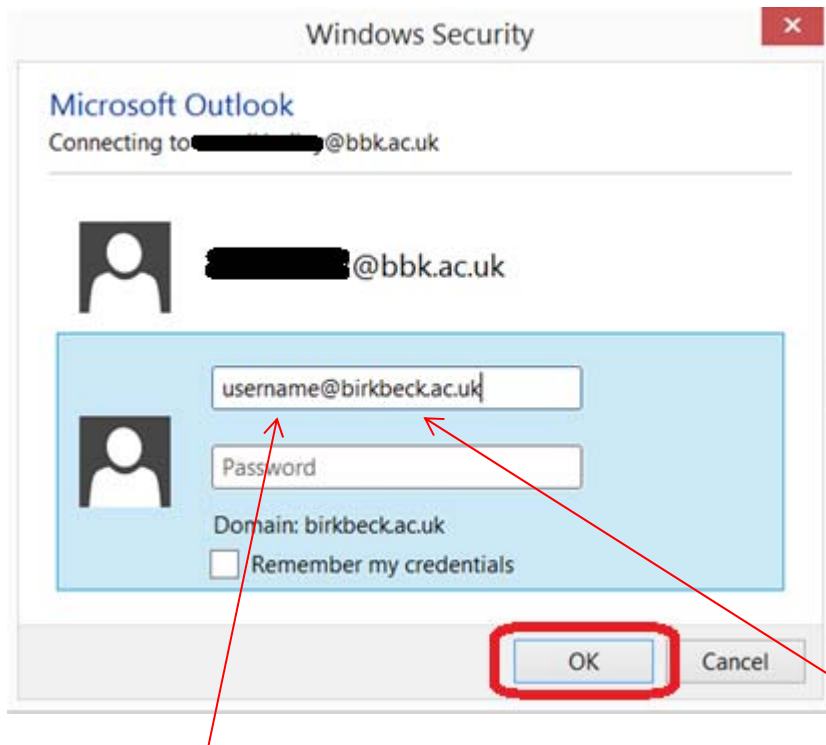


An attempt will be made to retrieve your details from the Birkbeck email server



You should be prompted to enter the password for your normal Birkbeck login account.  
(most likely different from your email address!)

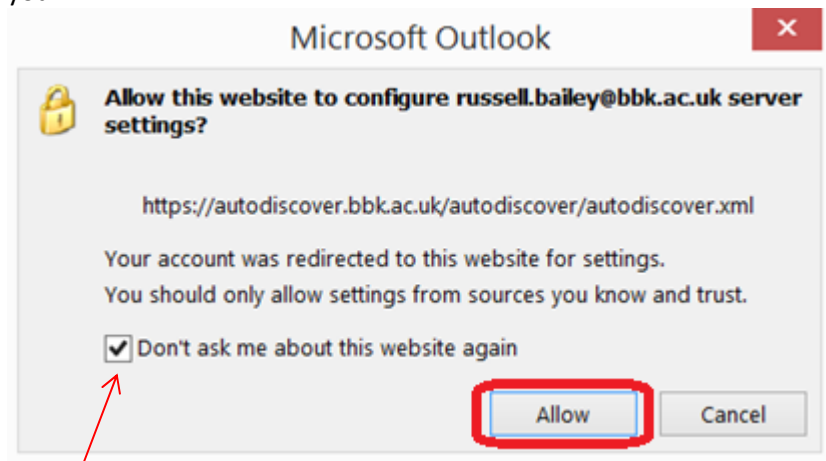
Select **'Use another account'**



Enter your '**username**' as before, but change the text from the @ sign to '**birkbeck.ac.uk**'  
Enter your password for your normal Birkbeck login account.

Click '**OK**'

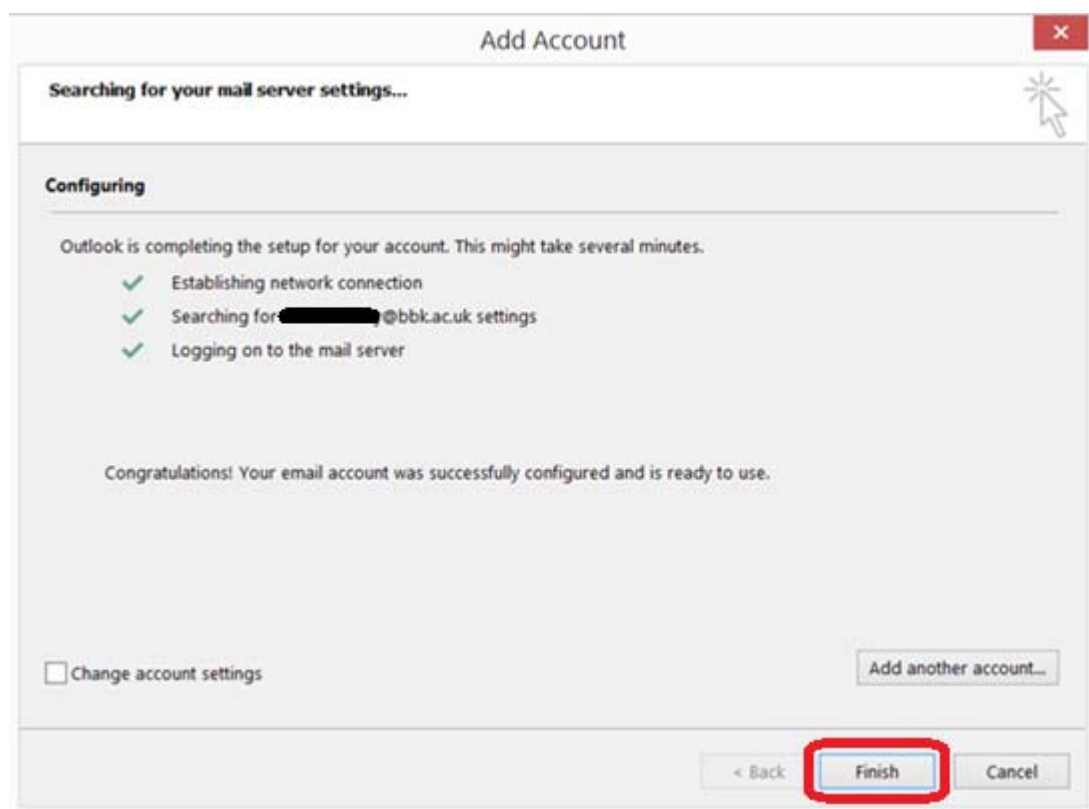
You may be prompted to allow the Birkbeck Server to configure your Outlook 2013 installation for you.



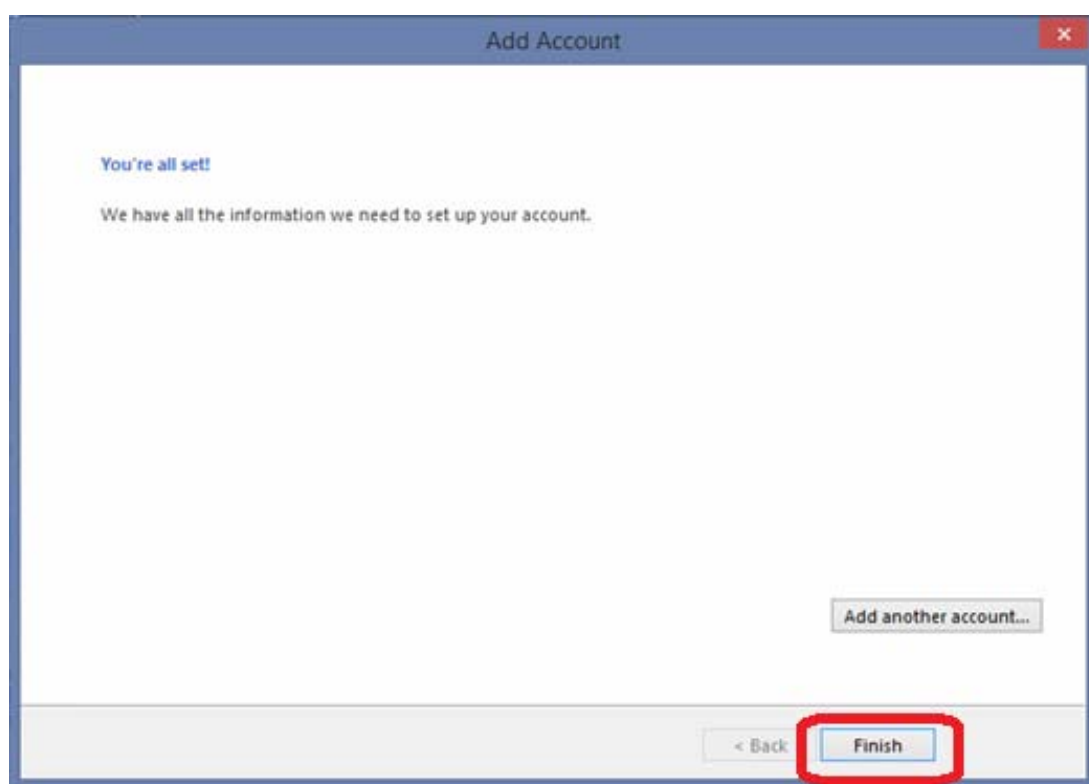
Check the box 'Don't ask me about this website again'

<https://autodiscover.bbk.ac.uk> is a valid Birkbeck Server!

Click '**Allow**'



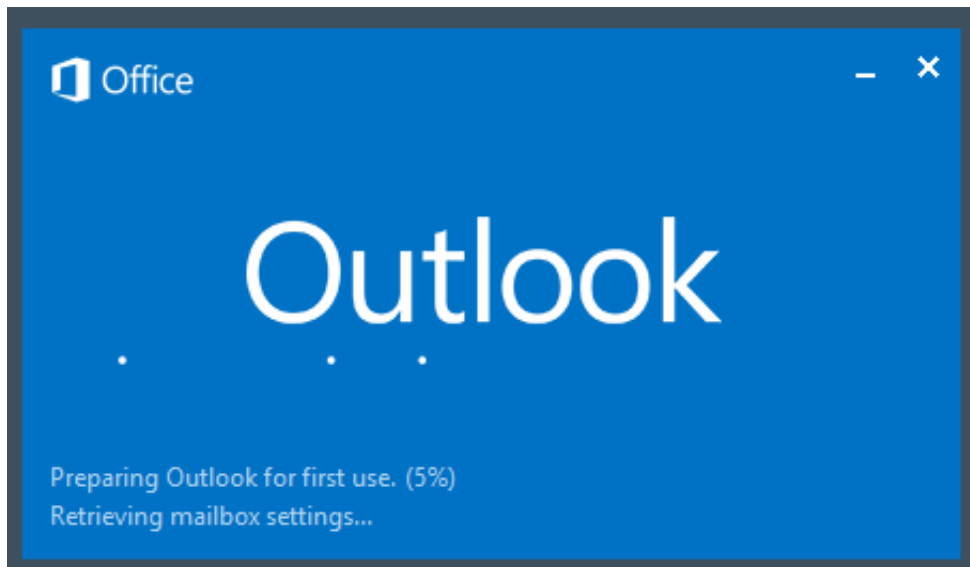
OR



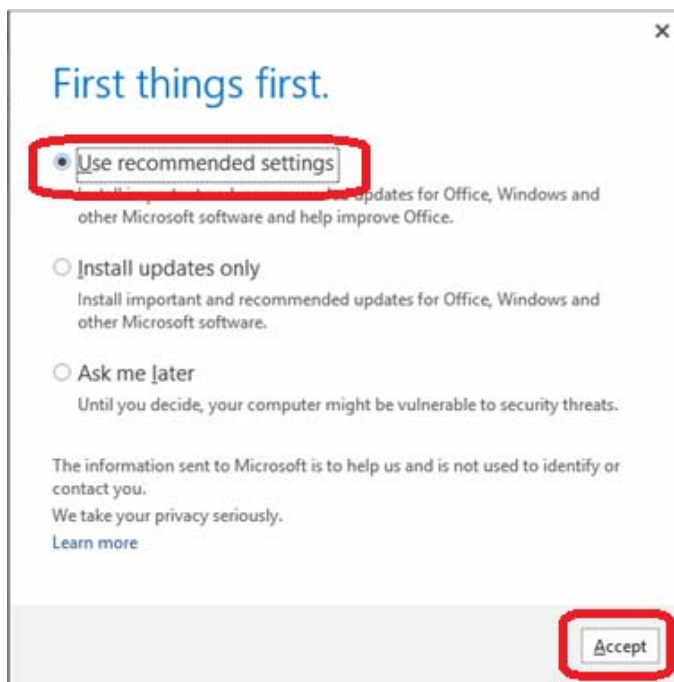
You will see either of the above displays depending on your individual device, either way click **'Finish'** (You may be prompted to restart Outlook if this is a new profile)

## Open Outlook

Before Outlook opens it will take short while to prepare ...:



You may also see a dialog asking you to select the appropriate settings for Office Updates, we suggest that you select '**Use recommended settings**' and then click '**Accept**'



Once Outlook 20103 is open you should start to see mail in your Inbox and the Outlook Status bar will show that Outlook is connected and is updating your Inbox:



## Open Outlook 2013

This time when you open Outlook you'll see a login box:

Enter your username as '**username@birkbeck.ac.uk**' and your password



Ensure you select the checkbox:  
**'Remember my credentials'**

Birkbeck IT Services

ITS Servicedesk: 020 7631 6543, email: [its@bbk.ac.uk](mailto:its@bbk.ac.uk)

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