

Configuring Outlook 2010 for use against the Exchange 2003 Birkbeck staff email service

For those who do not want to use a web-based email client to access their staff email, Outlook is the recommended client. Outlook is one of the products available with the Microsoft Office suite. The documentation below applies to Office 2007 and Office 2010.

In the past, it has been necessary for those using Outlook to be connected to the Birkbeck network to read their email, whether on site, or via the [VPN Service](#). While the VPN is still required for the initial connection, it is no longer required for day-to-day use, as Outlook Anywhere (using RPC over https) is now supported allowing connection from your mail client on home networks or remote locations, to the Birkbeck Exchange service.

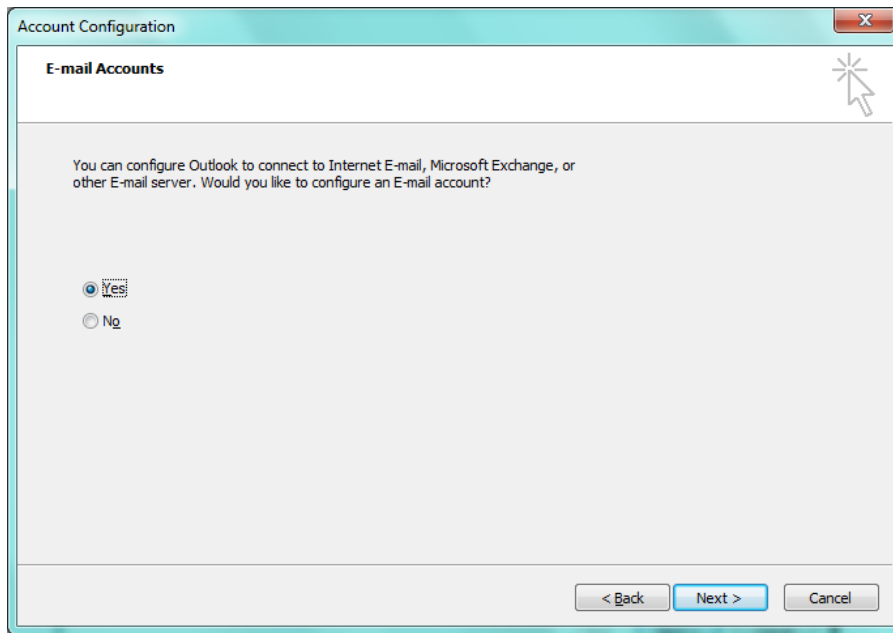
For those previously connecting to their email mailbox using the VPN service in order to use Outlook, please go to step 7 below to make the change to allow Outlook Anywhere.

Configuring Outlook for the first time

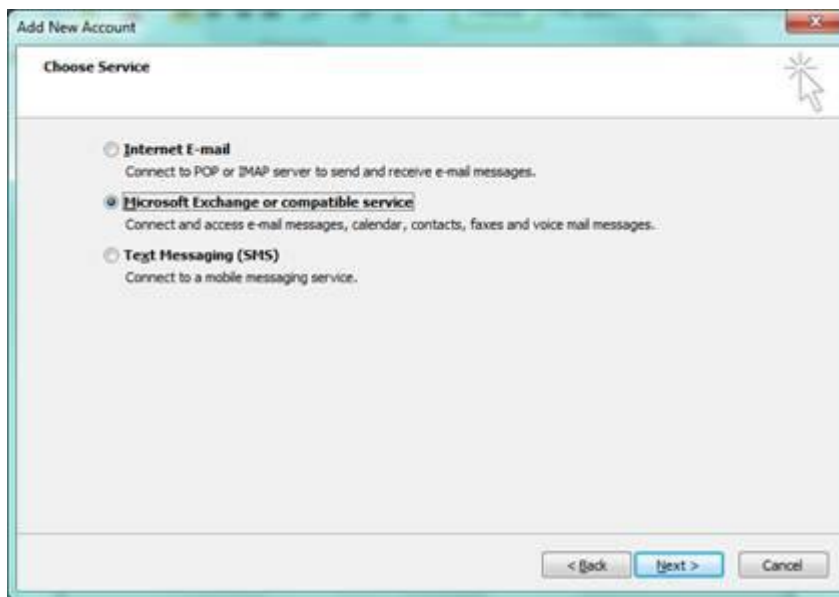
1. First connect to the [VPN Service](#).
2. Click on start/programs and select Microsoft Office Outlook 2010.



3. Click *Next*



4. With "Yes" checked, click on *Next*



5. Ensure that "Microsoft Exchange or compatible service" is checked and click *Next*

The screenshot shows the 'Add New Account' window with the 'Auto Account Setup' tab selected. The window title is 'Add New Account'. Below the title bar, it says 'Auto Account Setup' and 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' option is selected. Below it, there are four text input fields: 'Your Name:' (with an example 'Ellen Adams'), 'E-mail Address:' (with an example 'ellen@contoso.com'), 'Password:', and 'Retype Password:'. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Select "Manually configure server settings or additional server types" and click *Next*.

The screenshot shows the 'Add New Account' window with the 'Choose Service' tab selected. The window title is 'Add New Account'. Below the title bar, it says 'Choose Service'. There are three radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. The 'Microsoft Exchange or compatible service' option is selected. Below it, there are three text input fields: 'Your Name:', 'E-mail Address:', and 'Password:'. A note below the password field says 'Type the password your Internet service provider has given you.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Again, select "Microsoft Exchange or compatible service" and click *Next*.

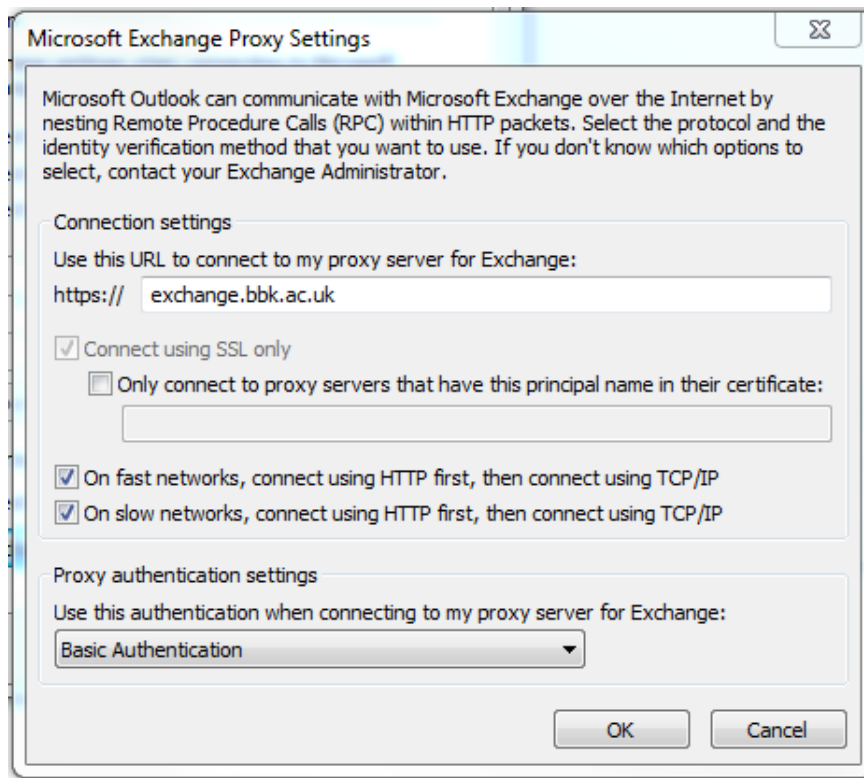
[For those who already have Outlook installed, but would like to use it without the VPN, click on *File* select *Account Settings* and then *Change*, to get to reach the screen below].

The screenshot shows the 'Add New Account' dialog box with the 'Server Settings' tab selected. The title bar reads 'Add New Account'. 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 help icon (a question mark) 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:' label and a text box containing 'exchsrv01.birkbeck.ac.uk', and a checked checkbox labeled 'Use Cached Exchange Mode'. The second section is 'Type the user name for your account.' with a 'User Name:' label and a text box, followed by a 'Check Name' button. At the bottom right is a 'More Settings ...' button. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

8. Add **EXCHSRV01.birkbeck.ac.uk** as the server, and your Birkbeck username, then click on *More Settings*. Click on the *Connection* tab.

The screenshot shows the 'Microsoft Exchange' dialog box with the 'Connection' tab selected. The title bar reads 'Microsoft Exchange'. The 'Connection' tab is highlighted among 'General', 'Advanced', 'Security', and 'Connection'. The 'Connection' section has the text 'Use these settings when connecting to Microsoft Exchange when working offline:' followed by three radio button options: 'Connect using my Local Area Network (LAN)' (which is selected), 'Connect using my phone line', and 'Connect using Internet Explorer's or a 3rd party dialer'. Below this is the 'Modem' section with the text 'Use the following Dial-Up Networking connection:' and a dropdown menu. There are 'Properties...' and 'Add...' buttons below the dropdown. The 'Outlook Anywhere' section has a checked checkbox labeled 'Connect to Microsoft Exchange using HTTP!' and an 'Exchange Proxy Settings...' button. At the bottom are three buttons: 'OK', 'Cancel', and 'Apply'.

9. Click on *Exchange Proxy Settings*



10. Add **exchange.bbk.ac.uk** as the address of the proxy server and click *OK*, and *OK* again at the acknowledgement.

Note that if you have a lot of email it may take some time to update your Outlook client. Once the update has completed, close Outlook and disconnect from the VPN.

When you next start Outlook, you can do so without first connecting to the VPN, and use normally.