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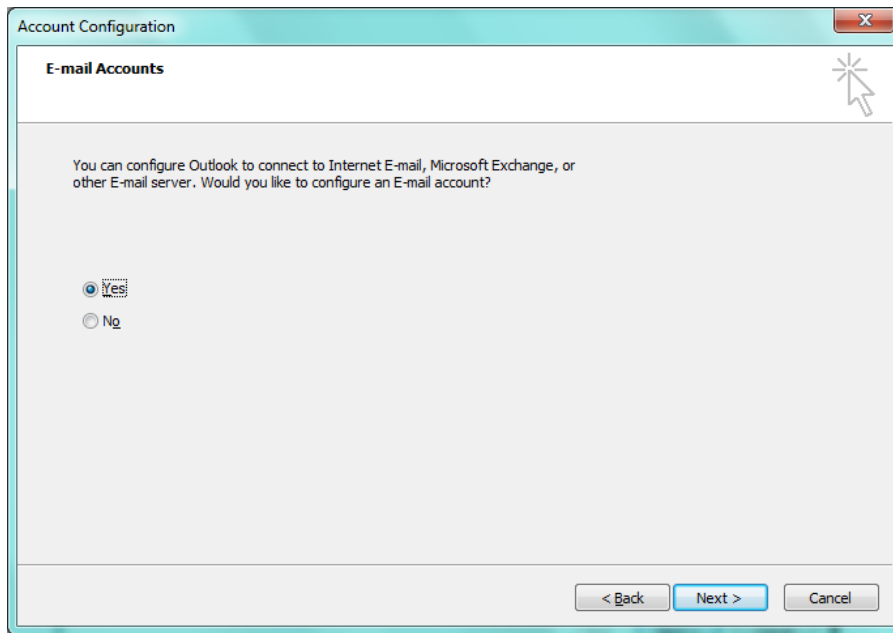
For those previously connecting to their email mailbox using the VPN service in order to use Outlook, please go to step 7 below to make the change to allow Outlook Anywhere.
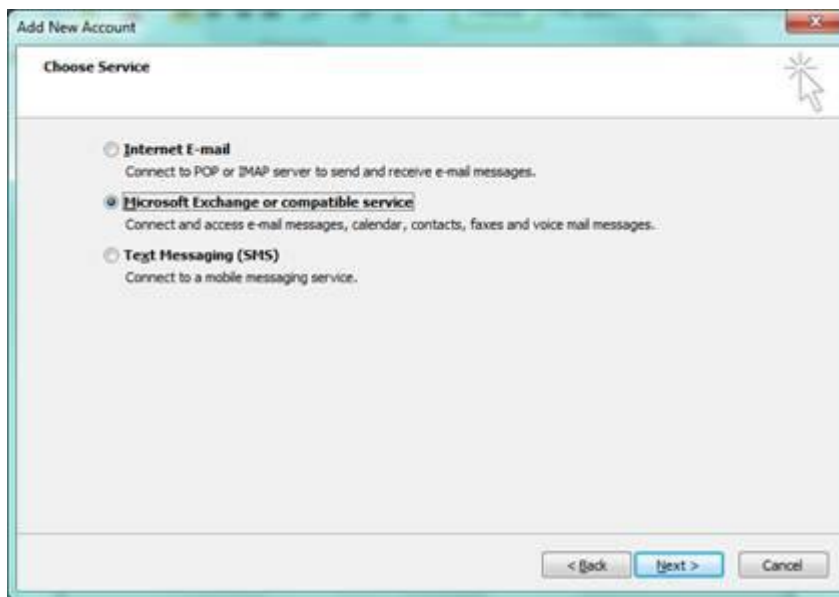
Configuring Outlook for the first time

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*

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

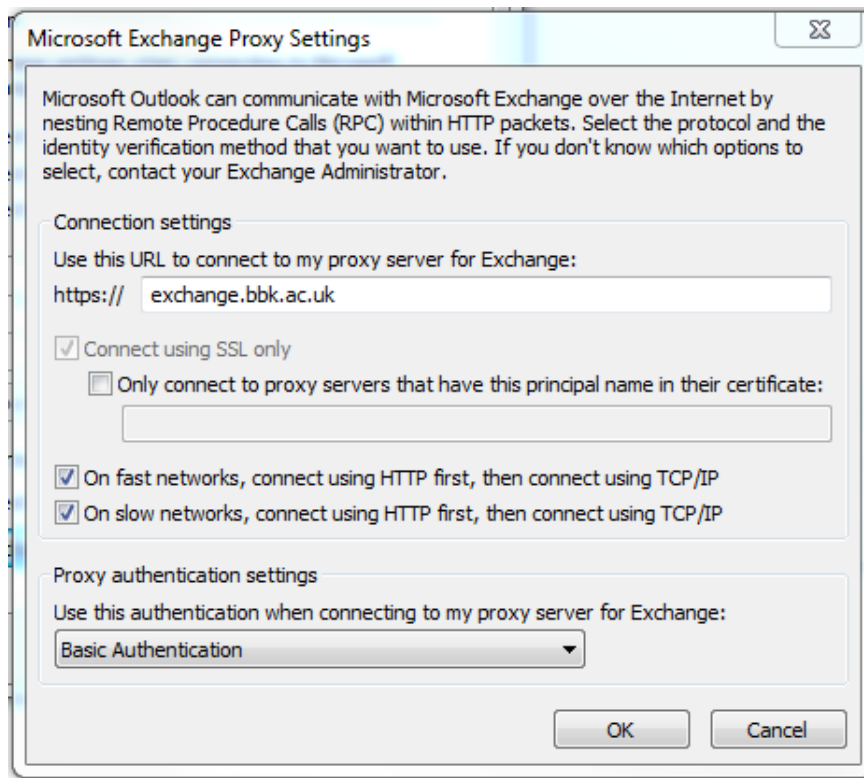7. Again, select "Microsoft Exchange or compatible service" and click *Next*.

[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].

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

9. Click on *Exchange Proxy Settings*

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:// exchange.bbk.ac.uk

☑ 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:

Basic Authentication ▼

OK   Cancel

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.