

Outlook 2007 Client Configuration

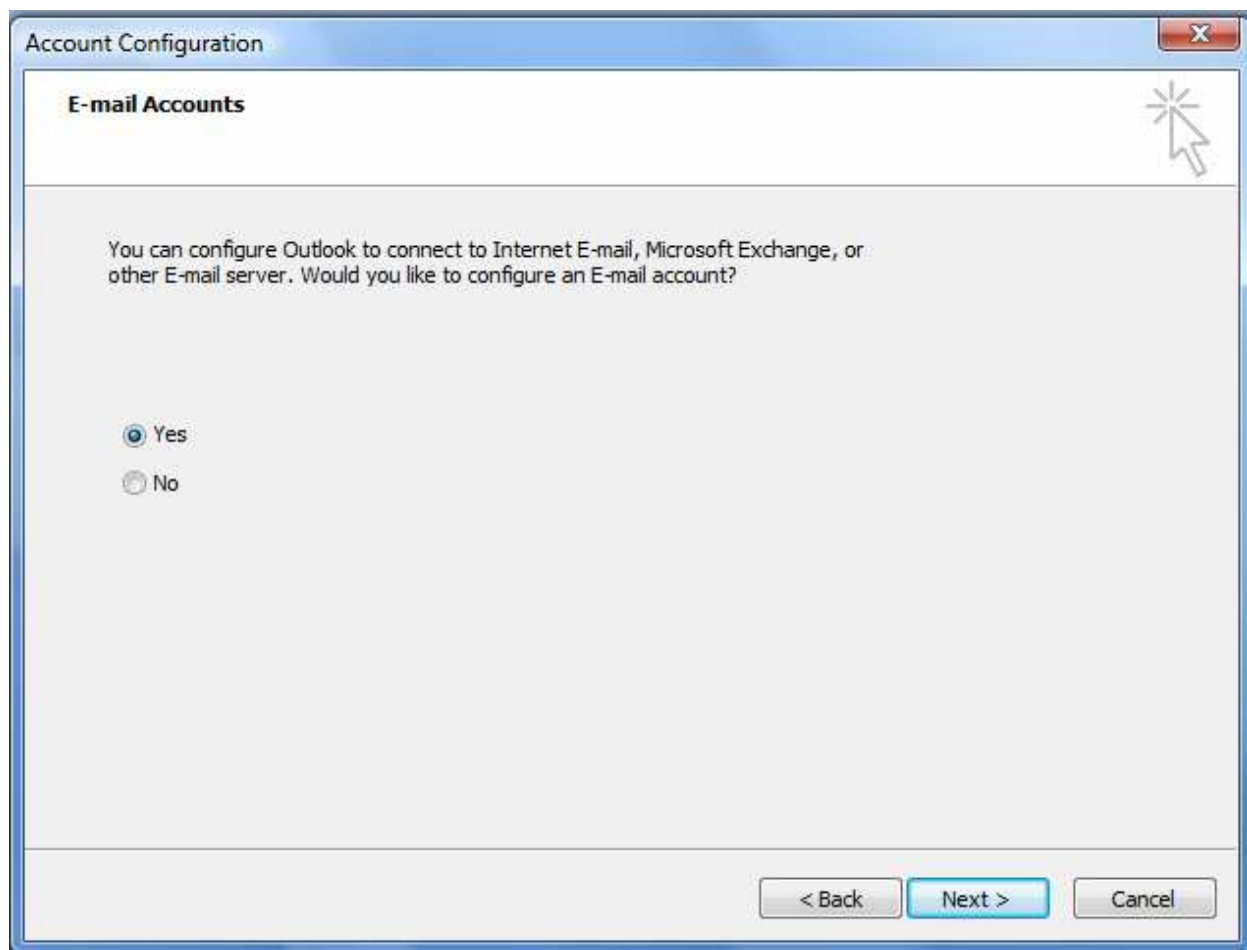
(RPC over HTTP)



Start Outlook or if you already have existing profiles setup, then use the option to create a new profile. If you see the above screen, then click "**Next >**"

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Select **"Yes"** if it is not already selected, and then click on **"Next >"**

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Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

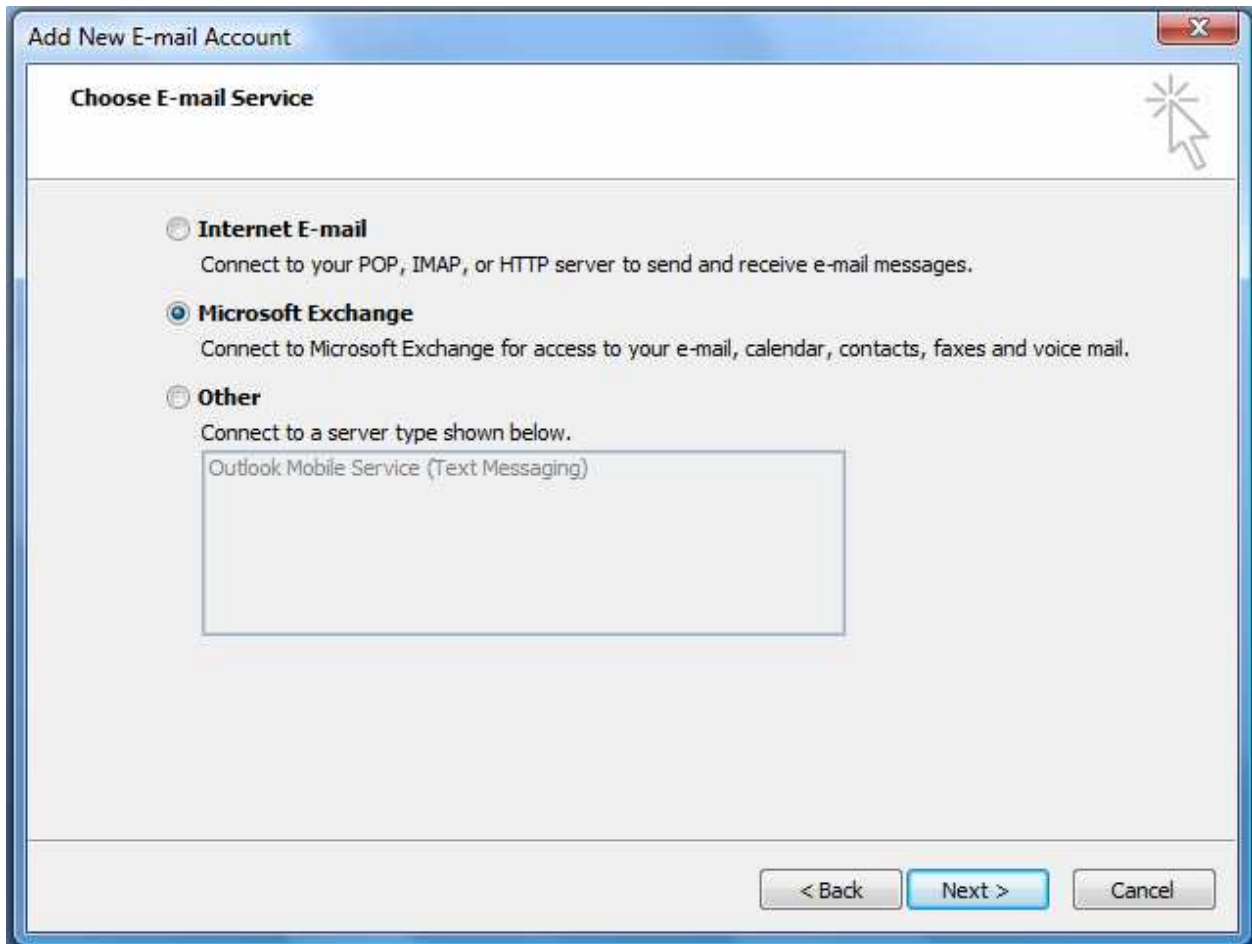
Manually configure server settings or additional server types

< Back Next > Cancel

Be sure to check the option to manually configure server settings. Then select the “**Next >**” button.

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Choose the **second option** on the “Choose E-mail Service” dialog, for e-mail service with a Microsoft Exchange server. Then select the “**Next >**” button.

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Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

Use Cached Exchange Mode

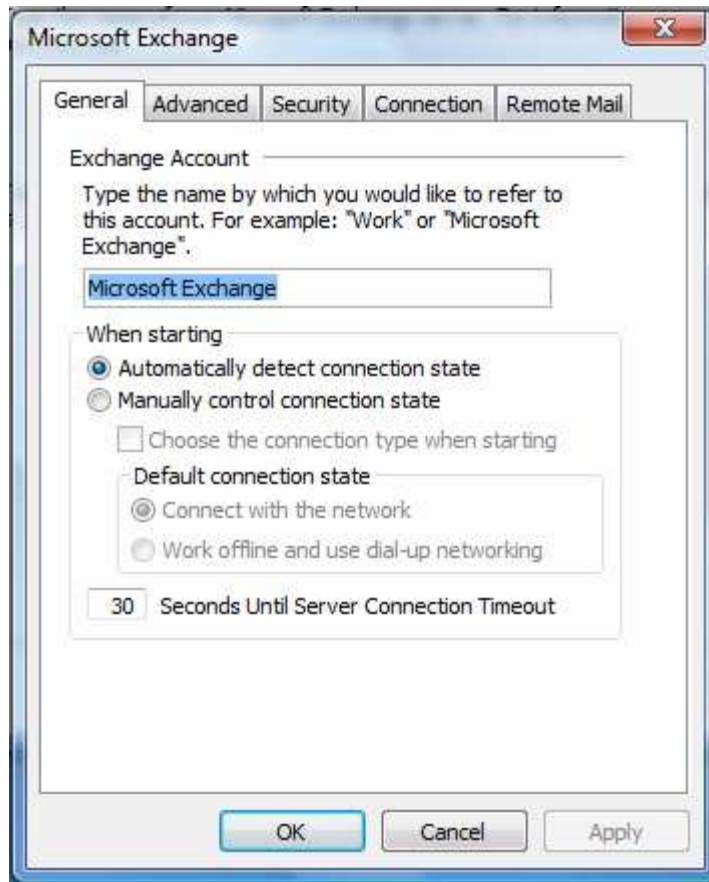
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

In the first field, enter the name of the Exchange server (**hhp-srv-002.ad.ufl.edu**); you can leave the cached Exchange Mode option checked. In the second field you will need to input your GatorLink username. After you do this, **select the “More Settings...” option**, do not select “Check Name;” do not select “Next >”

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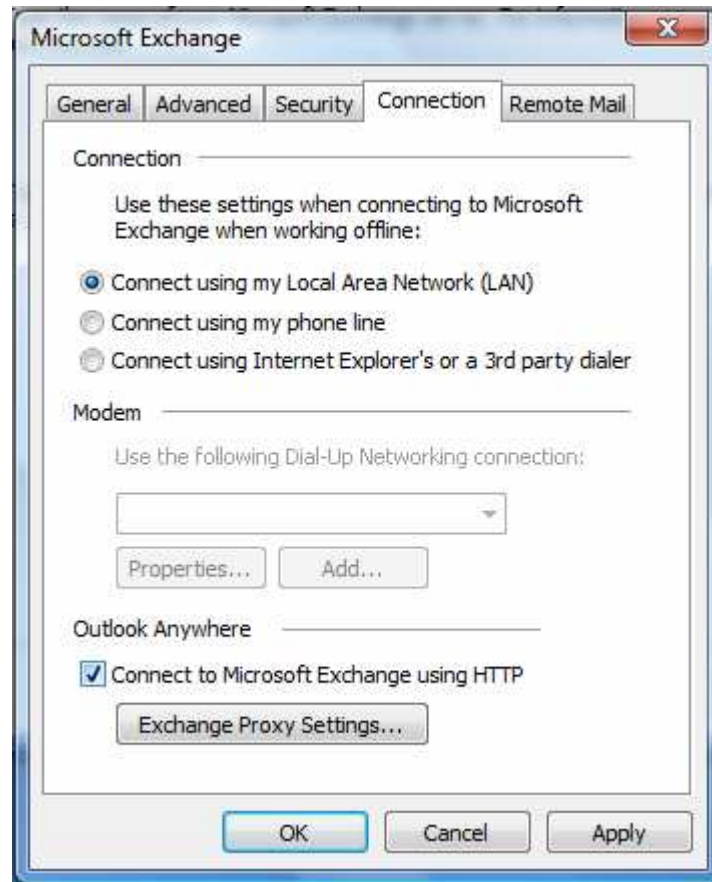
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Once the new "Microsoft Exchange" dialog opens up, select the "**Connection**" tab at the top.

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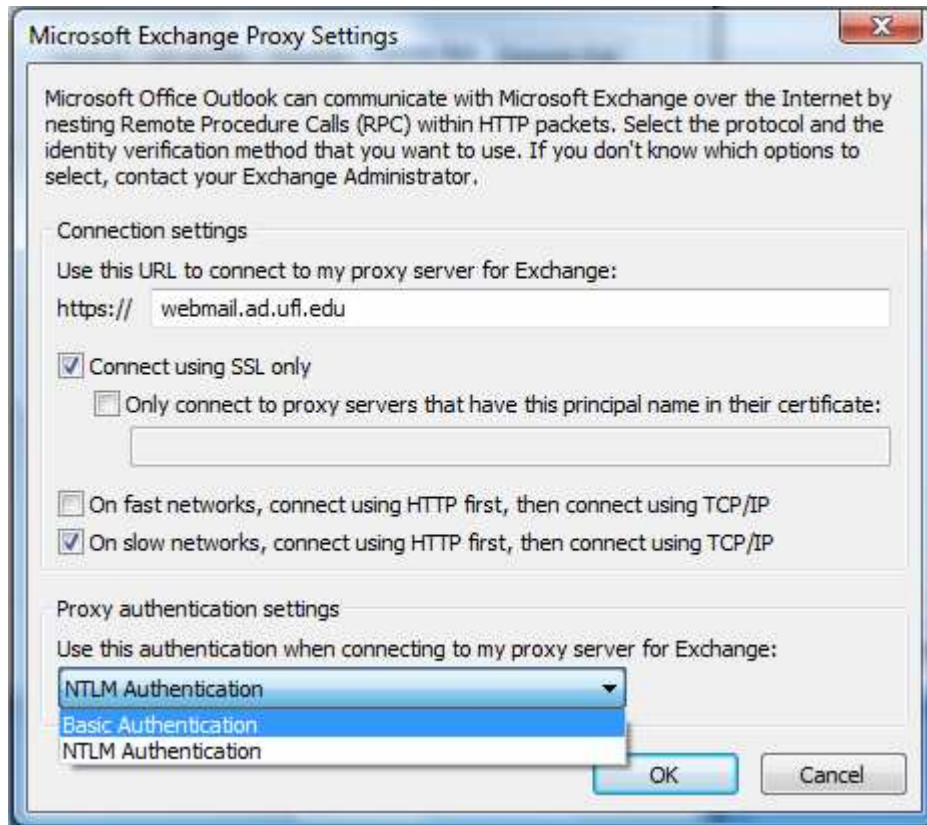
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Under the “Outlook Anywhere” section, select the checkbox to “**Connect to Microsoft Exchange using HTTP.**” Then select the “**Exchange Proxy Settings...**” button.

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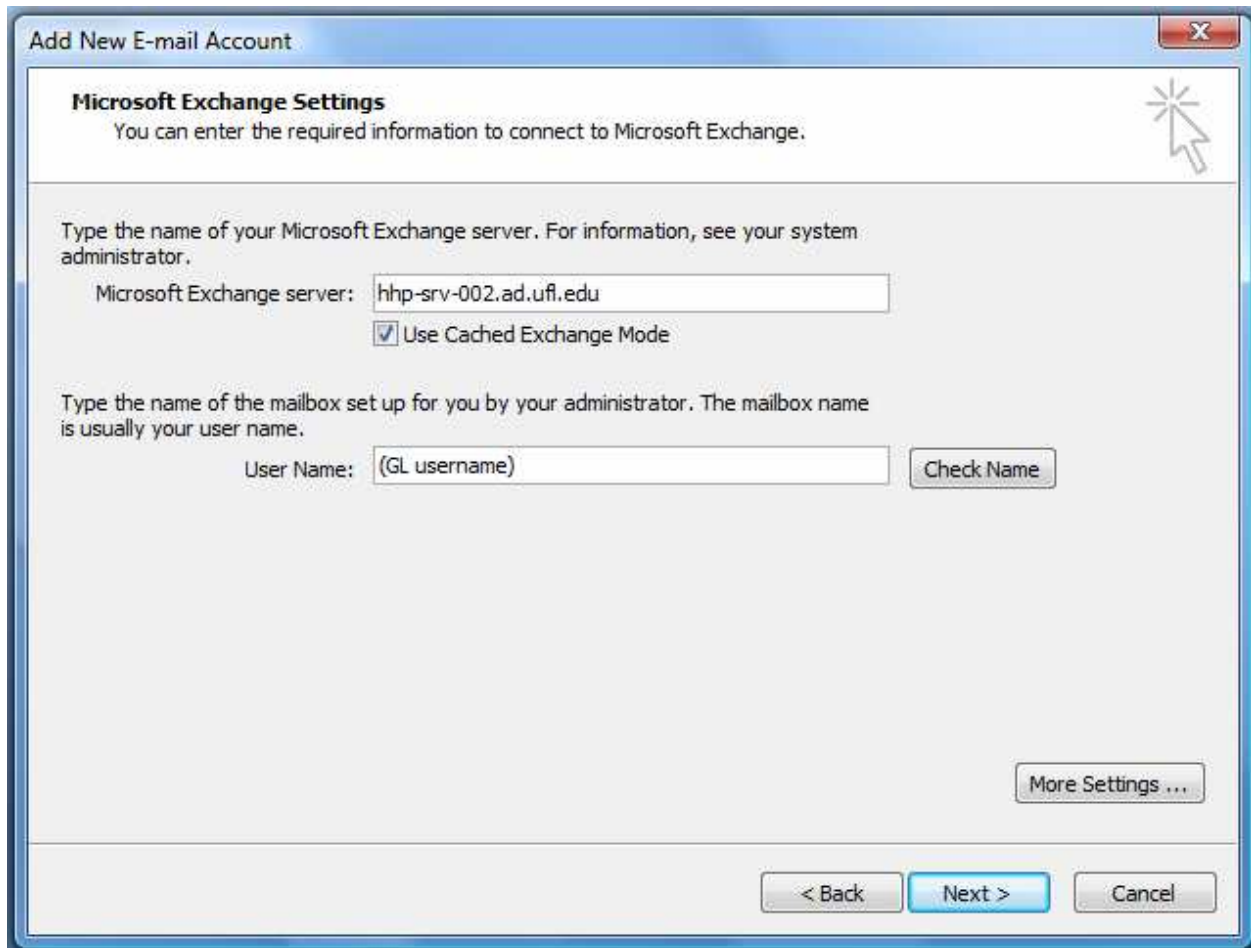
Type into the first field under “Connection Settings”: **webmail.ad.ufl.edu**

Then change the authentication type from NTLM Authentication to “**Basic Authentication**”

Once you’ve made these changes, select “**OK**”

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The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007. The title bar reads 'Add New E-mail Account'. The main section is titled 'Microsoft Exchange Settings' and contains the following text: 'You can enter the required information to connect to Microsoft Exchange.' Below this, there are two instructions: 'Type the name of your Microsoft Exchange server. For information, see your system administrator.' and 'Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.' The first instruction is followed by a text box containing 'hhp-srv-002.ad.ufl.edu' and a checked checkbox labeled 'Use Cached Exchange Mode'. The second instruction is followed by a text box containing '(GL username)' and a 'Check Name' button. At the bottom right, there is a 'More Settings ...' button. At the very bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Once you are back at this dialog, you can now select the **“Check Name”** option which will then prompt you for credentials.

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In the “User name” field, be sure to use the domain prefix “**UFAD**” followed by your GatorLink username. Then in the “Password” field, use your GatorLink password.

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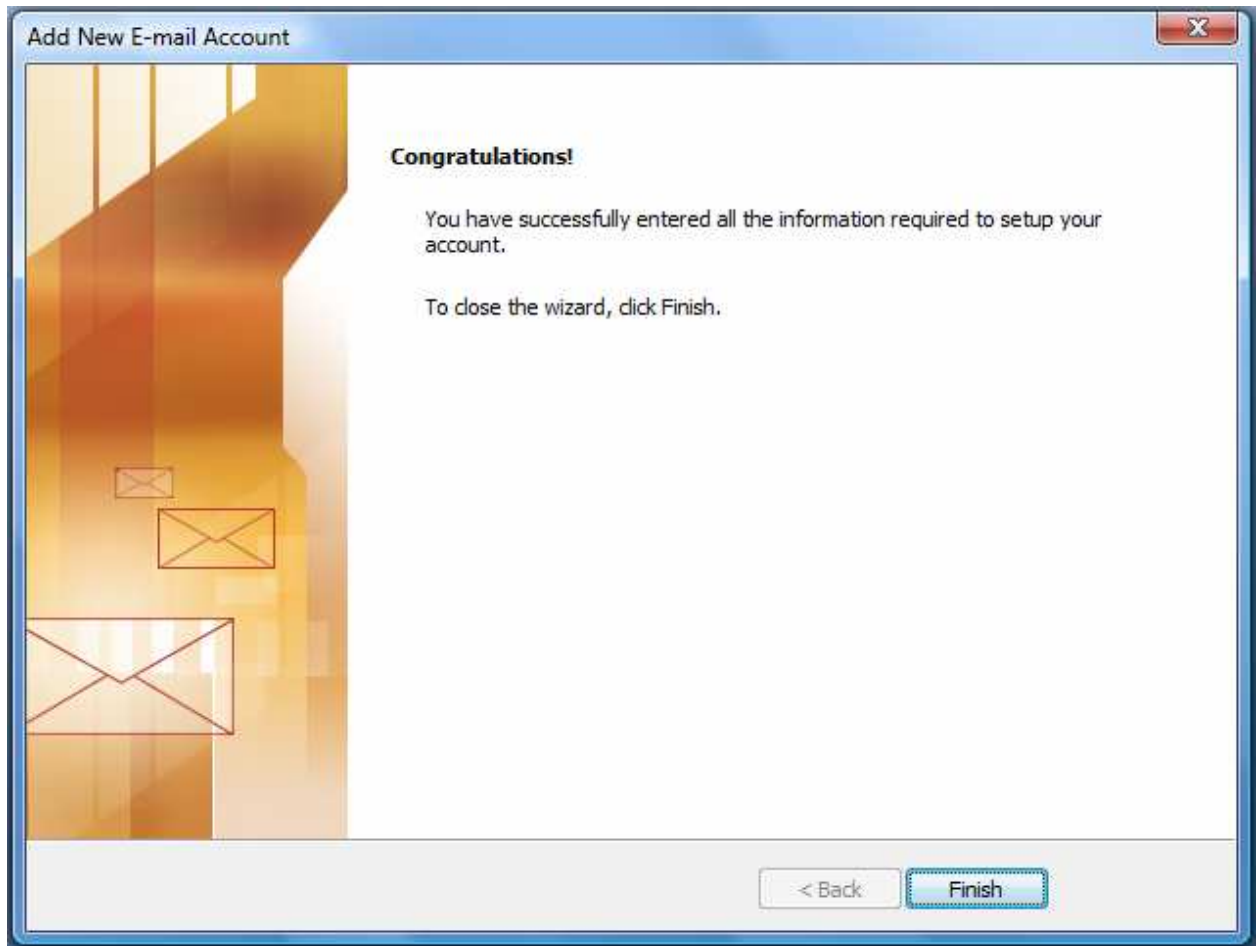
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The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007, specifically the 'Microsoft Exchange Settings' page. The window title is 'Add New E-mail Account'. The page header is 'Microsoft Exchange Settings' with a sub-header 'You can enter the required information to connect to Microsoft Exchange.' Below this, there are two main sections. The first section asks for the Microsoft Exchange server name, with a text box containing 'hhp-srv-002.ad.ufl.edu' and a checked checkbox for 'Use Cached Exchange Mode'. The second section asks for the mailbox name, with a text box containing 'Last Name, First Name' and a 'Check Name' button. At the bottom right, there is a 'More Settings ...' button. At the very bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Once you properly supply your credentials, you should see resolution in your Mailbox name (your GL username should now show as your display name, and the display name should be underlined). You can then select “**Next >**”

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You should now see this “Congratulations” dialog and when you select “**Finish**” you have completed your Outlook 2007 client configuration for RPC over HTTP. This will now be able to access your e-mail from pretty much anywhere that you have Internet access from.