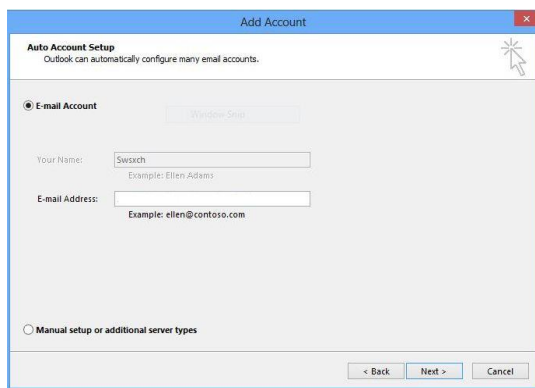


This page is for advanced configurations for Emory University employees using **Emory Exchange 2010 only**. If you have any questions or concerns please contact your local desktop support prior to attempting these instructions.

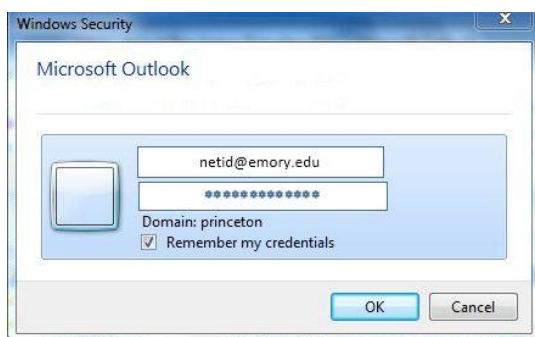
These instructions are for users with Outlook 2007 or 2010 installed.

Add Account

1. Start Outlook.
2. Enter your full name in the Your Name field, and your **netID@emory.edu** in the email Address field. Click Next.



3. If prompted to enter your login credentials, use your **netid@emory.edu** and password.



4. Click OK to restart Outlook and click the Finish button to complete the account configuration.

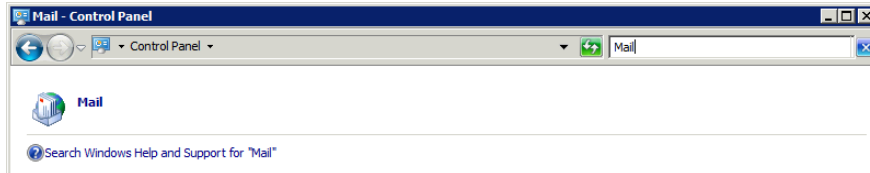
For Manual Configuration, follow the steps below:

Step 1: Go to the **Start** menu and choose **Control Panel**

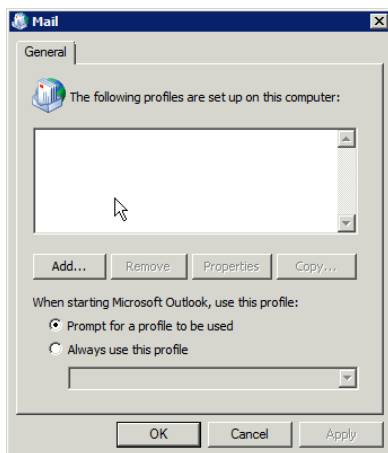


Step 2: This section is does NOT apply to everyone. In some cases **Control Panel** opens in *Category View*. Change it to *Classic View*.

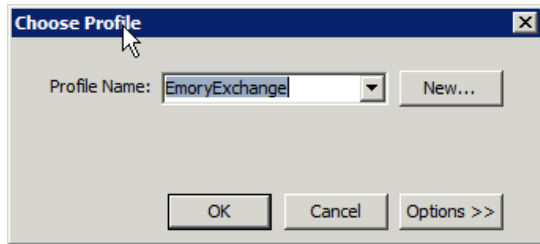
Step 3: In the Control Panel screen, double-click the **Mail** icon. **Note:** In later versions of Windows, you may need to **Search** for **Mail** in the top right corner.



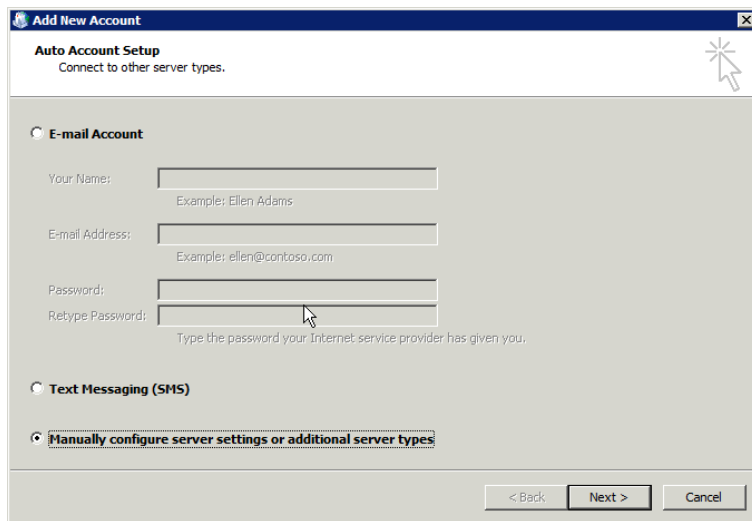
Step 4: In the Mail, screen click the **Add** button.



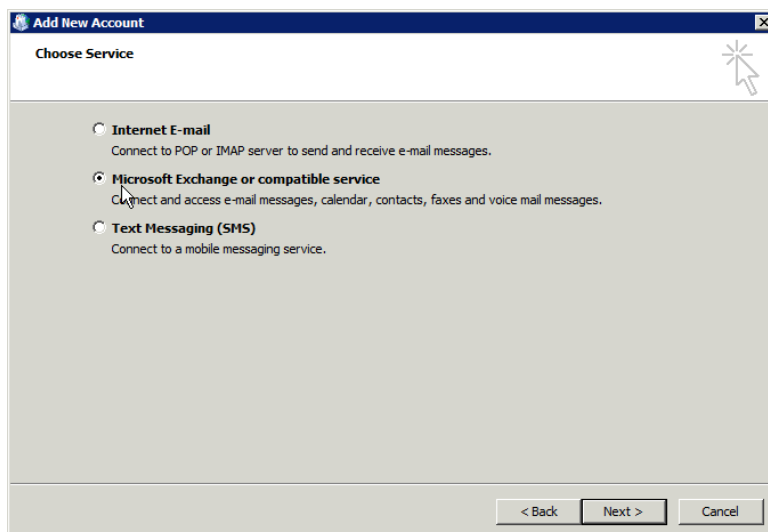
Step 5: In the New Profile screen, enter **Emory Exchange**. Click OK.



Step 6: In the *Auto Account Setup* screen, check the box to **manually configure server settings or additional server types**. Then click **Next**.

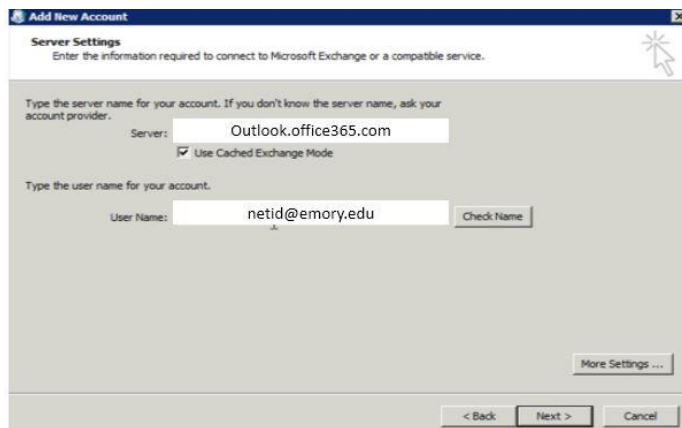


Step 7: On the *Choose Service* page, select **Microsoft Exchange or compatible service**. Click **Next**. (In Outlook 2007, this field is simply called **Microsoft Exchange**.)

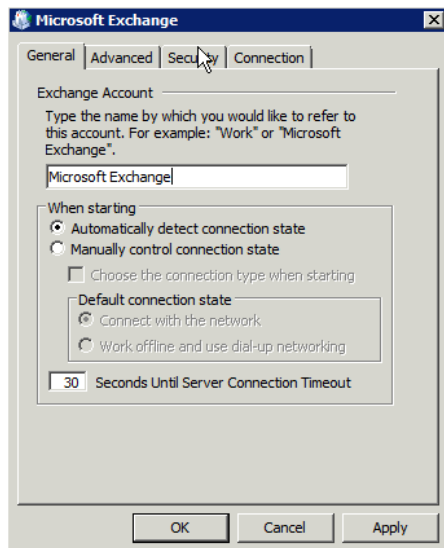


Step 8: For the *Server Settings*:

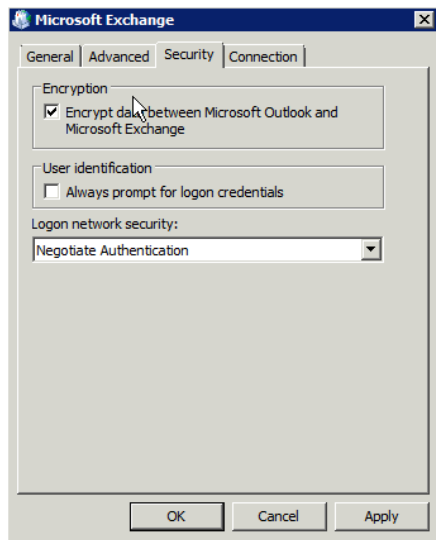
1. In the **Server** field, enter **outlook.office365.com**
2. Check the box to **Use Cached Exchange Mode**
3. In the **User Name** field, enter your **NetID**
4. Do **NOT** click on **Check Name**
5. Click **More Settings**



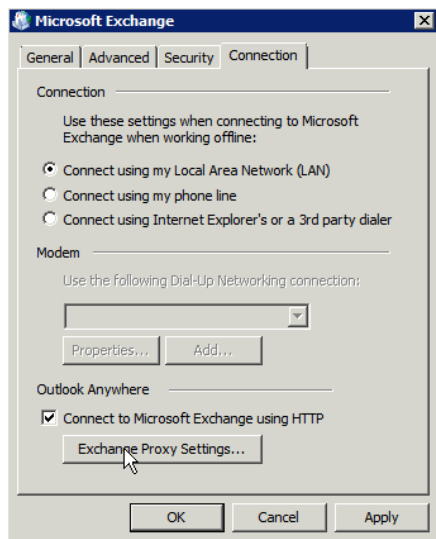
Step 9: Click the **Security** tab.



♣ Make sure **Encrypt data between Microsoft Outlook and Microsoft Exchange** is selected.



Step 10: Click the **Connection** tab.



Under *Outlook Anywhere* (or *Exchange over the Internet* in Outlook 2007), check the box for **Connect to Microsoft Exchange using HTTP** and click **Exchange Proxy Settings**.

Step 11:

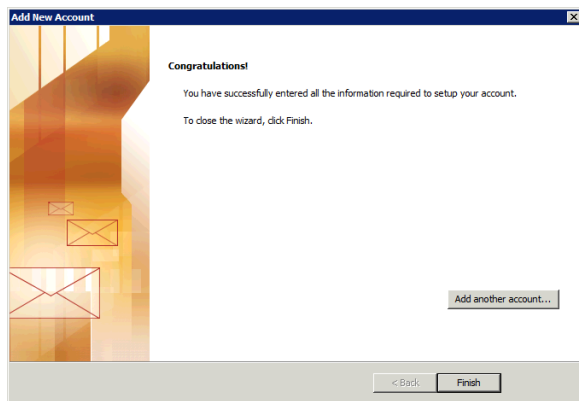
1. Enter outlook.office365.com for **Use this URL to connect to my proxy server for Exchange**.
2. Check all available checkboxes as shown below.

- Under the **Only connect to proxy servers that have this principal name in their certificate** enter **msstd: outlook.com**.



- Click **OK** twice.

Step 12: Click **Finish** to complete your account setup and Restart Outlook.



Step 12: Click **Finish** to complete your account setup and Restart Outlook.

