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.

   ![Add Account](image)

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

   ![Windows Security](image)

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

4. Click **OK** twice.

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

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