

CONFIGURING OUTLOOK 2007 FOR OUTLOOK ANYWHERE

To use Outlook Anywhere you will need to have an Exchange email account and Outlook 2007 or Outlook 2003 installed on your computer¹. To ensure a smooth process begin by enabling Outlook Anywhere on your Cabrini computer while connected to the Cabrini domain (on-campus).

If you have a Cabrini computer, please see page 2 or [click this link](#).



If you have a personal computer, please see page 5 or [click this link](#).

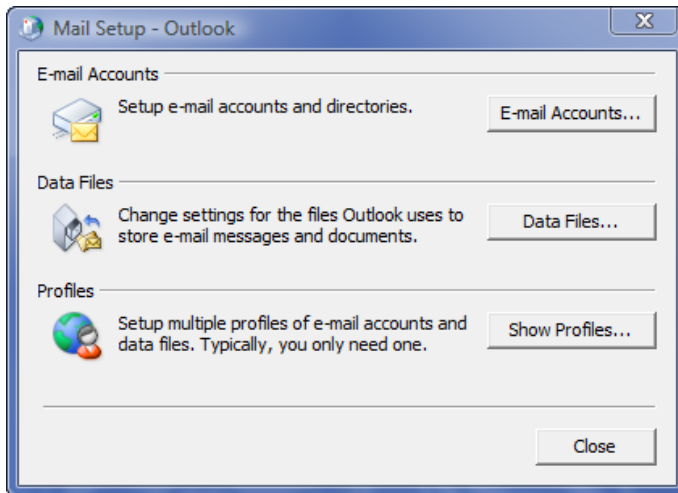
If you have any questions or concerns regarding this process or need assistance with configuring Outlook Anywhere, please do not hesitate to contact the ITR Help Desk by phone: (610) 902-8366 or by email: itrhelp@cabrini.edu

¹ If you are not certain whether you have an Exchange account or Outlook 2007 installed on your computer, please contact the ITR Help Desk by phone at (610) 902-8366, or by email at itrhelp@cabrini.edu for assistance.

ENABLING OUTLOOK ANYWHERE ON A CABRINI COMPUTER WITH OUTLOOK 2007

To use Outlook Anywhere on a Cabrini computer with Outlook 2007, follow these steps:

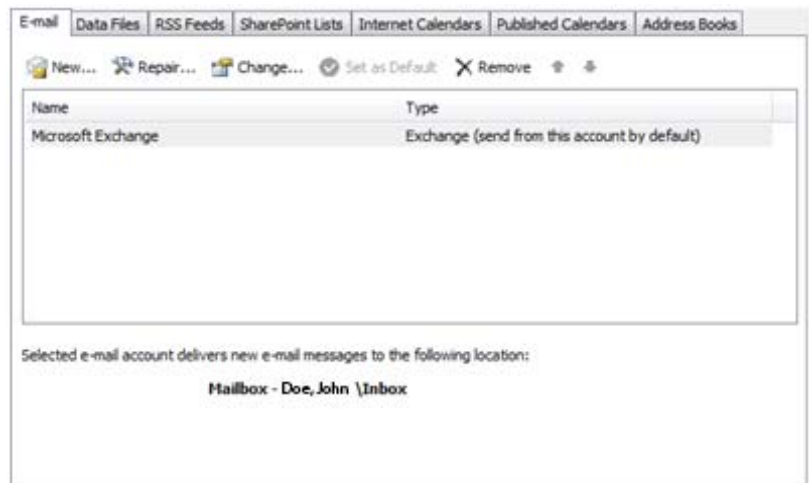
1. Click the Start button,  and choose the **Control Panel** from the Start Menu.
2. In the **Control Panel** double-click the **Mail** tool. 
3. In the **Mail Set-up** window click the **Email Accounts** button.



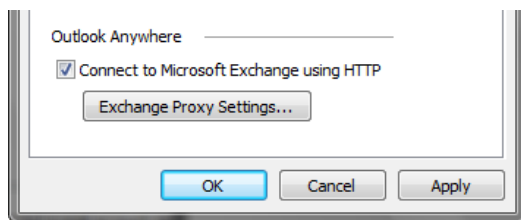
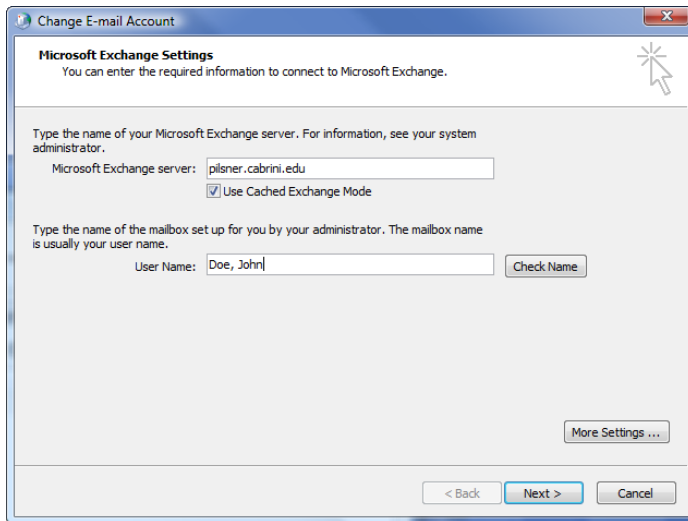
4. Once the **Account Settings** window opens click on the **Email** tab.

Note: if you have a personal computer, not a Cabrini computer, please click [this link](#) to return to that section.

5. Select your **Exchange** account and then click the **Change** button.

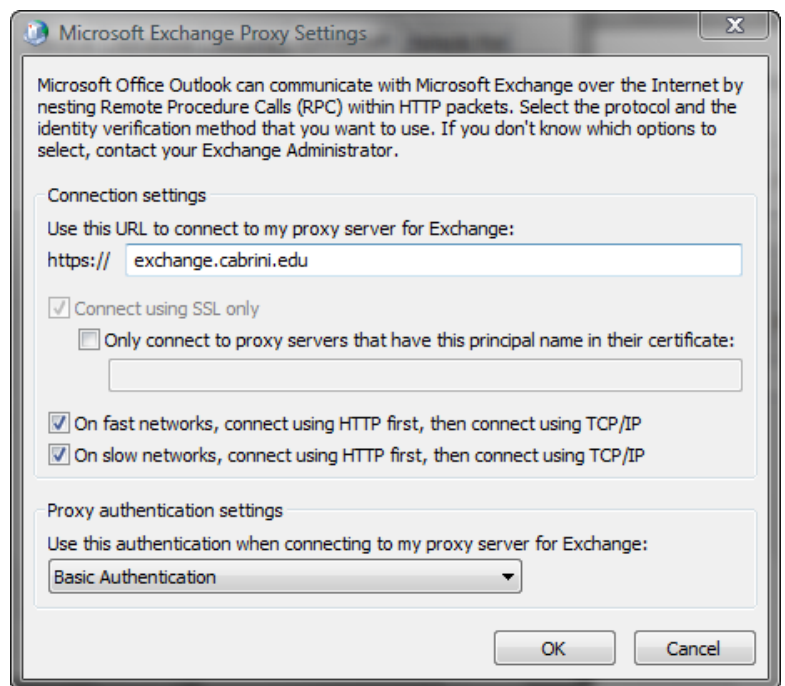


- In the **Change Email Account** window click the **More Settings** button. The **Microsoft Exchange** window will open.



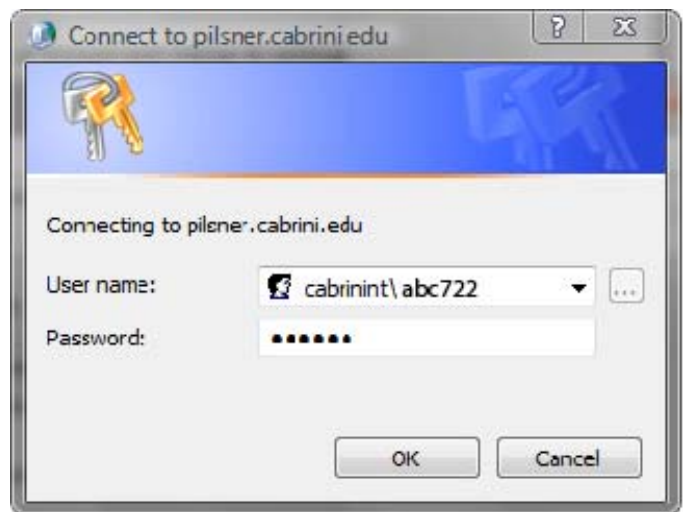
- In the **Microsoft Exchange** window, choose the **Connections** tab. At the bottom of the Connections tab click the **Connect to Microsoft Exchange using HTTP** checkbox. Then click the **Exchange Proxy Settings** button.

- Under **Connection Settings** in the URL field type: **exchange.cabrini.edu**
- Verify that the **Connect Using SSL only** checkbox is selected.
- Click both the **on fast networks, connect using HTTP first, then connect using TCP/IP** and the **on slow networks, connect using HTTP first, then connect using TCP/IP** checkboxes.
- Next select **Basic Authentication** from the **Proxy Authentication Settings** drop-down menu. Click **OK** to close the **Microsoft Exchange Proxy Settings** window.



12. Click **OK** in the **Microsoft Exchange** window to close the Microsoft Exchange window.
13. To complete the changes click the **Next** button in the **Change Email Account** window and then click **Finish**.
14. Close the **Account Settings** window, and the **Mail Setup** window, and the **Control Panel**.
15. Open **Outlook**.
16. You will be prompted to enter your credentials in a **Connect to pilsner.cabrini.edu** window when Outlook opens. To correctly enter your credentials, follow these steps:
 - (1) In the **Username** field type: **cabrinint\username** (e.g., **cabrinint\abc722**)
 - (2) Type your email password in the **Password** field
 - (3) Click **OK**.

If you are using a laptop computer, you should now be able to seamlessly use Outlook 2007 to manage your email, calendar(s), contacts and other Outlook 2007 productivity tools both on and off-campus.



When you first open Outlook 2007 it may take some time for the application to synchronize your mailbox. You can check the synchronization and connection status at the bottom of the Outlook 2007 window.



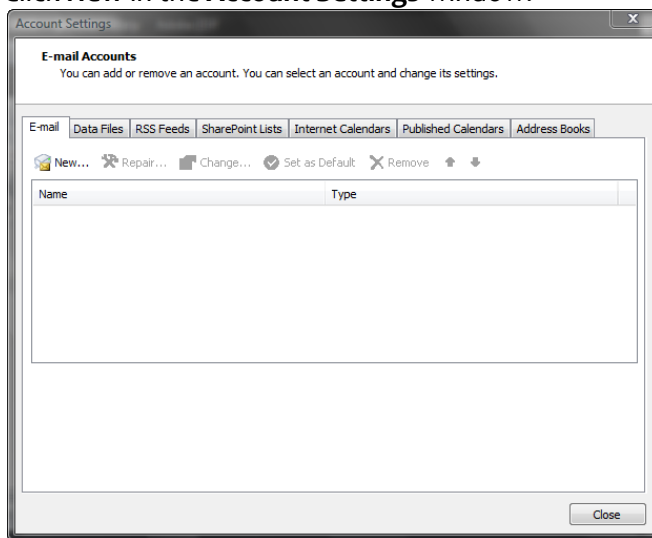
ENABLING OUTLOOK ANYWHERE ON A PERSONAL COMPUTER WITH OUTLOOK 2007

Note: Personal computers can have a variety of settings and software programs that may not be supported by ITR or might be incompatible with Outlook Anywhere. As a result, the instructions in this document are accurate for most systems. However, we cannot guarantee that Outlook Anywhere will work on every personal computer.

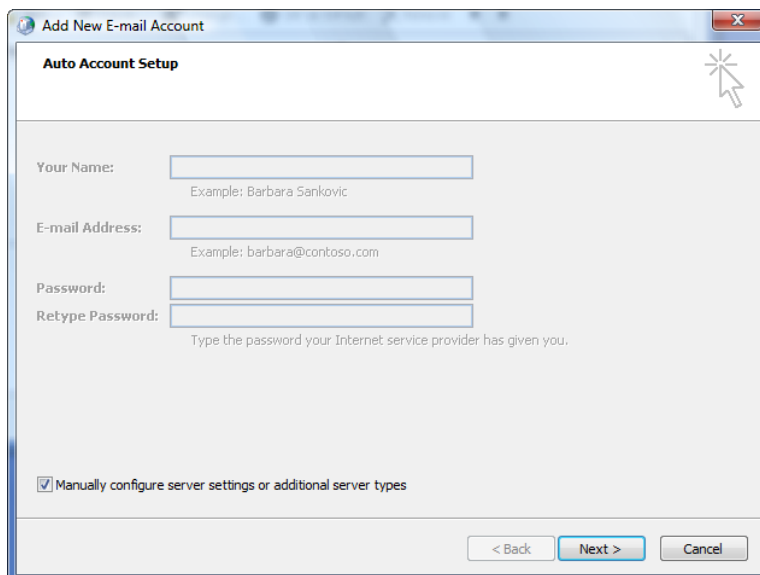
If you have trouble configuring Outlook Anywhere, we will try to provide as much support as possible, but there may be issues that cannot be quickly resolved.

To use Outlook 2007 on a home or remote computer with an Exchange account follow steps 1-4 for [Configuring Outlook Anywhere on a Cabrini computer](#).

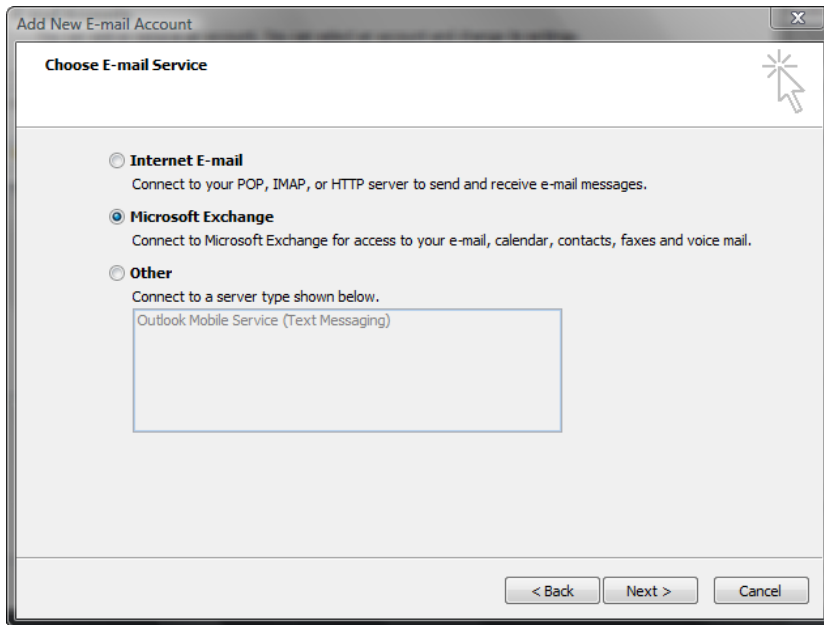
5. Click **New** in the **Account Settings** window.



6. In the **Auto Account Setup** window, click on the **Manually configure server settings or additional server types** checkbox and click the **Next** button.

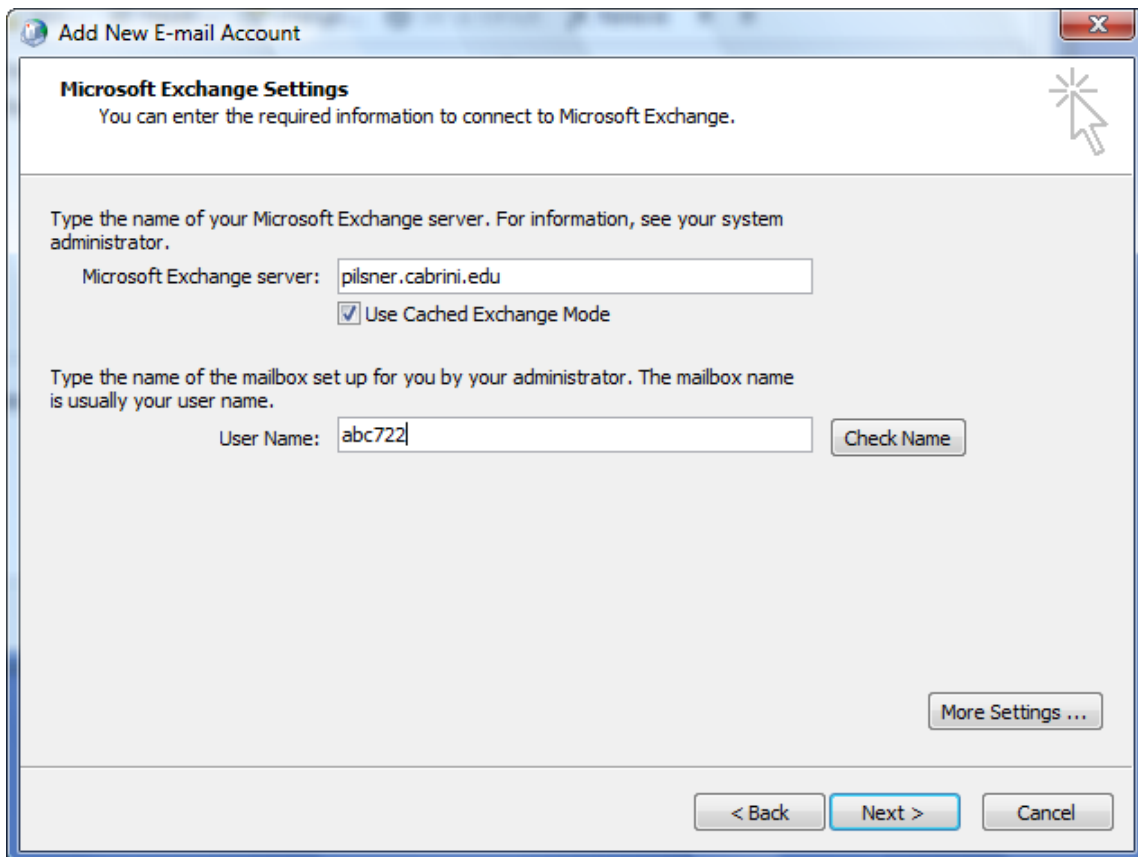


7. In the **Choose Email Service** window click the **Microsoft Exchange** radio button. Then click the **Next** button.



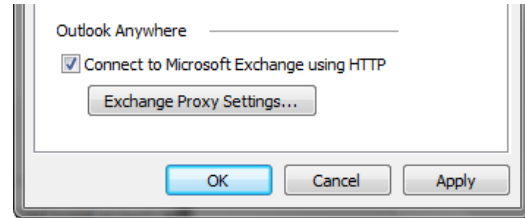
8. In the **Microsoft Exchange Settings** window, enter the following information

- (1) In the **Microsoft Exchange server** field type: pilsner.cabrini.edu
- (2) In the **User Name** field type your Cabrini username (e.g., abc722)



9. Click the **More Settings** button in the **Microsoft Exchange Settings** window.

10. In the **Microsoft Exchange** window, choose the **Connections** tab. At the bottom of the Connections tab click the **Connect to Microsoft Exchange using HTTP** checkbox. Then click the **Exchange Proxy Settings** button.

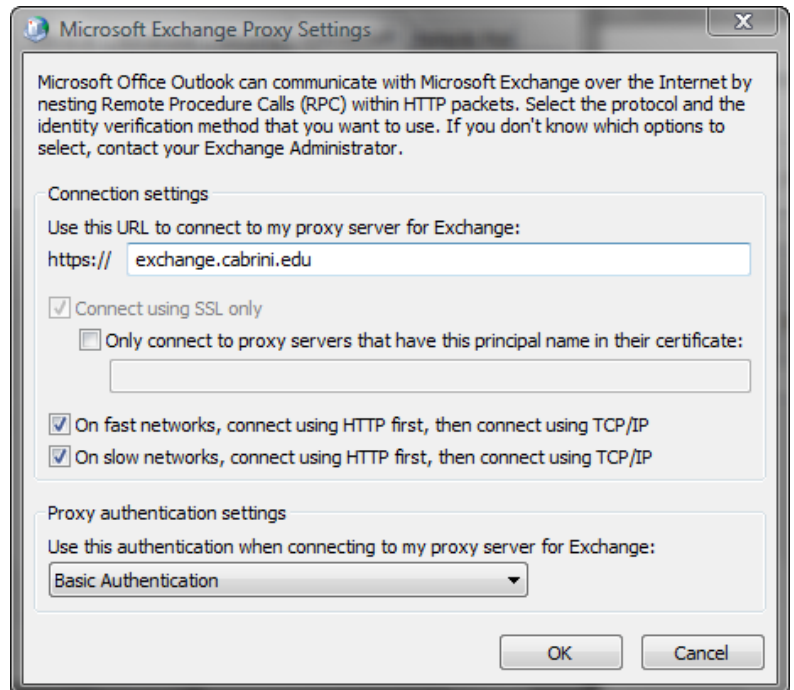


11. Under **Connection Settings** in the URL field type:
exchange.cabrini.edu

12. Verify that the **Connect Using SSL** only checkbox is selected.

13. Click both the **on fast networks, connect using HTTP first, then connect using TCP/IP** and the **on slow networks, connect using HTTP first, then connect using TCP/IP** checkboxes.

14. Next select **Basic Authentication** from the **Proxy Authentication Settings** drop-down menu. Click **OK** to close the **Exchange Proxy Settings** window.



15. Click **OK** in the **Microsoft Exchange** window to close the Microsoft Exchange window.

16. To complete the changes click the **Next** button in the **Microsoft Exchange Settings** window and then click **Finish**.

17. Close the **Account Settings** window, and the **Mail Setup** window, and the **Control Panel**.

18. Open **Outlook**.

19. You will be prompted to enter your credentials in a **Connect to pilsner.cabrini.edu** window when Outlook opens. To correctly enter your credentials, follow these steps:

(1) In the **Username** field type: **cabrinint\username** (e.g., **cabrinint\abc722**)

(2) Type your email password in the **Password** field

(3) Click **OK**.

When you first open Outlook 2007 it may take some time for the application to synchronize your mailbox. You can check the synchronization and connection status at the bottom of the Outlook 2007 window.

