

# INTRODUCING OUTLOOK ANYWHERE FOR WINDOWS

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Outlook Anywhere is a service that allows Microsoft Exchange email account users to configure and access their email account using the Outlook email client on remote computers. For example, if you use a laptop computer both at work and at home, you will no longer need to use the Outlook Web Access interface to access your email and related Outlook features (i.e. calendars, contacts, tasks).

This document provides information to help you decide whether or not you benefit from Outlook Anywhere and instructions for configuring your Exchange account for use with Outlook Anywhere.

## SHOULD I USE OUTLOOK ANYWHERE?

Outlook Anywhere is a terrific new service for Exchange account users. However, it is not appropriate or useful in every situation. Below are two typical situations that would benefit from Outlook Anywhere:

- ❖ Your primary computer is a Cabrini laptop that you frequently use off-campus (i.e. at home, conferences).
- ❖ You frequently use Banner Services on a home or off-campus computer. Some Banner services require an email client to be configured on your computer. For example, if you use the Email Class and/or Student features in CabriniOne then you must have an email client.

Outlook Anywhere allows you to set up your Exchange account with the Outlook 2007 email client on a home computer so that you can use these services even when you are off-campus.

Outlook Anywhere will make some changes to how and what email you can access with Outlook 2007. Below are some differences that you should consider before deciding whether or not to use Outlook Anywhere:

- ❖ Outlook Anywhere will require you to log onto your Exchange account each time you open the Outlook 2007 client, whether on-campus or off-campus. If you only check your email occasionally at home, you might prefer to use Outlook Web Access (OWA) at home so that you are not prompted to log onto your account on-campus as well as at home. OWA on the Internet Explorer web browser provides a very close approximation of the Outlook client.
- ❖ If you archive your email frequently to save space in your mailbox, and/or use your archive folders for organization or storage, you will not have access to your archived folders using

### Too Many Outlooks: What's the Difference?

You might have noticed that many of the products and services associated with Microsoft Exchange include the name Outlook. This can be a bit confusing. Below is a quick description of the three primary Exchange products and services we offer at Cabrini:

- **Outlook 2007/2003:** an email and productivity software program that is installed on your computer. Outlook is installed on all Faculty and Staff computers.
- **Outlook Web Access (OWA):** an interface for accessing the email and productivity tools on the Internet. No software is installed on your computer and it is available from any computer with Internet access.
- **Outlook Anywhere:** a service that uses Outlook 2007/2003 to access email and productivity tools on a remote computer. Requires the installation of Outlook 2007/2003.

Outlook Anywhere from any computer other than the one originally used to create the archive. Archived emails and folders are stored locally on the computer being used during the archive process.

- ❖ Using Outlook Anywhere requires a fast network connection. As a result, a cable modem, DSL or fiber-optic connection is recommended.

For instructions for configuring Outlook 2007, both on and off campus, refer to the following section: *Configuring Outlook 2007 for Outlook Anywhere*.