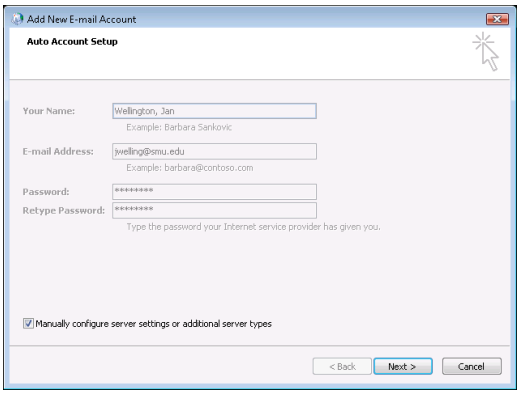
Configuring Outlook Anywhere on Office 2007

March 2007, Information Technology Services, SMU, ITS Help Desk 214-768-4357

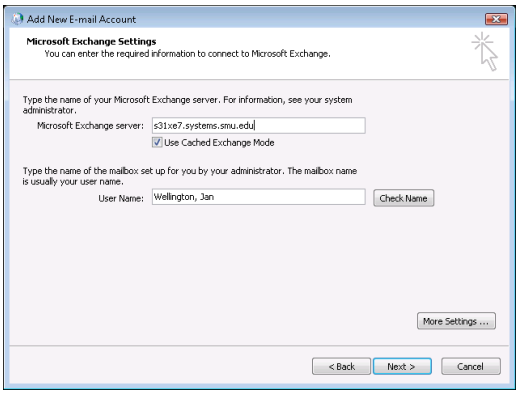
The following instructions will configure the Outlook Native Exchange Client for use with your SMU email account. Unlike the POP configuration, the native exchange client allows you to view your messages directly on the server. All messages visible in the native client are also accessible via https://webmail.smu.edu. This configuration should only be used for off campus users.

If you have a lot of mail in your mailbox, it may take a long time to download all of the messages to your computer the first time you establish the connection. After that first connection, however, the response time should be much quicker. **Please note: you do not need to connect via SMU VPN in order to use this configuration.**

1. Click **Start**
2. Select **Control Panel**
3. Open the **Mail** icon
4. Select **Email** Accounts
5. Select **Email** tab and click on **New** icon
6. Enter your **First and Last Name** in the appropriate field **(Figure 1)**
7. Enter your **E-mail Address** in the appropriate field
8. Enter your **Password** in the appropriate fields
9. Check box at bottom left that says: **Manually configure server settings or additional server types**
10. Click **Next**
11. Select **Microsoft Exchange Server**
12. Click **Next**
13. In the Microsoft Exchange Server box, enter **mapi.smu.edu** **(Figure 2)**
14. Check **Use Cached Exchange Mode**
15. Enter your **username** (first part of your email address)
16. Click **More Settings**
17. Click the **Connection** tab **(Figure 3)**
18. Check the box to "**Connect to Microsoft Exchange using HTTP**"
19. Click the **Exchange Proxy Settings** button
20. Type **rpc.smu.edu** as the URL of the proxy server (**Figure 4)**
21. Check **Connect using SSL only**
22. Check **Only connect to proxy servers that have this principal name in their certificate**
23. Enter: **msstd:rpc.smu.edu**
24. Check "**On fast networks, connect using HTTP first, then connect using TCP/IP"**
25. Check **"On slow network, connect using HTTP first, then connect using TCP/IP"**
26. Set the Proxy authentication settings to **Basic Authentication**.
27. Click **OK**
28. Click **OK**
29. Click **Next**
30. Click **OK**
31. Click **Finish**
32. Exit and restart Outlook



(Figure 1)



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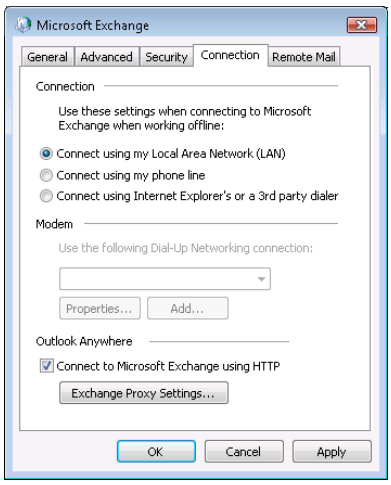

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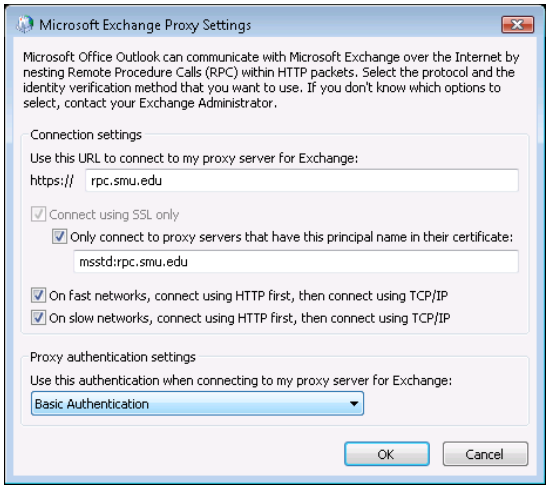

(Figure 4)

Configuring Outlook 2007 (POP)

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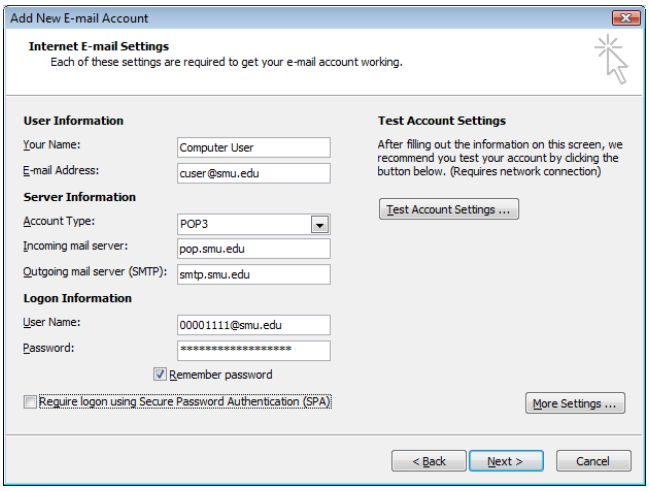
The following instructions will configure Outlook 2007 as a POP client. If you choose to not save a copy of the messages on the server, messages will not be available via http://webmail.smu.edu. However if you choose to save messages on the server, you will need to login to Webmail periodically to free up space in your account. With the POP configuration, all messages are downloaded and stored on your computer hard drive.

1. Launch **Outlook 2007**
2. Click **Tools**
3. Select **Account Settings**
4. On the **E-mail** tab, click **New**
5. Select **Microsoft Exchange, POP3, IMAP, or HTTP**
6. Click **Next**
7. Check the box next to **Manually configure server settings or additional server types**
8. Click **Next**
9. Select **Internet Email**
10. Click **Next**
11. In the **User Information** section (Figure 1), enter **Your Name** and **Email Address**
12. In the **Server Information** section , enter the following:
    a. **Account Type**: POP3
    b. **Incoming mail server**: pop.smu.edu
    c. **Outgoing mail server (SMTP)**: smtp.smu.edu
13. In the **Logon Information** section, enter the following:
    a. **User Name**: your 8 digit SMU ID @smu.edu (ie: 00001111@smu.edu)
    b. **Password**: (your account password)
14. Click **More Settings…**
15. On the **Outgoing Server** tab (Figure 2) , check box next to **My outgoing server requires authentication**.
16. Select **Use same setting as my incoming mail server**
17. Click the **Advanced** tab (Figure 3)
18. For **Incoming Server (POP3)**, check the box next to **This server requires an encrypted connection (SSL)**
19. Enter **995** as the port number
20. Under Outgoing Server (SMTP), check the box next to "**This server requires an encrypted connection (SSL)**
21. Enter **465** as the outgoing port number
22. Click **OK**
23. Click **Next**
24. Click **Finish**



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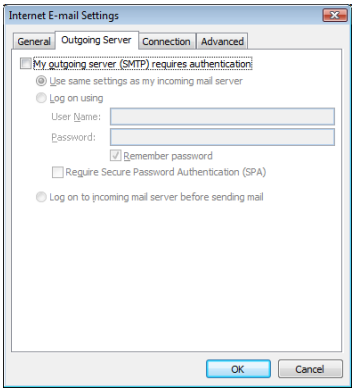

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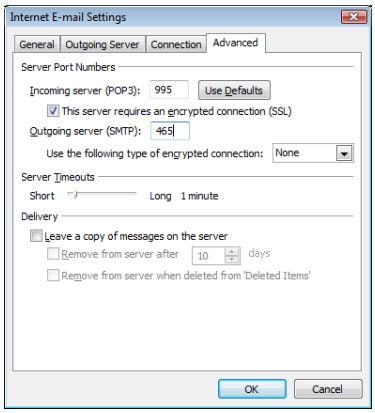

(Figure 3)

Configuring Outlook 2007 (IMAP)

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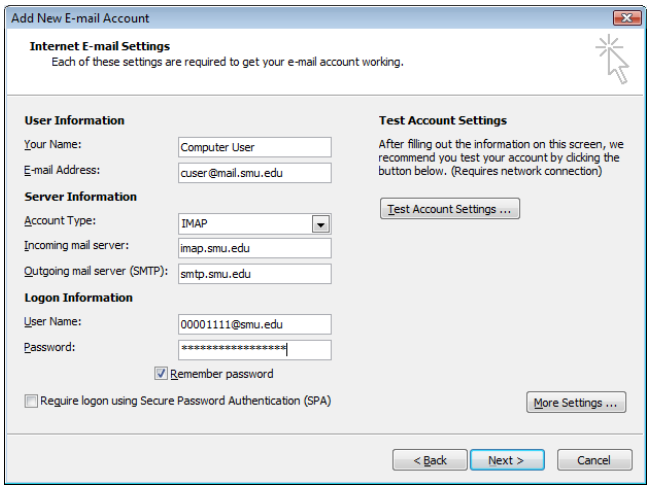
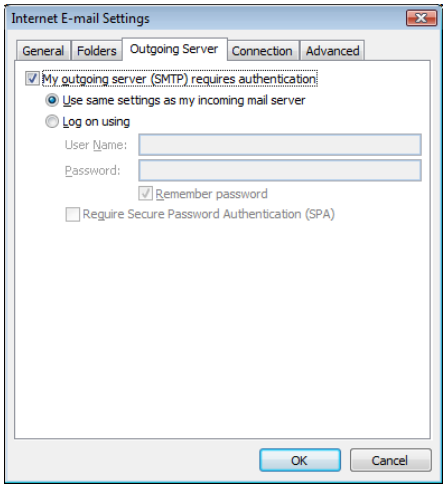
The following instructions will configure Outlook 2007 as an IMAP client. Your SMU email is also accessible via http://webmail.smu.edu.

1. Launch **Outlook 2007**
2. Click **Tools**
3. Select **Account Settings**
4. On the **E-mail** tab, click **New**
5. Select **Microsoft Exchange, POP3, IMAP, or HTTP**
6. Click **Next**
7. Check the box next to **Manually configure server settings or additional server types**
8. Click **Next**
9. Select **Internet Email**
10. Click **Next**
11. In the **User Information** section (Figure 1), enter **Your Name** and **Email Address**
12. In the **Server Information** section , enter the following:
    a. **Account Type**: IMAP
    b. **Incoming mail server**: imap.smu.edu
    c. **Outgoing mail server (SMTP)**: smtp.smu.edu
13. In the **Logon Information** section, enter the following:
    a. **User Name**: your 8 digit **SMU ID @smu.edu** (ie: 00001111@smu.edu)
    b. **Password**: (your account password)
14. Click **More Settings…**
15. On the **Outgoing Server** tab, check box next to **My outgoing server requires authentication**. (Figure 2)
16. Select **Use same setting as my incoming mail server**
17. Click the **Advanced** tab (Figure 3)
18. For **Incoming Server (POP3)**, select **SSL** in the drop down box next to **Use the following type of encrypted connection**:
19. Enter **993** as the port number
20. For Outgoing Server (SMTP), select **SSL** in the drop down box next to **Use the following type of encrypted connection**
21. Enter **465** as the outgoing port number
22. Click **OK**
23. Click **Next**
24. Click **Finish**



(Figure 1)



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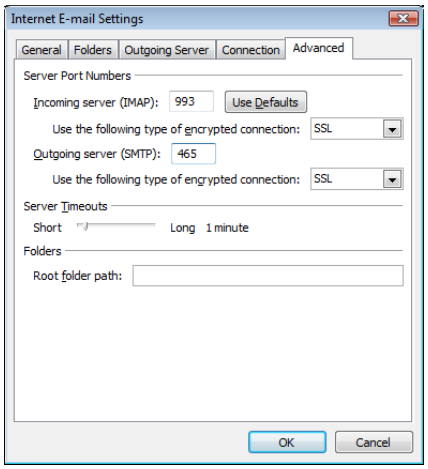

(Figure 3)