Setting up Outlook Anywhere
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Outlook Anywhere allows you to send and receive mail from the campus exchange server from any location without having to use a VPN.

1. Open Microsoft Outlook.
2. Click on Tools and Select Account Settings.
3. Make sure Microsoft Exchange is highlighted and the click on Change.
4. Make sure Cached Exchange Mode is checked.
5. Click on More Settings.
6. Click on the Connection tab.
7. Click the Connect to Microsoft Exchange using HTTP button and then click the Exchange Proxy Settings button.
8. In the Use this URL to connect to my proxy server for Exchange box enter mail.ufl.edu
9. Check the Only connect to proxy servers that have this principal name in their certificate box on and then enter msstd:mail.ufl.edu in the box.
10. Make sure there is a check mark in the box in front of On Fast networks, connect using HTTP first, then connect using TCP/IP.
11. Make sure there is a check mark in the box in front of On slow networks, connect using HTTP first, then connect using TCP/IP.
12. In the Use this authentication when connecting to my proxy server for Exchange use the drop down arrow to select Basic Authentication
13. Click the OK button.
14. Click the Apply button.
15. You will get a message telling you that you must restart Outlook for the changes to take effect. Click the OK button.
16. Click the OK button.
17. Click the Next button.
18. Click the Finish button.
19. Click the Close button.

Bring Outlook down and back up again for the change to take effect.

Alternate Method If you are not connected to Microsoft Exchange you will not be able to make the changes within Outlook. In this case make sure Outlook is closed. and;

1. Click on Start and then Control Panel.
2. Click the Mail icon. If you do not find a Mail icon click on User Accounts and you should find it there.
3. Click the Email Accounts button.
4. Continue from step 3 above.

When you use Outlook Anywhere you will always be prompted for your userid and password. When you enter your userid put ufad\ in front of it.