Configuring Outlook Anywhere for Outlook 2003 & 2007

The Outlook Anywhere feature for Microsoft Exchange Server 2007 lets your Microsoft Office Outlook 2007 and Outlook 2003 clients connect to the Exchange servers over the Internet from off campus without the need of a VPN connection.

Note: You will not have access to your personal folders.

Steps to configure Outlook Anywhere on Outlook 2007

1) Open the Mail Control Panel
2) Click the “Show Profiles” button

3) Click the “Add” button
4) Enter profile name and click “OK”

5) Enter your name and email address then click “Next”
6) You will be prompted for your UNIVERSITY user name and password (e.g., Username = UNIVERSITY\Weavers)

7) Click the “Finish” button
Congratulations! You have configure your Outlook 2007 client for Outlook Anywhere.

**Open outlook 2007**

You will be prompted for you UNIVERSITY credential. Enter user name (e.g., UNIVERSITY/weavers) and password

![Image of connection dialog box]

Outlook will open with you UNIVERSITY mailbox.
Steps to configure Outlook Anywhere on Outlook 2003

Note: When using Outlook 2003, you will have to first setup an Outlook 2003 profile while connected to the campus network either while on campus or with a VPN connection, prior to configuring Outlook Anywhere on that computer. To setup the Outlook 2003 profile, see “Configuring Outlook 2003” document for instructions.

1. Open the Mail control panel.
2. Click the “Show Profiles” button.

3. Select your Outlook profile and click the “Properties” button.
4. Click the “E-mail Accounts…” button.

5. Select “View or change existing e-mail accounts” radio button then click “Next”.

   This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

   **E-mail**
   - [ ] Add a new e-mail account
   - [x] View or change existing e-mail accounts

   **Directory**
   - [ ] Add a new directory or address book
   - [ ] View or change existing directories or address books
6. Click “Work Offline” button.

7. Click the “Change…” button.
8. Click the “More Settings…” button.
9. Click the “Connection” tab.
10. Check “Connect my Exchange mailbox using HTTP”. Then click the Exchange Proxy Settings…” button.
11. Enter “webmail.ucdenver.edu” in the “Use this URL to connect to my proxy server for Exchange” field, check both “connect using HTTP first…” check boxes, select “Basic Authentication” in the “Proxy authentication settings” pull down field and then click the “OK” button.
12. Click “OK”.

[Image: Microsoft Exchange Server connection settings dialog box]
13. Click “Next”.

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Microsoft Exchange server: ESTES.ucdenver.edu
Use Cached Exchange Mode

User Name: Weaver, Steve
14. Click “Finish”.

15. Click “Close”.

16. Click “OK”.

17. Close the Control Panel and

Congratulations! You have configure your Outlook 2003 client for Outlook Anywhere.

Open outlook 2003

You will be prompted for you UNIVERSITY credential. Enter user name (e.g., UNIVERSITY/weavers) and password.
Outlook will open with your UNIVERSITY mailbox.