

UCF Outlook Anywhere Mac Configuration

Outlook Anywhere will allow you to connect to your Exchange mailbox from anywhere with an Internet connection without the need for a VPN connection Outlook 2011 for Macs. First time remote connections will cause the entire mailbox to be downloaded and the process can take over an hour for mailboxes that have up to 1GB of data.

It is recommended to connect to the UCF system either on-campus or via VPN for the first time connecting Outlook to the UCF Exchange system. Once the Outlook profile is created and established the settings below will automatically configure and you can begin using Outlook off campus. If you do not connect Outlook via VPN or on campus, these steps below will be required.

Create New Outlook Account

Step 1a (There are 3 ways to add an account):

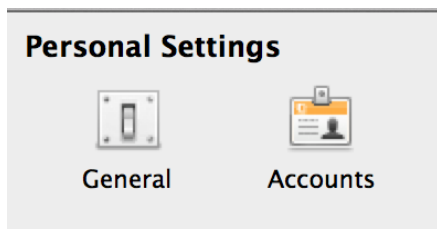
After installing the software, click on **Add Account** Button (optional: check if you want to make Outlook the default application for e-mail) **Go to Step 2**



Step 1b:

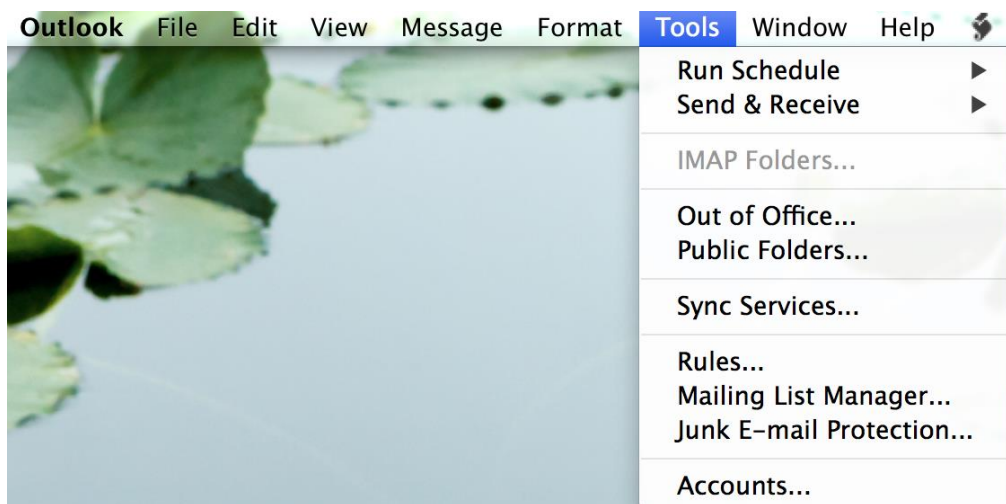
If Software is already installed, launch **Outlook** and go to **Tools** and click on **Accounts**

Go to Step 2

**Step 1c:**

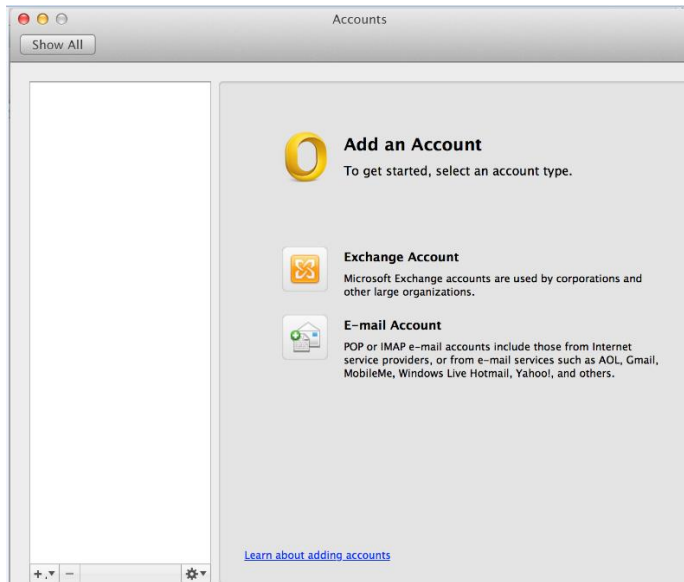
If Software is already installed, go to **Outlook** then **Preferences** and click on **Accounts**

Go to Step 2



Step 2:

The Account setup assistant will open, select **Exchange Account**

**Step 3:** Users on Exchange 2010 mailboxes

Enter the email address for Exchange (i.e. **NID@ucf.edu**)

Check the box that says '**Configure automatically**'

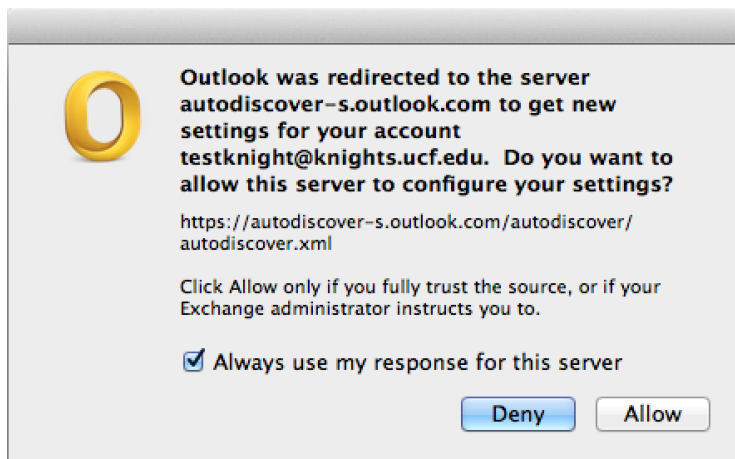
Enter user name in the as: **net\NID**

Enter your password

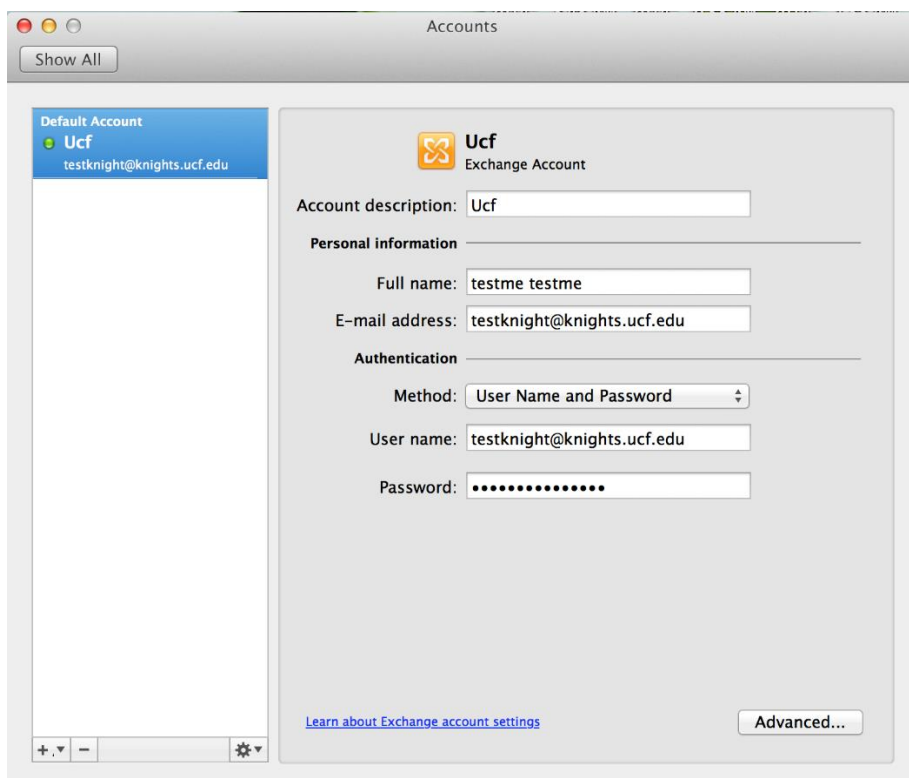
Step 4:

Users may get prompted for the following message: **Check** “Always use my response for this server”

Then Click **Allow**

**Step 5:**

Click **Add Account**. Outlook 2011 is now set-up and is getting mail from your Exchange server.



Once the profile is created, close all profile dialogue screens.