

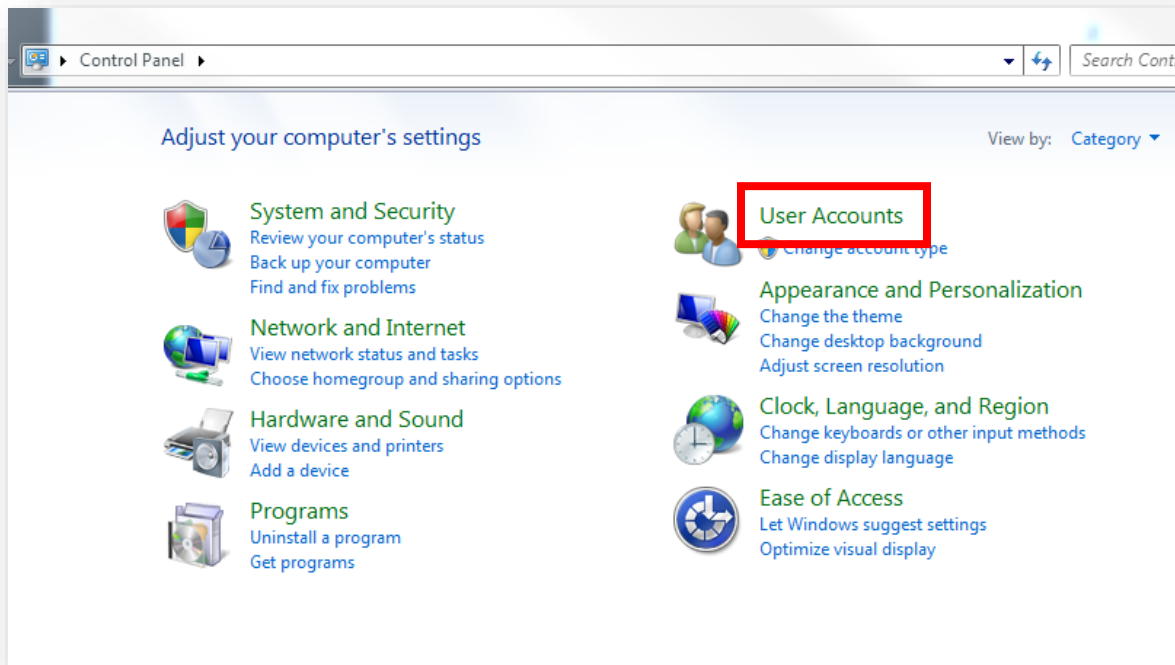
UCF Outlook Anywhere Windows Configuration

Outlook Anywhere will allow you to connect to your Exchange mailbox from anywhere with an Internet connection without the need for a VPN connection. 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.

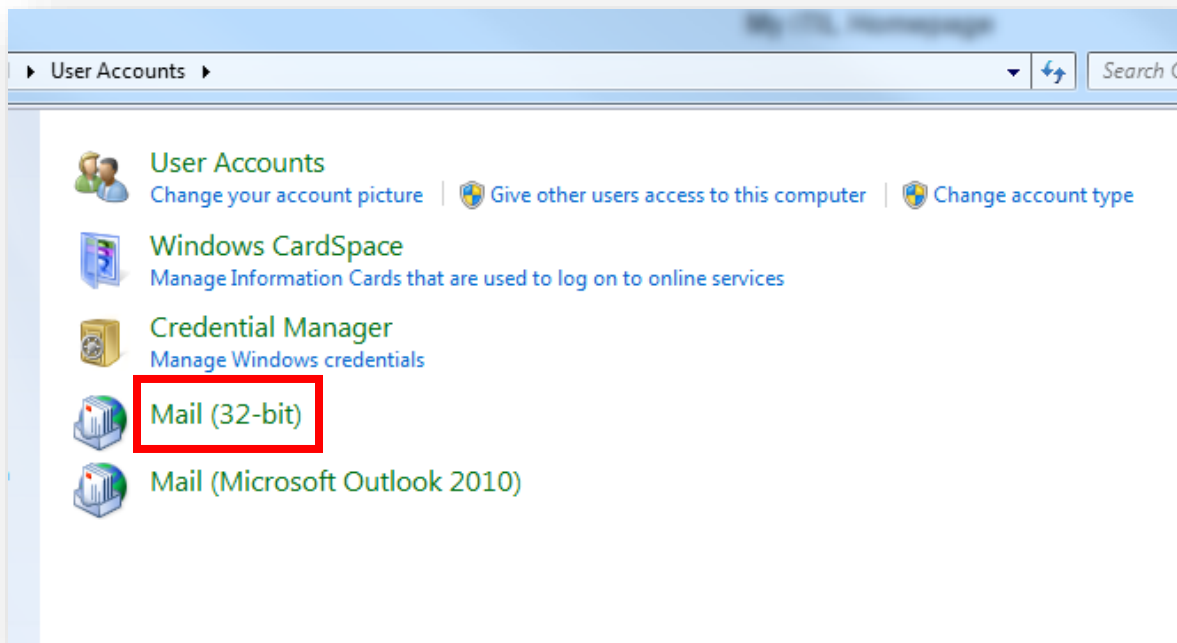
Create New Outlook Profile

Creating a new Outlook Profile on a Windows PC or Laptop using Outlook Anywhere

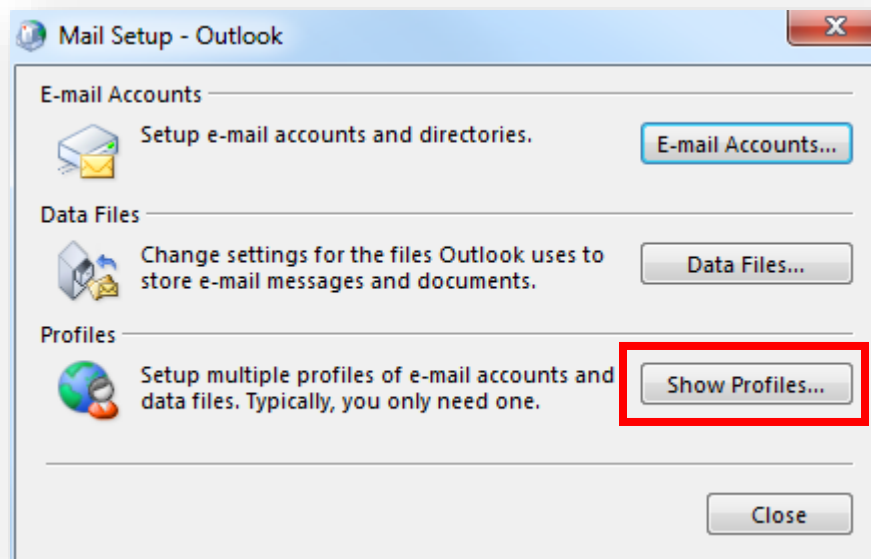
Open the **Control Panel** and select **User Accounts**.



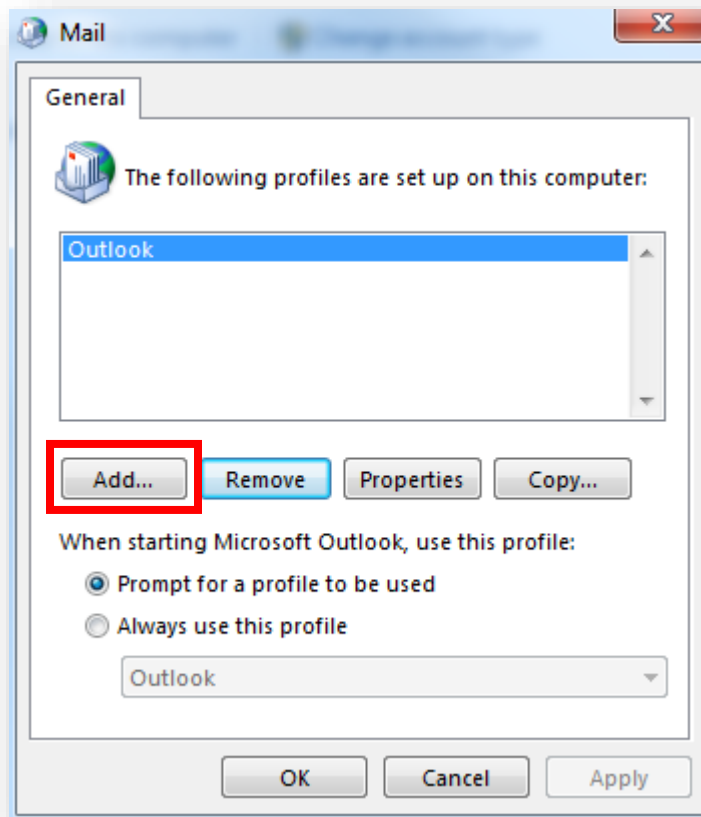
Click **Mail (32-bit)**.



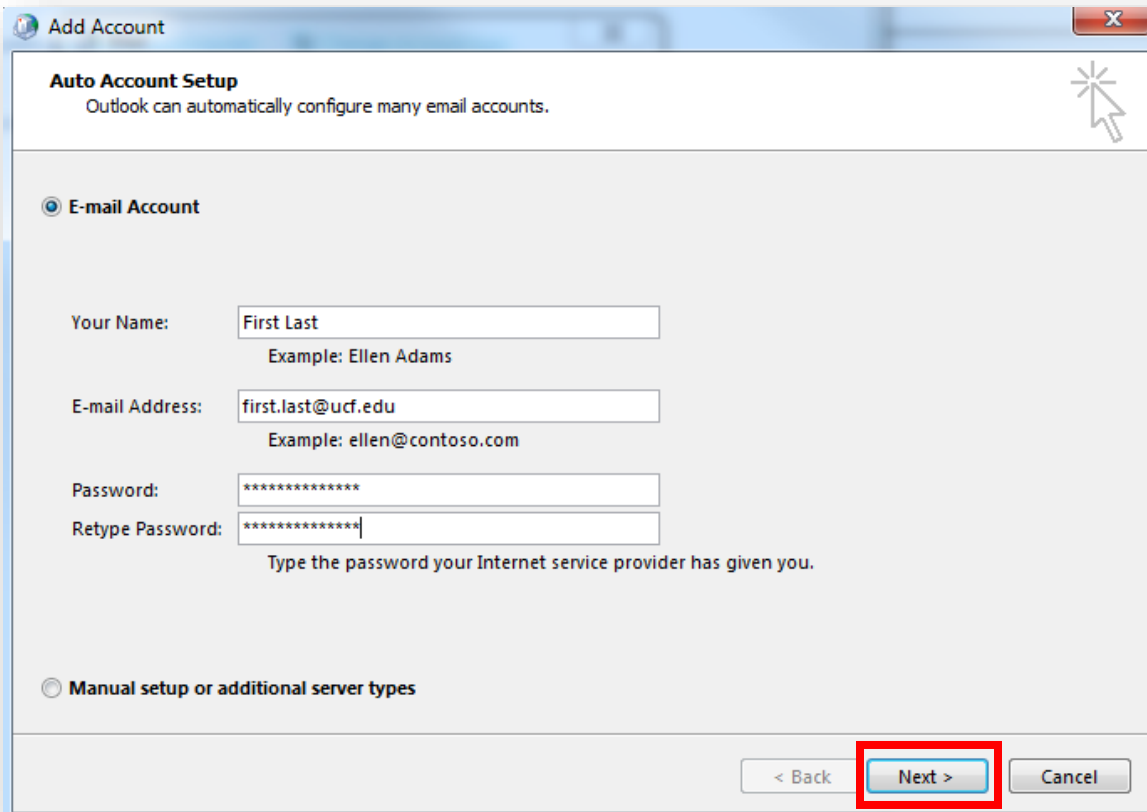
Click **Show Profiles**.



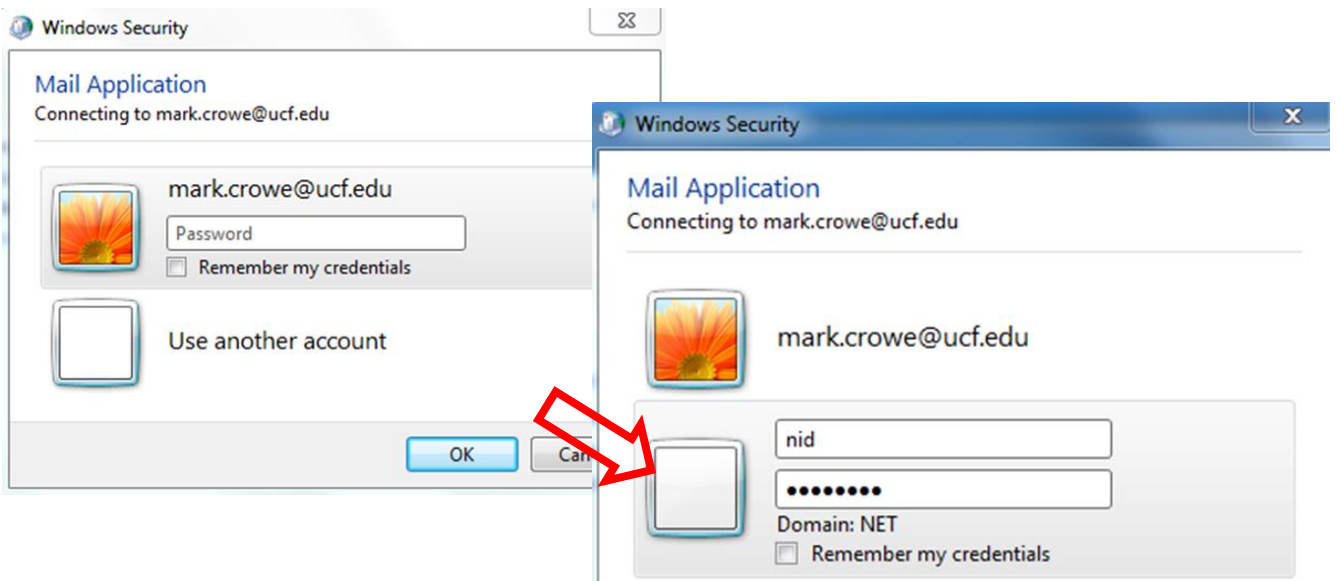
Select **Add**.



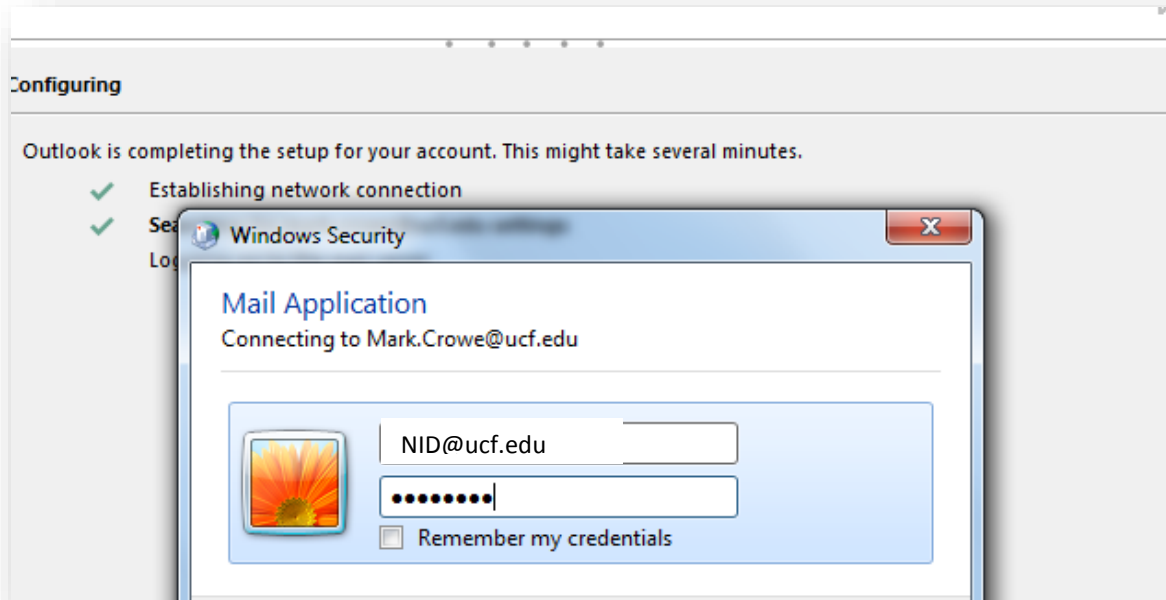
Type in the name you want visible on the account, the email address, and password. Then click **Next**.



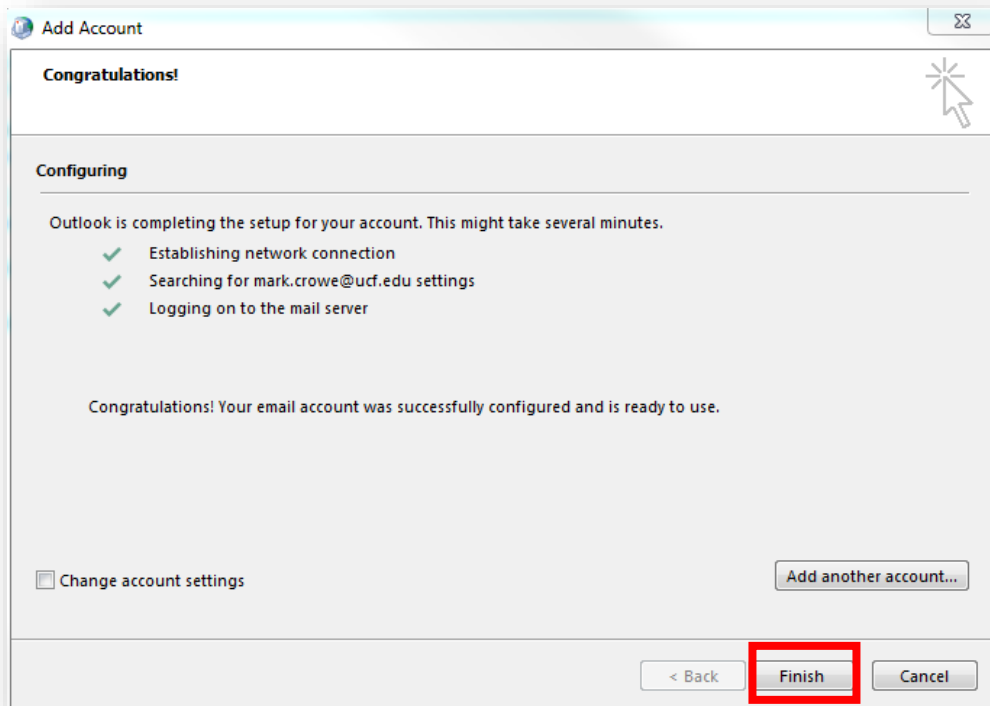
During the account setup process, a credential box may appear. Click the **User another account** and type in your **NID** and **password**.



If you see another pop-up credential, supply the same information again.



Once the email account has been configured, then click **Finish**.



Then click **OK**, and the account will be available in Outlook upon next launch.

