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.

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 Profile

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

1) Open Control Panel, in the Search Panel type Mail
2) Open Mail
3) Click the Show Profiles button
4) Click the Add button

![Outlook Profile Setting](image1.png)

5) Create a descriptive Outlook Profile name

![New Profile](image2.png)
6) Click “Manually Configure server settings or additional server types”, click Next
7) Click “Microsoft Exchange or Compatible Service”
8) For UCF Outlook Anywhere settings the Server will be webmail.ucf.edu, the User Name will be nid@ucf.edu. Regardless of your primary email address, you must use the nid@ucf.edu format to allow outlook to search the internet for the UCF webmail server. Mail will still show in Outlook normally for your Primary Email address.

![Add Account](image)

9) Click the “More Settings” button in the bottom right corner
10) Click the “Connection” tab, check the “Connect to Microsoft Exchange using HTTP” box. Click the Exchange Proxy Settings.
11) Populate the Exchange Proxy Settings using the information below. Click OK when complete.

Microsoft Exchange Proxy Settings

Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:
https:// webmail.ucf.edu

- Connect using SSL only
  - Only connect to proxy servers that have this principal name in their certificate:
    - msstd.webmail.ucf.edu

- On fast networks, connect using HTTP first, then connect using TCP/IP
- On slow networks, connect using HTTP first, then connect using TCP/IP

Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:
Basic Authentication

12) Click the Next button
13) For the Windows Security dialogue, the userid should be “net\nid”, and substitute your NID. The password will be your NID password.

14) Once the profile is created, close all profile dialogue screens and login to Outlook