Introduction

Prerequisites

1. You must have a valid zNumber and its associated zPass. If you are unsure about this: please call the Service Desk.

2. Your email account on the UNSW IT Services Exchange Server must have been set up; you can test this by opening your web browser to:

   https://mail.unsw.edu.au/owa

Enter your details “adunsw\zNumber”, and your “zPass” and Log On.

You should now see your email appear, similar to the panel shown.

If your mailbox does not appear, or you receive the message, “Outlook Web Access could not find a mail box for ADUNSW\znumber”: contact the service Desk.

(Note: it may take up to 4 hours for your mailbox to be provisioned after you have activated your z account).
Configuring Outlook 2010 Anywhere for UNSW Exchange system.

Client set up.

This set up was carried out on a computer running Windows 7.

From **Control Panel**, select the **User Accounts** applet.
Click the **Add button** to bring up the “New Profile” dialog panel.

In the New Profile panel type a **Profile Name** in the text box:

Click the **OK** buttons in both the the New Profile & Mail dialog boxes:

In the ‘Auto Account Setup’ panel, select the **Manually configure server settings or additional server type**, radio button as shown.

Click the next button.

In the ‘Choose Service’ panel, select ‘**Microsoft Exchange or compatible service**’ radio button as shown below:

Click the next button
In the Server Settings panel, enter the details as shown.

Microsoft Exchange Server: **exchange.ad.unsw.edu.au**

User Name: Your **UNSW Login ID 'z number'**

Then click on the **More Settings** button.

Outlook may eventually respond with the message shown stating “The action could not be completed...” as shown below

Click the **OK** button.

This will bring up the following dialogue box:

Click the **Cancel** button.
On the next screen, select the **Connection** Tab

**Tick Connect to Microsoft Exchange using HTTP**

Click the **Exchange Proxy Settings** button as shown.

Enter the following details into the text boxes:

Use this URL to connect to my proxy server for Exchange "https://":

mail.unsw.edu.au

Check the "**Only connect to proxy server...**" tickbox

Enter the principal name "**msstd:mail.unsw.edu.au**" in the text field.

*Select the "**On fast networks, connect using HTTP first...**" tickbox.

*Select the "**On slow networks, connect using HTTP first...**" tickbox.

In the **Proxy Authentication settings** panel:

Use the pull down menu to select **Basic Authentication**

Click the **OK** button.

*If Outlook encounters problems connecting, try unticking one or both of these boxes, the suitability depends upon your network characteristics.*
This will bring up the panel shown.

Click the **OK** button.

This will bring up the ‘Server Settings’ panel

Click the **Check Name** button.

You will now be asked to authenticate as shown in the logon dialog box

User name: **ADUNSW'z number’**
Password: Your **zPass**

Click the **OK** button.
This will modify the ‘Server Settings’ panel.

In the ‘User Name’ window your email address will now appear.

Click the next button.

This will now bring up the last screen as shown.

Click the Finish button.

Now start up Outlook, and enter adunsw\ UNSW Login ID ‘z number’ & zPass
The following details options are recommended once Outlook 2010 has been configured to connect to a user’s mailbox.

1. Ensure **No Automatic Filtering** option is selected.

To do this:
On the main page, select the ‘home’ tab on the menu bar, click on ‘Junk’ pull down arrow, then select ‘Junk e-mail options’.

This will bring up the “Junk E-mail options panel as shown.
Select the **No Automatic Filtering** radio button.

2. Ensure the Message format is set to **HTML**.

To do this:
Open Outlook 2010 and click on the ‘File” tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Mail’ in the left hand panel as shown.

Use the pull down arrow to select HTML, as shown.
3. **Create User’s email signatures.**

To do this:
Open Outlook 2010 and click on the ‘File’ tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Mail’ in the left hand panel as shown. Click on the Signatures button in the right hand panel.

This will bring up the ‘Signatures and Stationary’ panel where you can enter your details.

4. **Enable Always check spelling before sending.**

To do this:
Open Outlook 2010 and click on the ‘File’ tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Mail’ in the left hand panel as shown.

Make sure the boxes are ticked as shown.
5 - To configure alternate/additional dictionary languages.
To do this:
Open Outlook 2010 and click on the ‘File” tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Language’ in the left hand panel as shown. Select ‘Language’ in the left hand panel as shown; in the right hand panel use the pull down arrow to select additional languages.

6 - Uncheck Empty Deleted Items on Exit.
To do this:
Open Outlook 2010 and click on the ‘File” tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Advanced’ in the left hand panel as shown. Un-tick the “Empty Deleted ----“ box.
7 - Disable **AutoArchive**.
To do this:
Open Outlook 2010 and click on the “File” tab at the top of the main page, and then select options to open Outlook Options panel. Select ‘Advanced’ in the left hand panel as shown.

Now click on the “Autoarchive Settings” button.

On the AutoArchive details panel, un-tick the “Run AutoArchive” box as shown.
8 - Download headers/full items.

To do this:
Open Outlook 2010 and click on the ‘Send/Receive” tab at the top of the main page, select “Download Preferences” and select, ‘Full items’ or ‘Download Headers and then Full Items’, etc.

**Downloading initially only part of the message is faster to access your mailbox but when you open the individual mail item it will then download the body of the message, (use this option if you get a lot of mail you never open and you are always on line). Downloading the full message initially takes longer but when opened appears on the screen quicker, (use this option if you read the majority of your email and you want to work off line).**