How do I setup Outlook Anywhere for home use?

Using Outlook Anywhere will allow you to connect to your Exchange mailbox from anywhere with an Internet connection without the need for a VPN connection. Keep in mind that on your first connection all emails will be downloaded to your home computer. Depending on the size of your mailbox and the speed of your internet connection this initial sync could take a very long time.

1. Open up the Control Panel and click on the Mail icon.

2. If you already have a mail profile setup you’ll be taken to a screen similar to the screenshot below. Click on the Show Profiles button. (If your computer does not have a mail profile setup you’ll be automatically taken to the Show Profiles option in step 3.)

3. Click the Add button and give the new profile an appropriate name.

4. Choose the option to manually configure server settings and click Next.
5. Select the option for Microsoft Exchange or compatible service and click Next.

6. Enter in the server name of **outlook.mtsu.edu** and make sure the Use Cached Exchange Mode check box is selected. In the User Name field enter your full name as it appears in Exchange or your FSA username. Finally click the More Settings button.
7. Click on the Connection tab and check the box for Connect to Microsoft Exchange using HTTP and then click the Exchange Proxy Settings button.

8. Under Connection settings enter \texttt{oa.mtsu.edu} in the https:// section. Make sure the checkboxes are selected for Connect using SSL only, On fast networks…, and On slow networks… Finally verify that the authentication type is set to NTLM Authentication under the Proxy Authentication Settings. Click OK to close Proxy Settings options.
9. Click OK again to close the More Settings options and back at the Server Settings screen click Next.

10. You should receive a security prompt asking for a username and password. Enter your FSA username in the format of **FSA\Username** and your password. Click OK.
11. If authentication is successful you should see the completion screen. Click Finish.

12. Click OK to close the Mail options window.