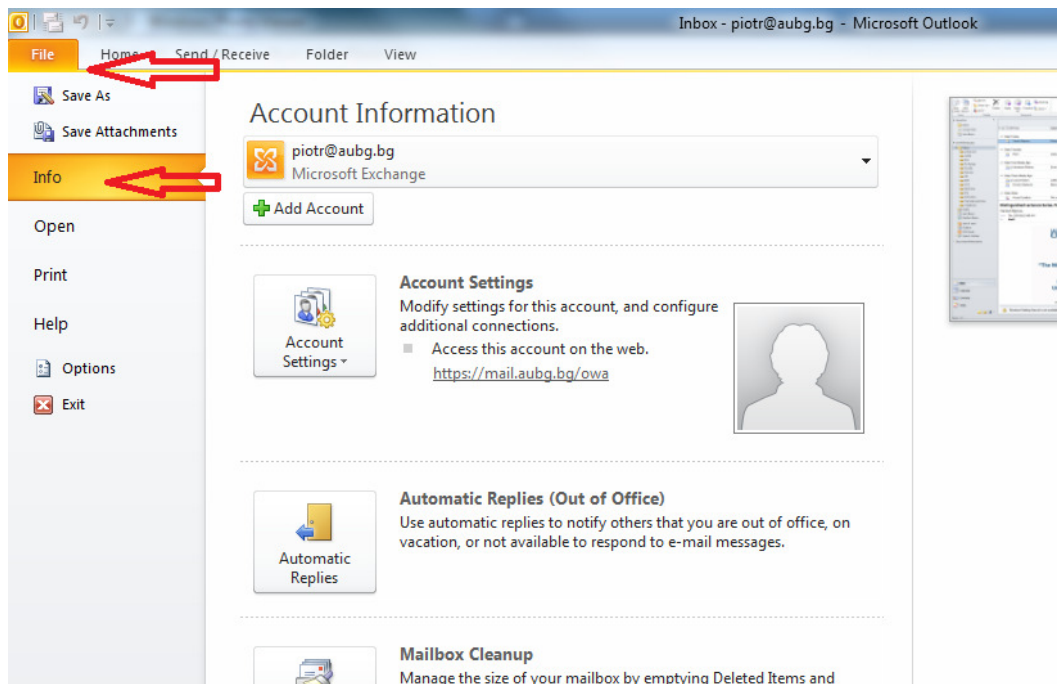


“Outlook Anywhere” enables Microsoft Outlook 2010/2007 users to access their Exchange Server accounts over the Internet when they work outside the local AUBG network.

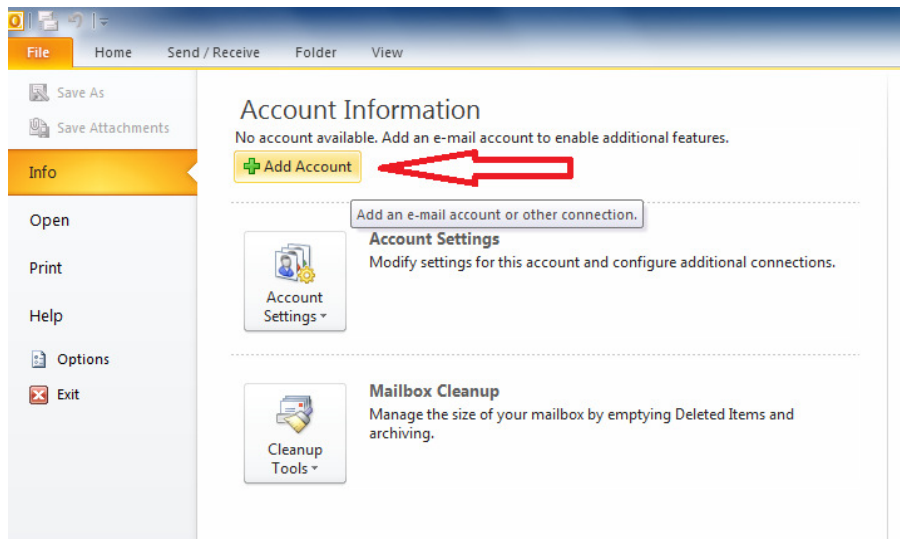
## Configuring outlook anywhere in Microsoft Outlook 2010, Windows 7

### AUBG Faculty & Staff

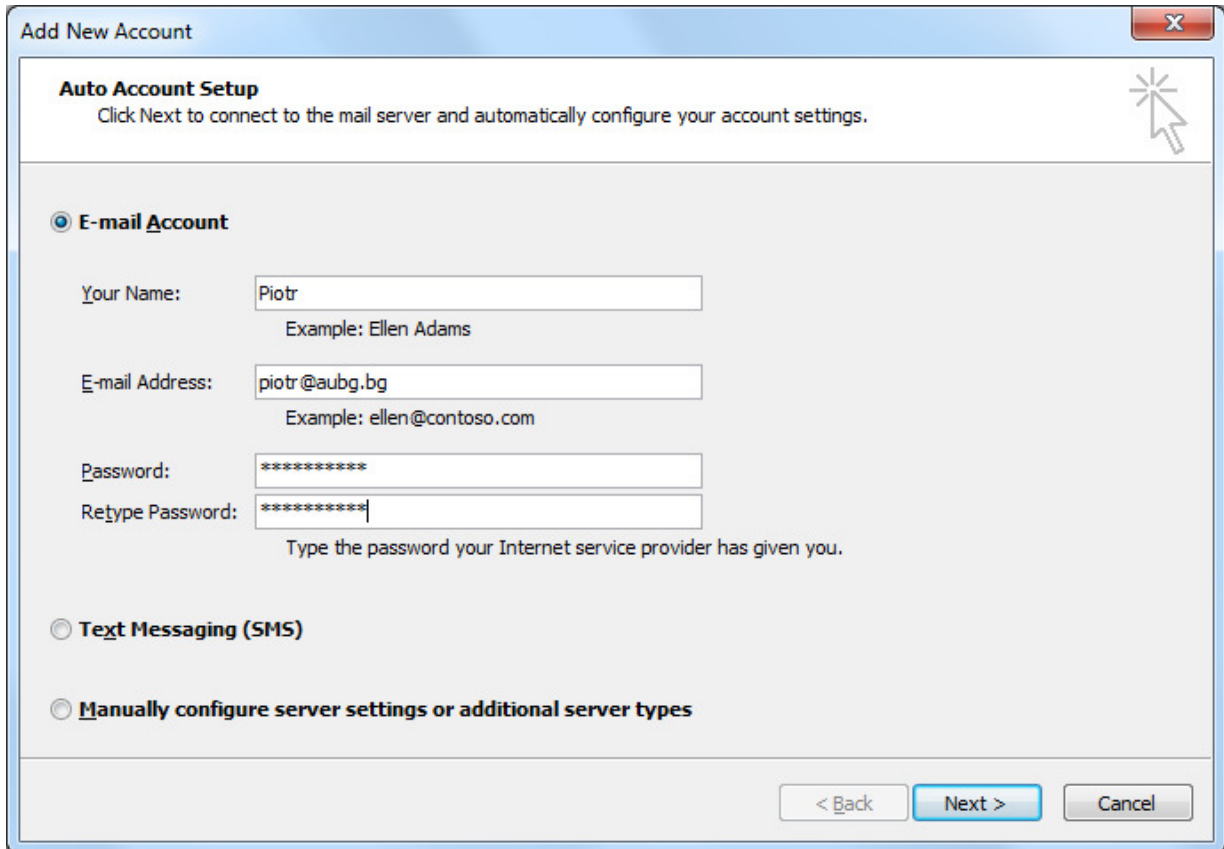
1. When you open Outlook for the first time (no accounts set up) you will see a wizard to configure your Outlook. Click “Next” and follow to the point #4 of this manual. Otherwise go to #2.
2. Go to: “File” tab and then choose “Info”



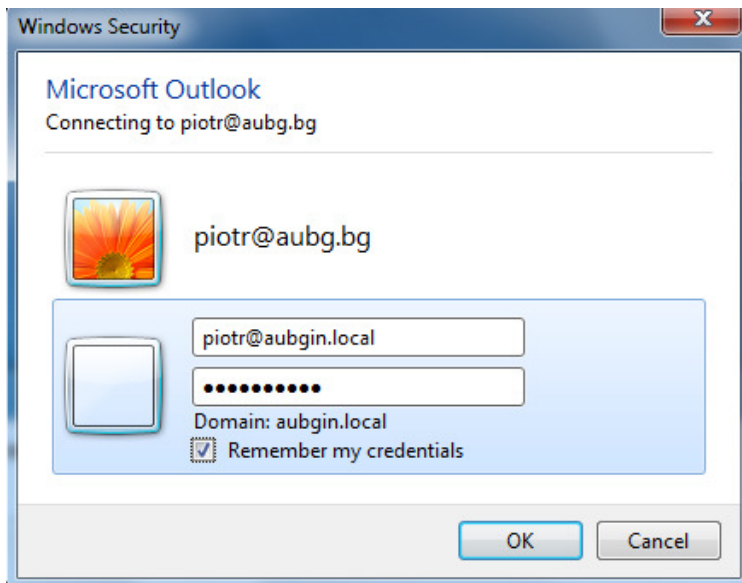
3. Click “Add Account”



4. Enter your name, e-mail address and your password. Click “Next”

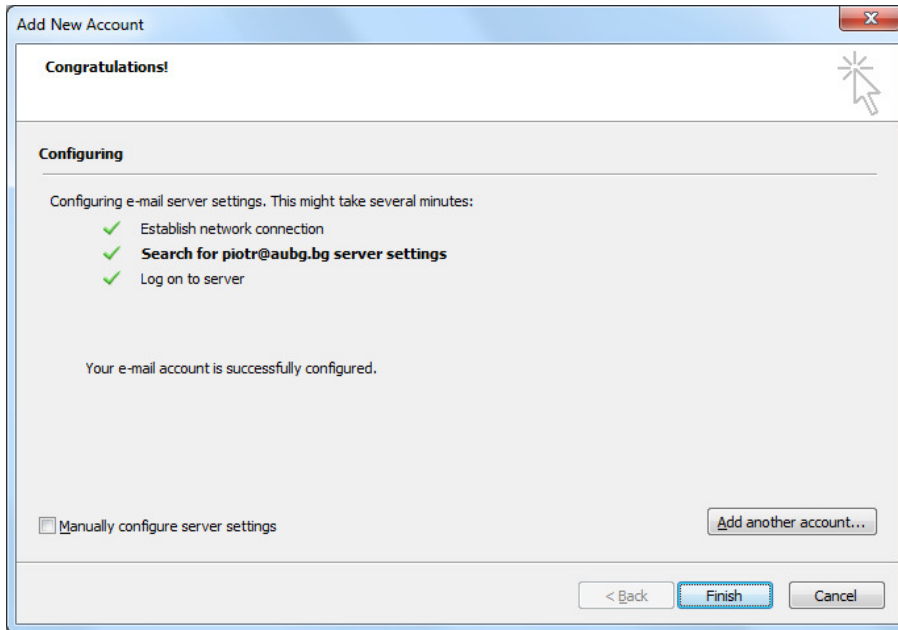


5. When you are asked for a username and password, click “Use another account” (on Windows 7) and type your credentials as shown below:



your\_username@aubgin.local

6. On the next screen click “Finish”



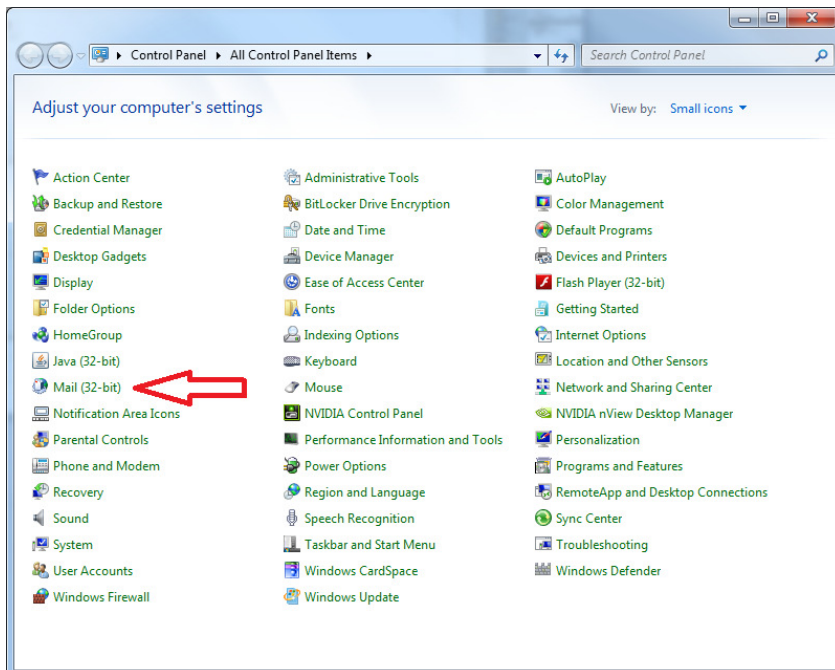
- 7. You will be prompted to restart Outlook for changes to take effect. Close Outlook and start it again.
- 8. Outlook should synchronize with the exchange mail server (it can take some time) and you will be able to manage your emails, contacts and calendars.

### Important

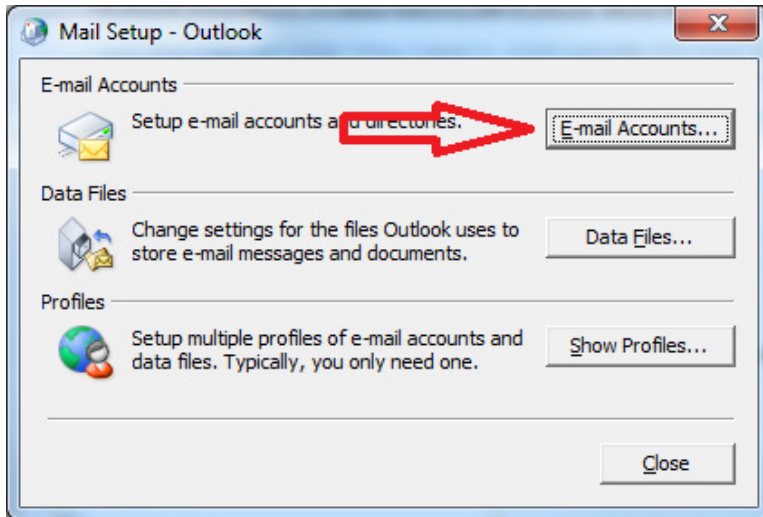
If you have previously configured your Outlook to use AUBG mail server with POP3/IMAP4 protocols for receiving your emails, you will have to first delete this account and then configure it as described above.

Removing Outlook account:

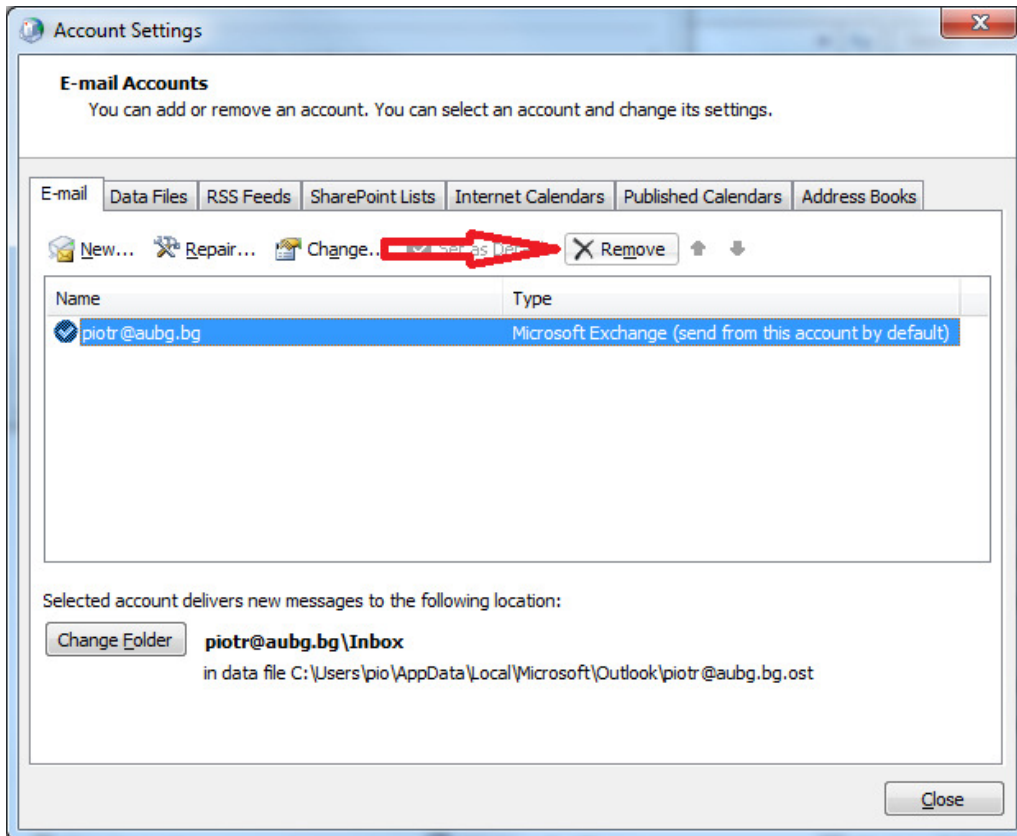
1. Go to “Control Panel” in your Window



2. Click "E-mail accounts"



3. Mark your old account and click "Remove"



4. If it doesn't let you remove it, go to "Data Files" tab and click "Add" to create a new data file. Now you should be able to remove the outlook account.
5. Now you will be able to configure "Outlook Anywhere" as described in the beginning of this instruction.