

## Configuring “Outlook Anywhere” in Microsoft Outlook

### Students

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

1. When you open Outlook for the first time (no e-mail accounts in Outlook) you will see a wizard to configure your Outlook.

Enter your name, e-mail address and your password.

Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

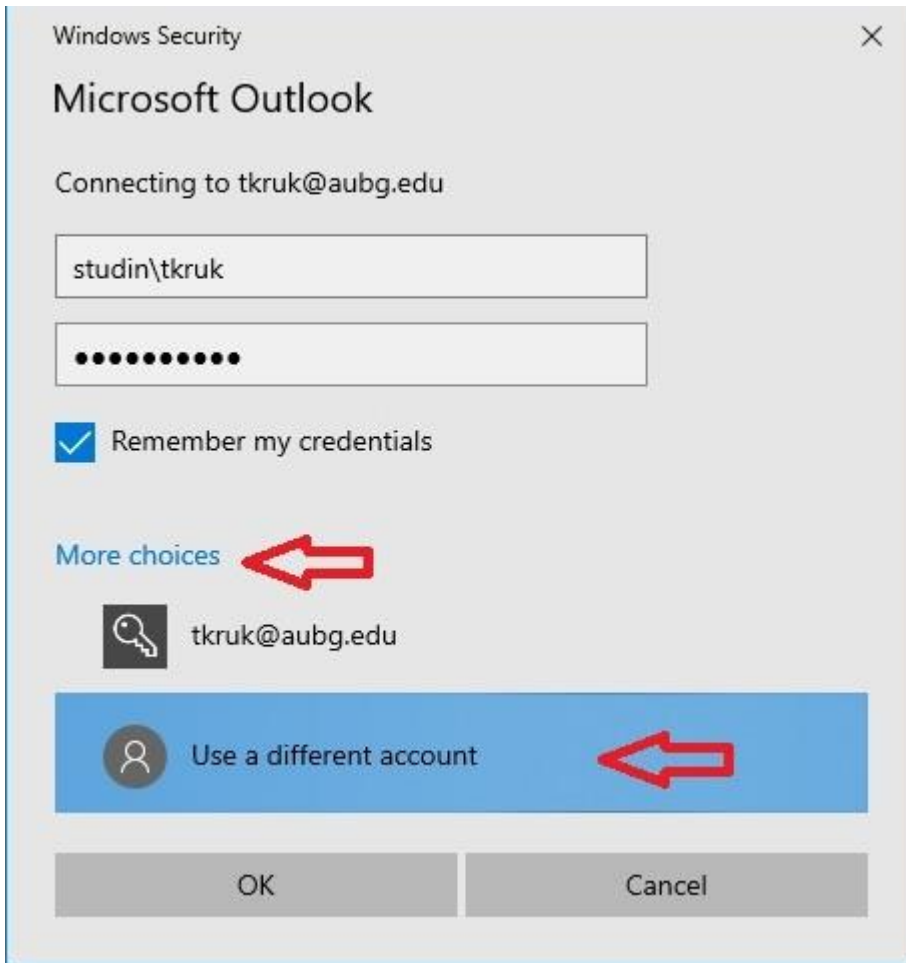
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   **Next >**   Cancel

Click “Next”

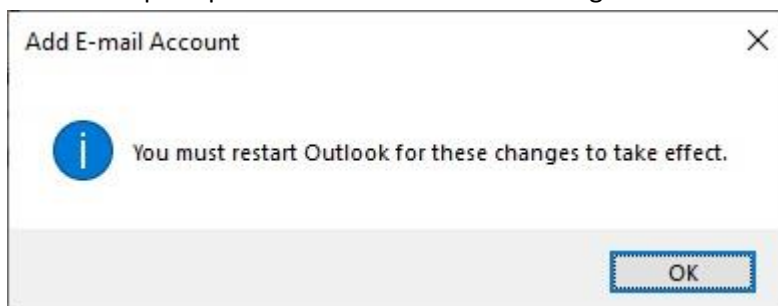
- When you are asked for a username and password, click “More choices” and click on “Use a different account”. Type your credentials as shown below:

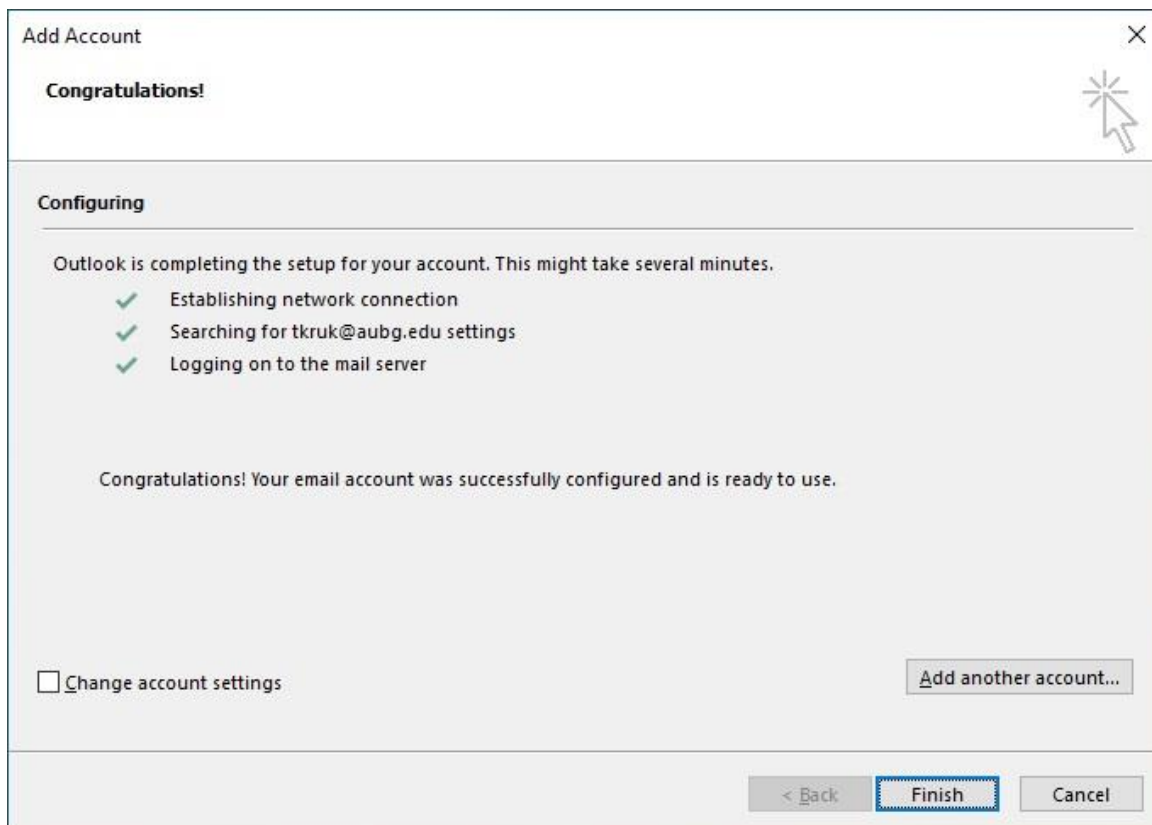


studin\yourusername

Mark “Remember my credentials” and click “OK”.

- You will be prompted to restart Outlook for changes to take effect.





Click "Finish".

4. Close Outlook and start it again. 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.