

This fact sheet has been developed for staff wishing to use the Office 2007 version of Outlook to access UWS email while off campus. Users of Outlook in Office 2003 should also be able to use these notes, as the processes are very similar, although individual windows may be slightly different.

Please note that the recommended and supported method of accessing email off campus continues to be [Outlook Web App](http://email.uws.edu.au) – use your web browser to visit <http://email.uws.edu.au>.

Procedure:

- 1) Open the **Control Panel** from the **Start menu**. Switch to **Classic View**. (Figure 1)

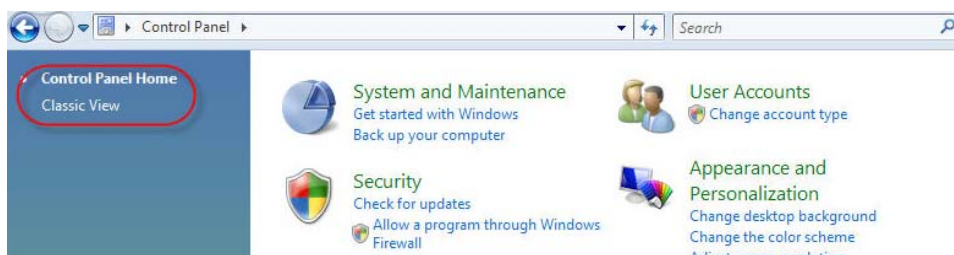


Figure 1

- 2) Double click the **Mail** icon (Figure 2).

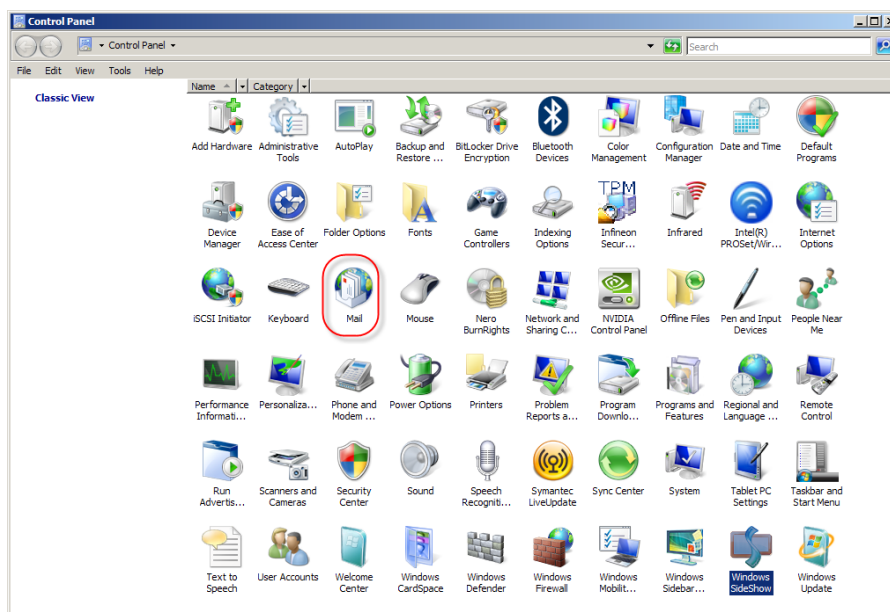


Figure 2

3) Click the **E-mail Accounts** button. (Figure 3)

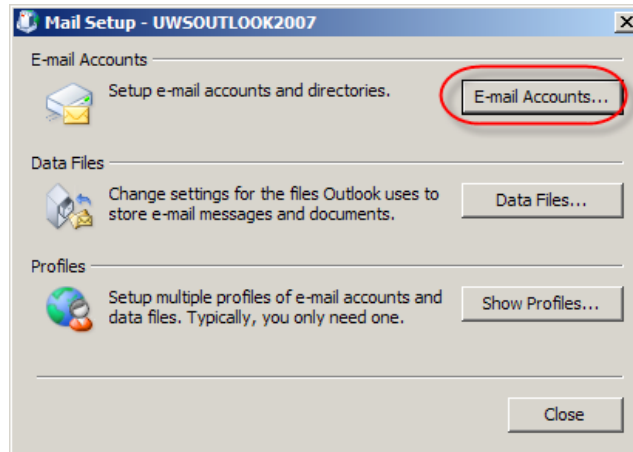


Figure 3

4) Click **New** (Figure 4)

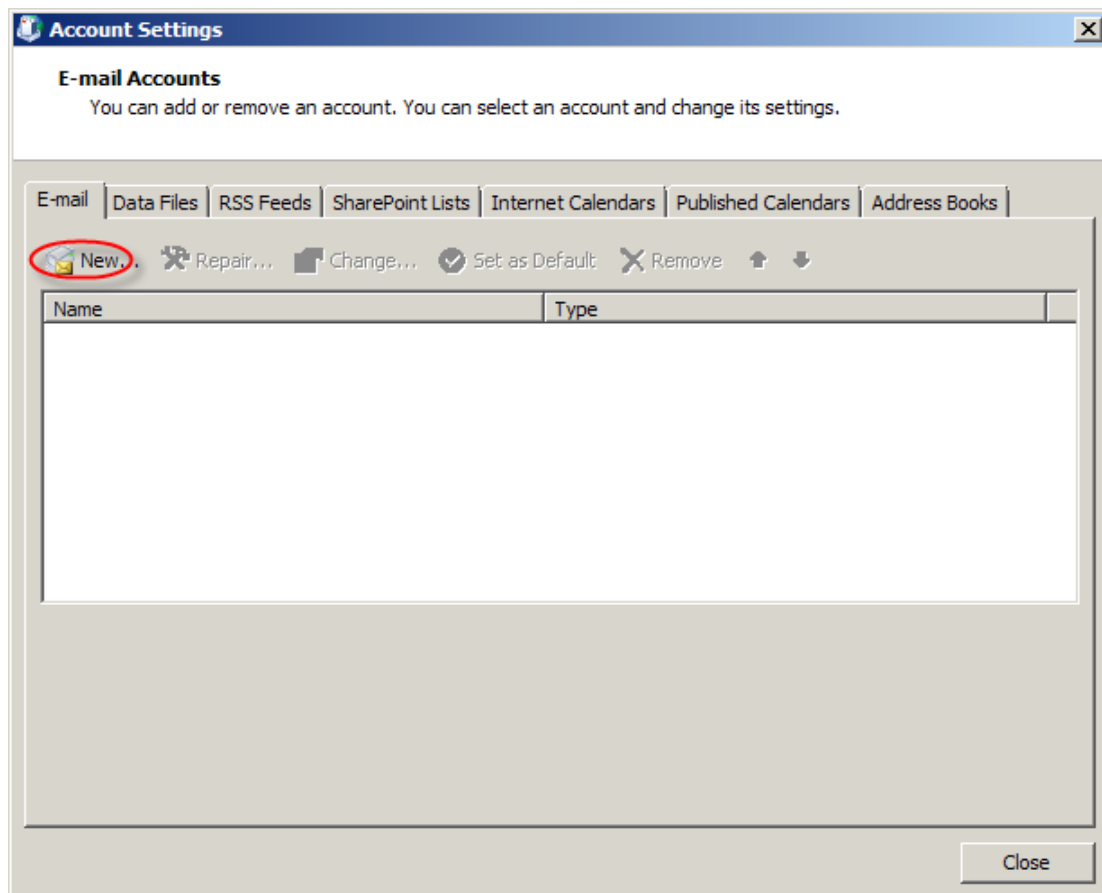


Figure 4

5) Tick the check box for **Manually configure server settings or additional server types**, click **Next** (Figure 5)

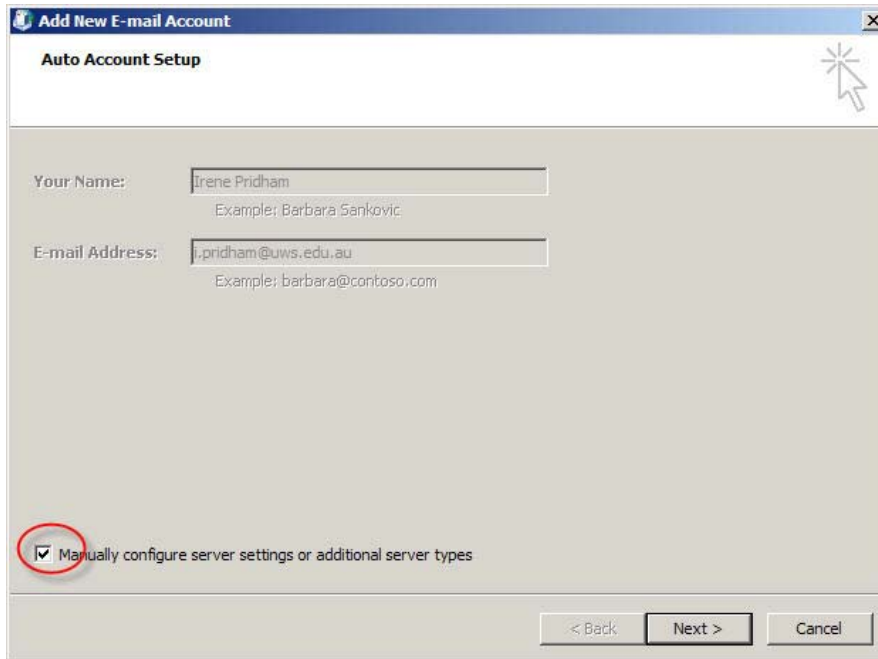


Figure 5

6) Check **Microsoft Exchange** and click **Next**. (Figure 6)

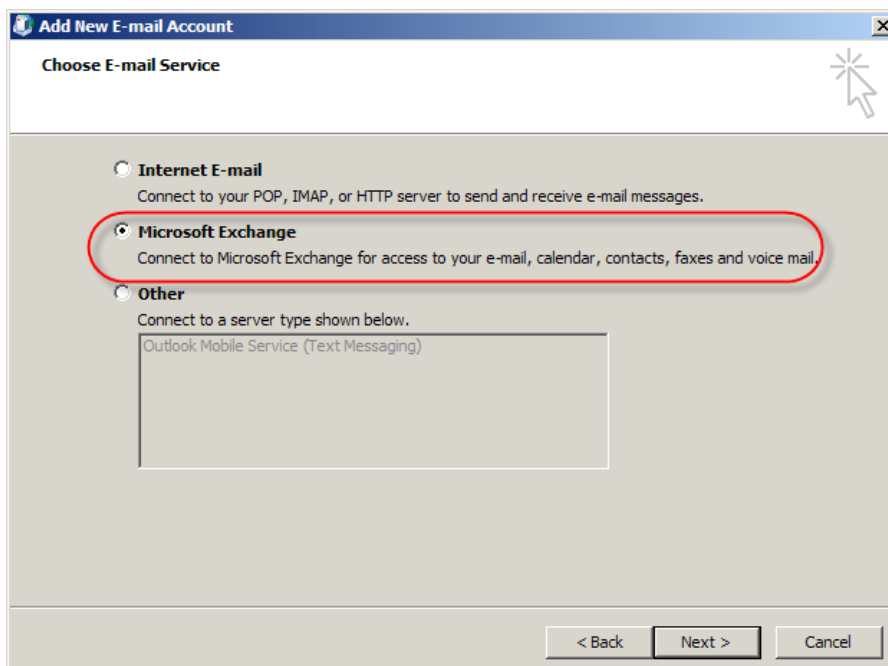


Figure 6

7) Enter **herdman.ad.uws.edu.au** in the Microsoft Exchange server field and enter your **staff ID** into the User Name field. **Optional:** To reduce the risk of exceeding your monthly home download limits, users of non-UWS computers may find it beneficial to **untick Use Cached Exchange Mode**. Caching downloads a complete copy of your mailboxes to your local computer. **Do NOT** click Check Name. Click **More Settings**. (Figure 7).

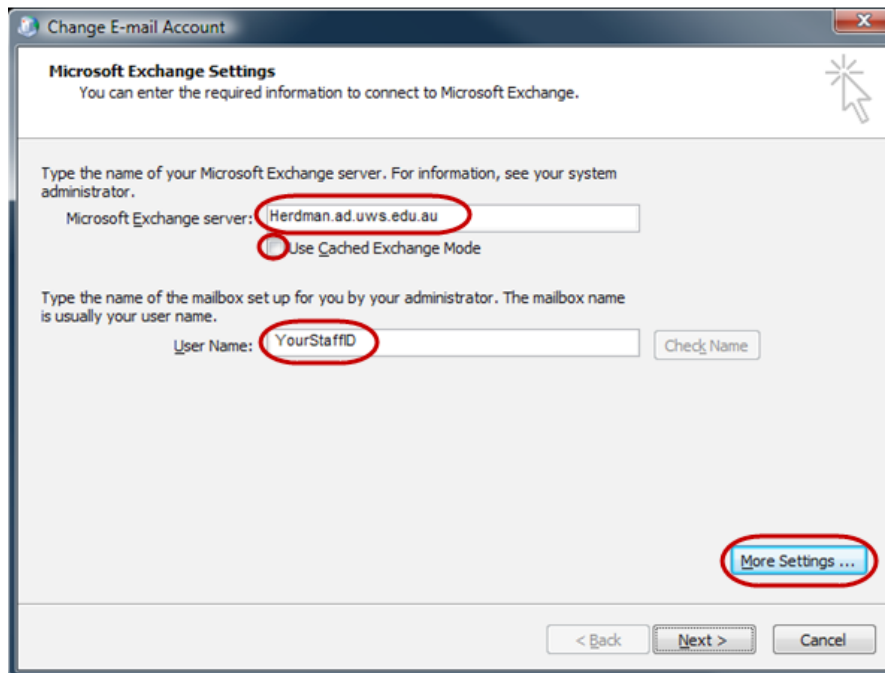


Figure 7 - enter herdman.ad.uws.edu.au

8) The Microsoft Exchange window opens. Select the **Connection** tab. Tick **Connect to Microsoft Exchange using HTTP**, then click **Exchange Proxy Settings...** (Figure 8)

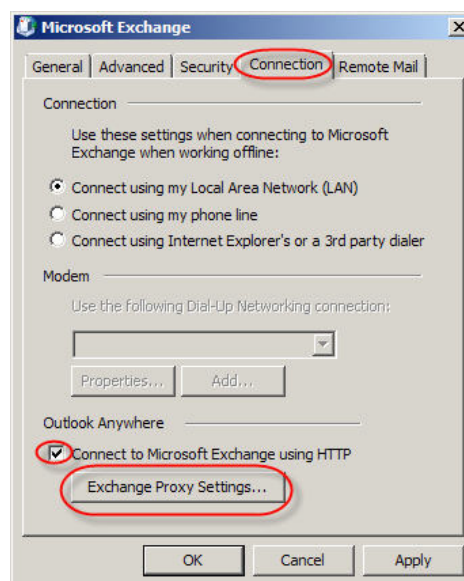


Figure 8

9) The Exchange Proxy Settings window opens.

Enter **email.uws.edu.au** in the Use this URL to connect... field.

Ensure the check boxes are **ticked as shown**. (Figure 9)

Click **OK** to be returned to the Microsoft Exchange window.

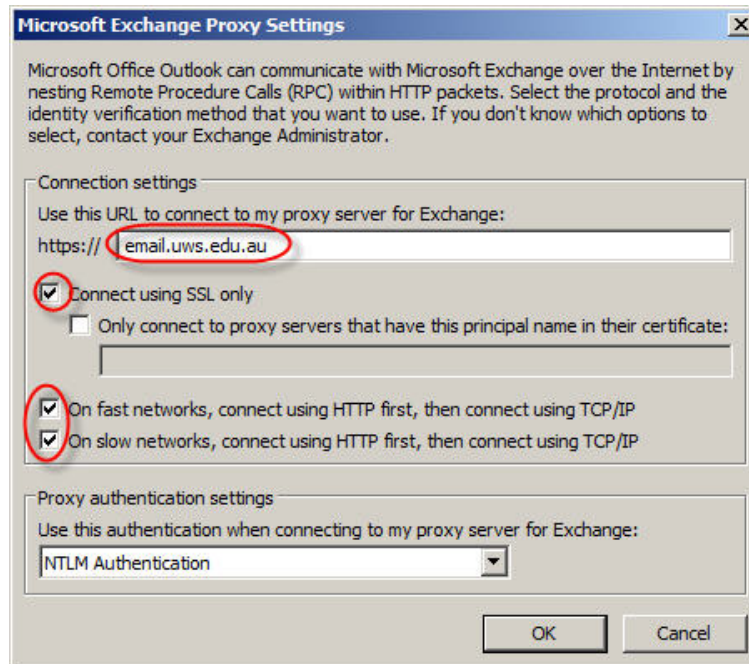


Figure 9

10) If you are asked to login, enter **uws\your staff number** (eg, uws\3000****) in the user name field, and your **MyUWSAccount password**. Click **OK**. (Figure 11)



Figure 11

11) Check your name is displayed correctly and click **Next**. (Figure 12)

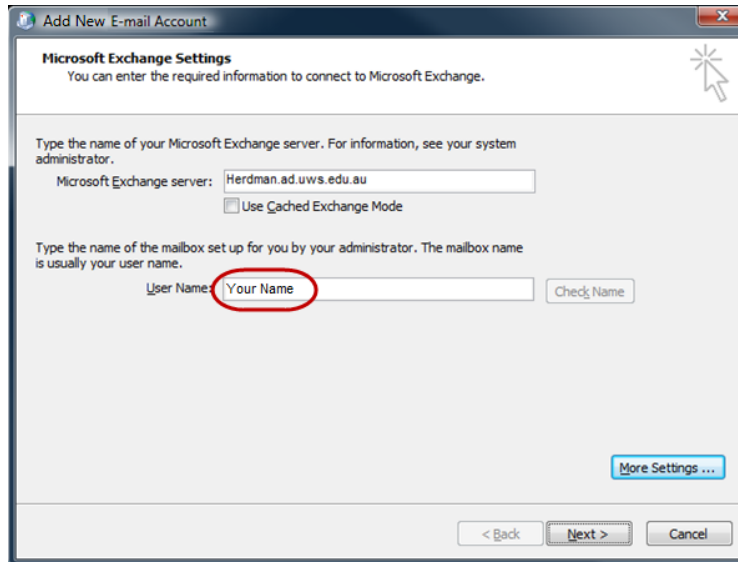


Figure 12

13) Congratulations, you have configured Outlook 2007 to access UWS email from off campus. Click **Finish**. (Figure 13)

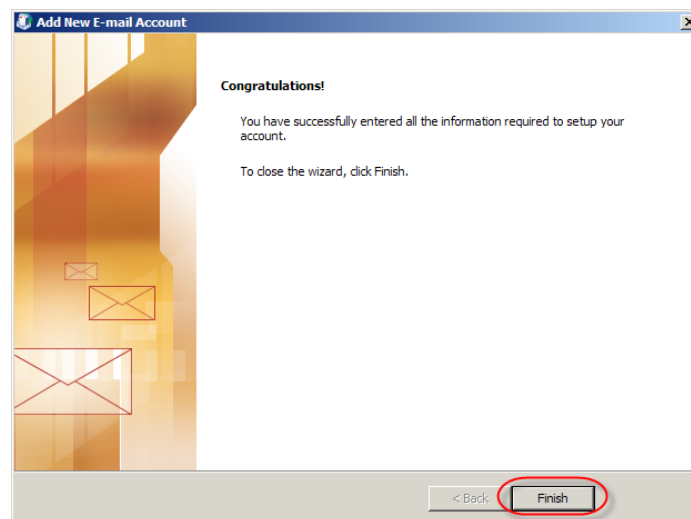


Figure 13



IT Service Desk	
Phone:	02 9852 5111 (ext 5111)
Email:	itservicedesk@uws.edu.au
Web:	http://www.uws.edu.au/itservicedesk
Self Service job logging:	http://itsm.uws.edu.au
UWS IT Services Catalogue:	http://www.uws.edu.au/its
ITS Fact Sheets	http://www.uws.edu.au/itfactsheets