

Configuring Outlook from an Off-Campus Location to Use Enterprise Exchange

Overview

The easiest way to access your Enterprise Exchange mailbox from an off-campus location is to log in to the **my.pitt.edu** Web portal, click the **Webmail** community, and click the **View Exchange Mail** button. If you would like to use Outlook 2003 to access Enterprise Exchange from a computer that is not connected to the University's network, then you can also use the steps outlined in this help sheet.

A new feature of Exchange and Outlook 2003 enables Outlook users to connect to the Exchange server without the need for RPC ports. This changes the requirement for Outlook connectivity through a firewall to a single port (443/TCP), while still maintaining the full functionality of a MAPI (Messaging Application Program Interface) connection. This new feature is also useful for users who have ISPs that block NetBIOS ports and for users who must connect to a VPN in order to run Outlook.

Note the requirements to use this new Outlook feature are very strict.

Minimum Client Requirements	Recommended Client Requirements
Windows XP Service Pack 1	Windows XP Service Pack 2
Windows Patch 331320	Outlook 2003 w/Service Pack 1
Outlook 2003	

1. Set up a new mail account or modify an existing account if it is already configured to use Outlook with Exchange. Click on the appropriate option under E-mail and click **Next**.



2. Select "Microsoft Exchange Server" as the server type and click Next.

E-mail Accounts	×
Server Type You can choose the type of server your new e-mail account will work with.	×~
Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
<u>O P</u> OP3	
Connect to a POP3 e-mail server to download your e-mail.	
○ Imap	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
<u>○ H</u> TTP	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
O Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
<back next=""> Can</back>	cel

3. Be sure to enter the appropriate information for Exchange Server Settings as shown on the screen below. In the **Microsoft Exchange Server** field, enter the Active Directory DNS name of your Mailbox server, which can be one of the following:

Upitt-exch-03.cssd.nt.pitt.edu

The User Name is your University Computer Account username.

Click on the More Settings ... button to continue configuring your profile.

If you are on campus when configuring the Exchange Server settings, proceed to step 6.

E-mail Accounts		×
Exchange Server Settings You can enter the required	information to connect to your Exchange server.	×
Type the name of your Microsoft system administrator.	Exchange Server computer. For information, see your	
Microsoft <u>E</u> xchange Server:	pitt-exch-01.univ.pitt.edu	
Contract (1998)	Use Cached Exchange Mode	
Type the name of the mailbox set is usually your user name.	up for you by your administrator. The mailbox name	
User Name:	dan0	Chec <u>k</u> Name
		ore Settings
	~	
	< Back Next	Cancel
	C Early How	

Note: Using Cached Mode is recommended if you are connecting from a point outside of the PittNet network. Be sure to select this option in those instances.

4. If you are at an off-campus location, Outlook can not resolve the username to a mailbox. This will not be an issue if the Exchange server has been specified correctly. Click **OK**.

-mail Accounts		×	
Exchange Server Settings You can enter the required i	information to connect to your Exchange server.	×	
Type the name of your Microsoft system administrator.	Exchange Server computer. For information, see your		
Microsoft Exchange Server:	pitt-exch-01.univ.pitt.edu		
	✓ Use <u>C</u> ached Exchange Mode		
Type the name of the mailbox set is usually your user name.	up for you by your administrator. The mailbox name		
Type the name of the mailbox set is usually your user name. User Name:	up for you by your administrator. The mailbox name	Check Name	
Type the name of the mailbox set is usually your user name. User Name: Microsof	up for you by your administrator. The mailbox name dan0 t Office Outlook	Check Name	
Type the name of the mailbox set is usually your user name. User Name: Microsof	up for you by your administrator. The mailbox name dan0 t Office Outlook The action could not be completed. The connection to this action.	Check Name	rver is unavailable. Outlook must be online or connected to co

5. Since Outlook can not resolve the mailbox, it thinks the information is incorrect. Hit **Cancel** on this screen.

Microsoft Exchange Server	×
General	
Microsoft E <u>x</u> change server:	
pitt-exch-01.univ.pitt.edu	
dan0 Check Name	
Once the names have been checked and are underlined, click OK.	
OK Cancel Apply	

6. Next, select the Security tab. Then, check the Always Prompt for username and Password option when it appears.

icrosof	t Exchang	e Server		1	×
General	Advanced	Security	Connection	Remote Mail	
Encryp Encryp and	otion crypt data be d Microsoft E	etween Mic xchange S	rosoft Office erver	Outlook	
User ic	lentification vays prompt	for <u>u</u> ser na	ame and passv	vord	
Logon n	etwork secur	ity:			
Kerberg	s/NTLM Pas	sword Auth	entication	~	
		ОК	Cancel		

7. Next, select the **Connection** tab. Then select **Connect to my Exchange mailbox using HTTP** and click the **Exchange Proxy Settings...** button.

neral Advanced 5	ecurity	Connection	Remote Mail
onnection			- (8
Use these setting: server when work	s when ci ing offlin	onnecting to e:	my Exchange
Connect using my	Local Are	a Network (LAN)
Connect using my	p <u>h</u> one lin	ie	
Connect using Inte	ernet Exp	olorer's or a	3rd party dialer
lodem			
Use the following	Dial-Un N	letworking o	onnection:
		2	
Properties	A <u>d</u> d.		
xchange over the Int	ernet		
and go of or the int		ailbay usina	
Connect to my Ev		Idiiluux usiiliu	
Connect to my Exe	nange n		
Connect to my Exe	y Setting	s)	

8. In the **Exchange Proxy Settings** screen, enter **exchange.dept.pitt.edu** in the URL field. Select both of the checkboxes that start with "On fast networks…" and "On slow networks…". Next, change the "Proxy authentication settings" to **Basic Authentication**.

Exchange Proxy Settings
Microsoft Office Outlook can communicate with Microsoft Exchange Server over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Server Administrator.
Connection settings
Use this URL to connect to my proxy server for Exchange:
https:// exchange.pitt.edu
Connect using <u>S</u> SL only
Mutually authenticate the session when connecting with SSL
Principal name for proxy server:
✓ On fast networks, connect using HTTP first, then connect using TCP/IP
$\mathbf extsf{O}$ On slow networks, connect using HTTP first, then connect using TCP/IP
Proxy authentication settings
Use this authentication when connecting to my proxy server for Exchange:
Basic Authentication
OK Cancel

- 9. Click **OK** and then **Next** on the remaining dialog boxes. You should now be able to connect to your Exchange mailbox using RPC over HTTP.
- 10. Launch Outlook. When prompted for a User name, enter either "upitt-users*username*". User name is your University Computer Account username.

Connect to PITT-EX	CH-01.univ.pitt.edu 🔋	×
	G S	
Connecting to PITT-E	EXCH-01.univ.pitt.edu	
<u>U</u> ser name:	📓 dan0@pitt.edu 💽 🗾	
<u>P</u> assword:	•••••	
	Remember my password	
	OK Cancel	

Questions and Feedback

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at **technology.pitt.edu**