

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

### Overview

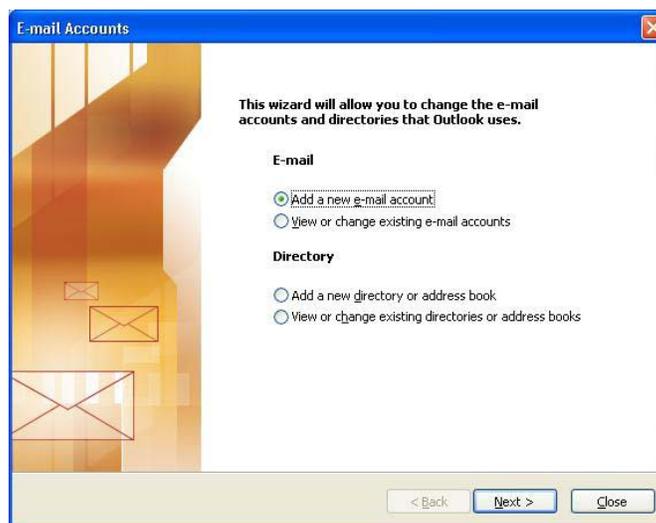
The easiest way to access your Enterprise Exchange mailbox from an off-campus location is to log in to the **my.pitt.edu** Web portal, click the **Webmail** community, and click the **View Exchange Mail** button. If you would like to use Outlook 2003 to access Enterprise Exchange from a computer that 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 <a href="#">331320</a>	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**.



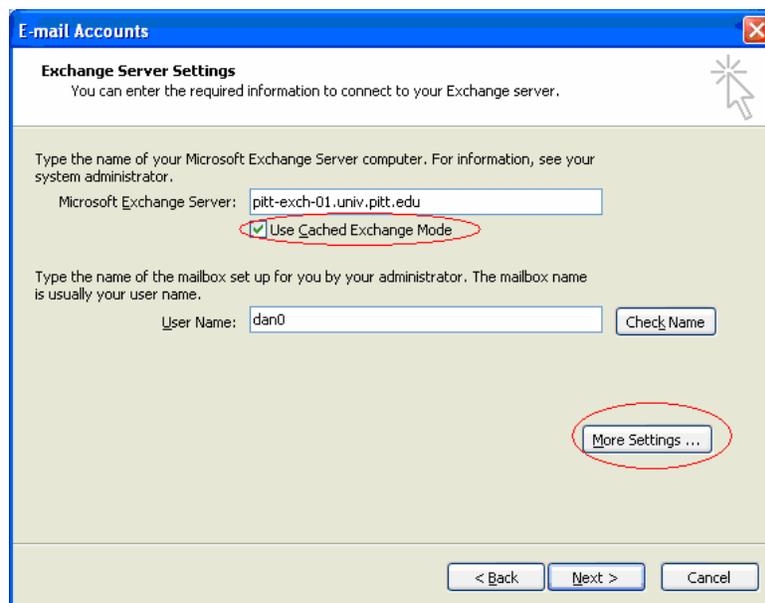
3. Be sure to enter the appropriate information for Exchange Server Settings as shown on the screen below. In the **Microsoft Exchange Server** field, enter the Active Directory DNS name of your Mailbox server, which can be one of the following:

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

The **User Name** is your University Computer Account username.

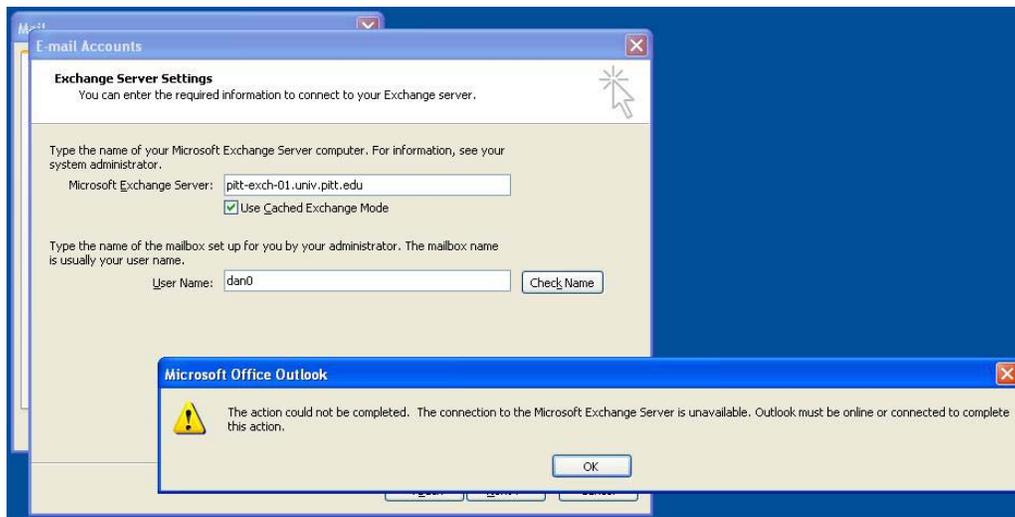
Click on the **More Settings ...** button to continue configuring your profile.

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



**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**.



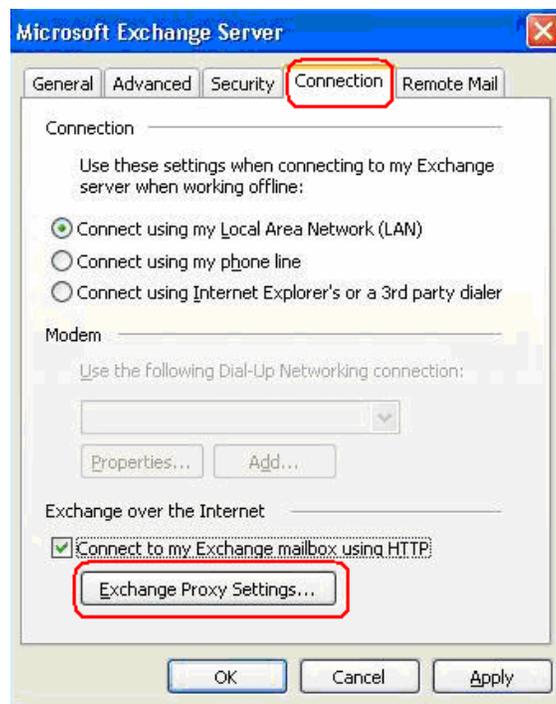
5. Since Outlook can not resolve the mailbox, it thinks the information is incorrect. Hit **Cancel** on this screen.



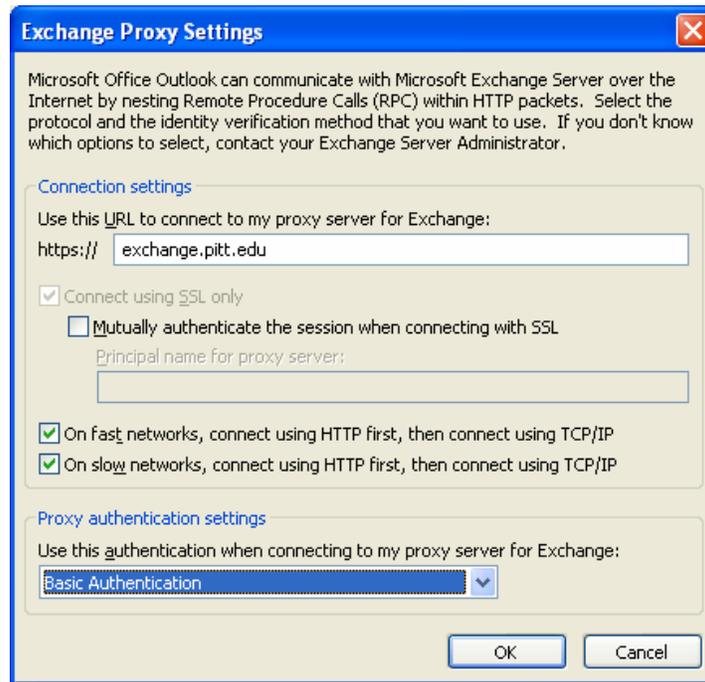
6. Next, select the **Security** tab. Then, check the **Always Prompt for username and Password** option when it appears.



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



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**.



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.



## 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](http://technology.pitt.edu)