# Connecting to Staffmail with Outlook 2010

This document will help you connect Outlook 2010 for Windows on a computer **on Edinburgh University's Network** to the University's Staffmail and online calendar/diary services.

This document is intended for users on the University's Staffmail service only.
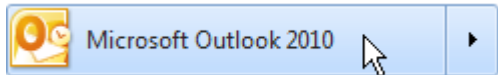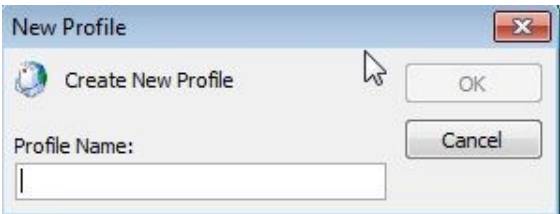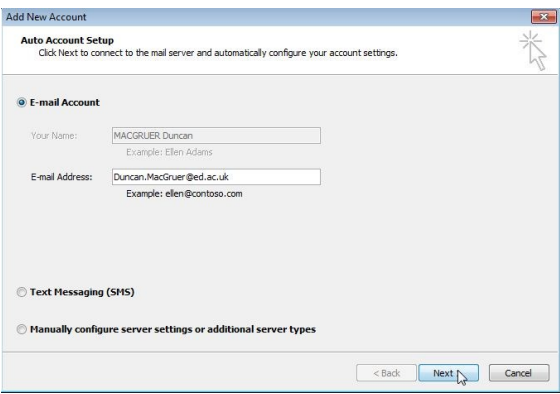
In order to complete this task, you will need to know your EASE Username and Password.

For any problems or questions, please contact IS.Helpline@ed.ac.uk or phone (6) 515151.
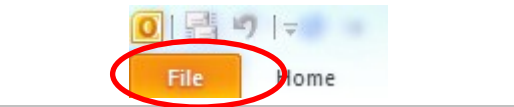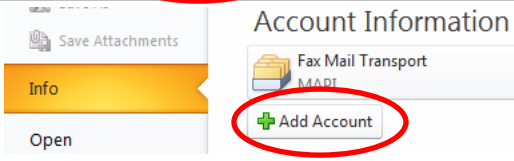
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**The University Network**

If you are unsure if your machine is on the University's network, please contact the IS Helpline (is.helpline@ed.ac.uk).

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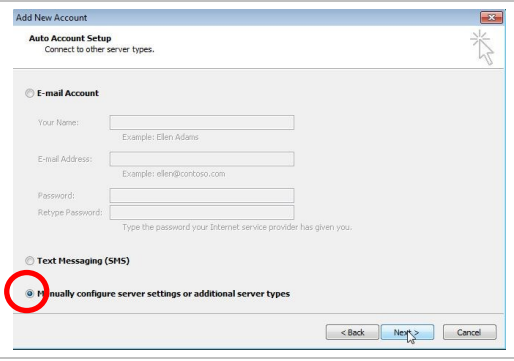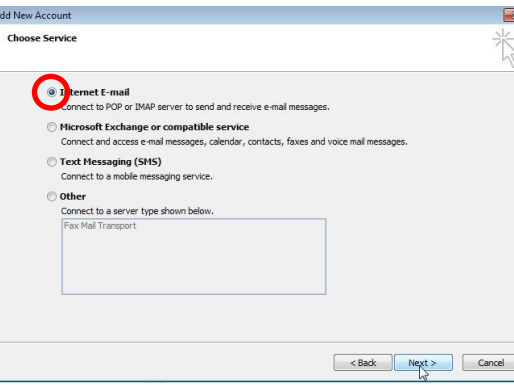## 1. Running Outlook 2010 for the first time with automatic setup

| | |
|---|---|
| 1. Go to the Windows **Start Menu, All Programs, Microsoft Office** and open **Microsoft Outlook 2010**. | Microsoft Outlook 2010 |
| 2. If you are running Outlook 2010 for the first time, type in any **Profile Name** – e.g. **Staffmail**.<br><br>*The mail profile is where Outlook keeps the settings for the email accounts you are using. You can have several mail profiles.* | New Profile — Create New Profile — Profile Name: |
| 3. The **Add New Account** window appears.<br><br>Ensure that the **E-mail address** box contains your University email address:<br><br>**Firstname.Lastname@ed.ac.uk**<br><br>Click **Next**. Outlook will automatically discover the settings for your online calendar.<br><br>If prompted for your password for "**staffmail**", enter your EASE Password. | Add New Account — Auto Account Setup — Your Name: MACGRUER Duncan — E-mail Address: Duncan.MacGruer@ed.ac.uk |
| 4. The next window will show several green check marks and the message: **Your e-mail account is successfully configured**. Click **Finish**. | |

## 2. Adding a new account into Outlook 2010

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|---|---|---|
| 1. | Click on the **File** tab of Outlook's **ribbon**. |  |
| 2. | In the **File** window, underneath **Account Information**, click the **Add Account** button. |  |

## 3. Add a Staffmail account into Outlook 2010

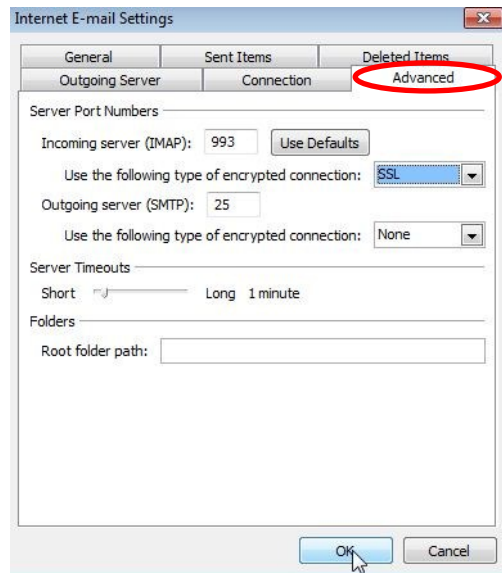| | | |
|---|---|---|
| 1. | Complete Section 2 (above): "Adding a new account into Outlook 2010" | |
| 2. | The **Add New Account** window appears.<br><br>Click on the **Manually configure server settings or additional server types** button.<br><br>Click **Next**. |  |
| 3. | Ensure that **Internet E-mail** is selected.<br><br>Click **Next.** |  |

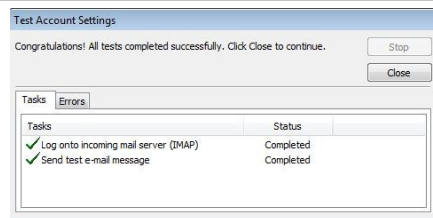# Connecting to Staffmail with Outlook 2010

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|---|---|
| 4. a. Enter your name in the **Your Name** box.<br><br>b. Enter your e-mail in the **E-Mail Address** box in the format **Firstname.Lastname@ed.ac.uk**<br><br>c. Set **Account Type** to **IMAP**<br><br>d. Enter **imap.staffmail.ed.ac.uk** in the **Incoming Mail Server** box<br><br>e. Enter **smtp.staffmail.ed.ac.uk** in the **Outgoing Mail Server (SMTP)** box<br><br>f. Enter your **Username** in the **User Name** box.<br><br>g. Enter your **EASE Password** in the **Password** box.<br><br>h. Click **More Settings**. | |
| 5. Click on the **Advanced** tab.<br><br>Ensure that the **Incoming server (IMAP)** port number is set to **993**.<br><br>Change the **Use the following type of encrypted connection** drop-down menu to **SSL.**<br><br>Ensure that the **Outgoing server (SMTP)** port number is set to **25**.<br><br>Click **OK**. | |
| 6. Click **Next**. Outlook will test your Account Settings.<br><br>You will see two ticks – click **Close.** | |
| 7. Outlook will confirm you have added an account.<br><br>Click **Finish.** | |
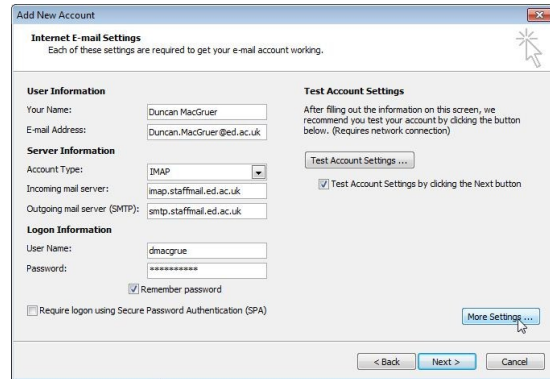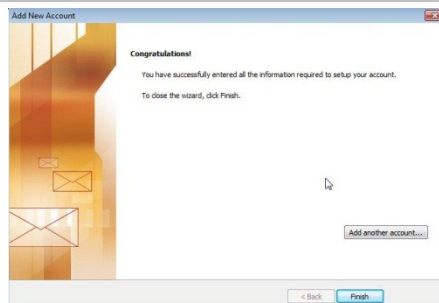
8. Outlook will send you a test message to confirm that your account setup was successful.
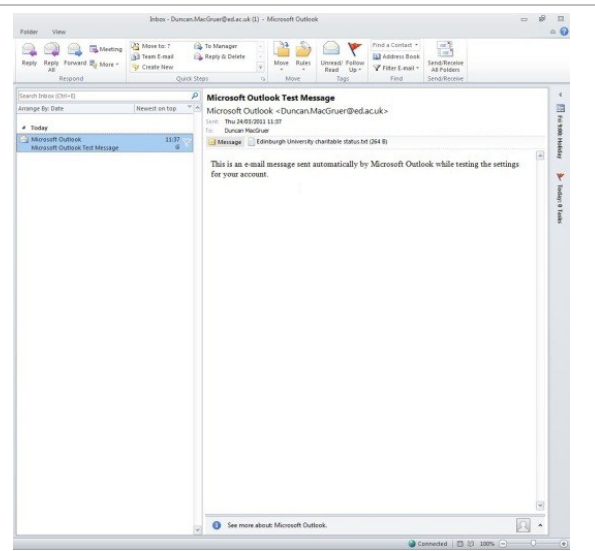


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