

The University of Edinburgh

Information Services



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 <u>IS.Helpline@ed.ac.uk</u> or phone (6) 515151.

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).

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

 Go to the Windows Start Menu, All Programs, Microsoft Office and open Microsoft Outlook 2010. 	Microsoft Outlook 2010
 If you are running Outlook 2010 for the first time, type in any Profile Name – e.g. Staffmail. 	New Profile
The mail profile is where Outlook keeps the settings for the email accounts you are using. You can have several mail profiles.	Profile Name: Cancel
 3. The Add New Account window appears. Ensure that the E-mail address box contains your University email address: Firstname.Lastname@ed.ac.uk 	Add New Account Image: Constant Setup Auto Account: Setup Image: Constant Setup Click Next to connect to the mail server and automatically configure your account settings. Image: Constant Setup Image: Constant Setup Your Name: MACGRUER Duncan Your Name: Example: Elen Adams E-mail Address: Duncan.MacGruer@edl.ac.uk Example: ellen@contoso.com
Click Next . Outlook will automatically discover the settings for your online calendar. If prompted for your password for " staffmail ", enter your EASE Password.	Text Messaging (SHS) Manually configure server settings or additional server types
 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

1.	Click on the File tab of Outlook's ribbon .	D File	in) ⇒ Diome
2.	In the File window, underneath Account	🕮 Save Attachments	Account Information
	Information, click the Add Account button.	Bg Save Actachments	Eax Mail Transport
	mornation, click the Add Account Batton.	Info	MADI
		Open	Add Account

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.	Add New Account Auto Account Setup Connect to other server types. Email Account
	Click on the Manually configure server settings or additional server types button.	Your Name: Example: Elen Adams E-mail Address: Example: elem@cont.cog.com
	Click Next .	Pressonal Retype Passward: Type the passward your bitamet service provide has given you. • Text Hessaging (SHS) • Junually configure server settings or additional server types • Back Nergy Cancel
3.	Ensure that Internet E-mail is selected.	Add New Account Choose Service
	Click Next.	Cancel Cancel Concel to POP or LPAP server to send and receive e-mail messages. Concel to POP or LPAP server to send and receive e-mail messages. Concel to Access e-mail messages, calendar, contacts, faxes and voice mail messages. Concel to a mobile messaging service. Other Concel to a server type shown below. Fax Mail Transport Concel Concel

4.	a. Enter your name in the Your Name box.	
	b. Enter your e-mail in the E-Mail Address box	
	in the format Firstname.Lastname@ed.ac.uk	
	c Set Account Type to IMAD	Add New Account
	c. Set Account Type to IMAP	Internet E-mail Settings Each of these settings are required to get your e-mail account working.
	d. Enter imap.staffmail.ed.ac.uk in the	User Information Test Account Settings Your Name: Duncan MacGruer recommend you testy account by diding the button
	Incoming Mail Server box	E-mail Address: Duncan.MacGruer@ed.ac.uk below. (Requires network connection) Server Information Test Account Settings
	e. Enter smtp.staffmail.ed.ac.uk in the	Account Type: JuAP Incoming mal server: map. staffmal.ed. ac.uk Utgoing mal server: map. staffmal.ed. ac.uk
	Outgoing Mail Server (SMTP) box	Logon Information User Name: dnacque
		Password:
	f. Enter your Username in the User Name	Require logon using Secure Password Authentication (SPA)
	box.	< Back Next > Cance
	g. Enter your EASE Password in the Password box.	
	h. Click More Settings.	
5.	Click on the Advanced tab.	Internet E-mail Settings
	Ensure that the Incoming server (IMAP) port	Outgoing Server Connection Advanced
	number is set to 993 .	Server Port Numbers Incoming server (IMAP): 993 Use Defaults
		Use the following type of encrypted connection:
	Change the Use the following type of encrypted connection drop-down menu to	Outgoing server (SMTP): 25 Use the following type of encrypted connection: None
	SSL.	Server Timeouts Long 1 minute
		Folders
	Ensure that the Outgoing server (SMTP) port number is set to 25 .	Root folder path:
	Click OK .	
		Cancel
6.	Click Next. Outlook will test your Account	Test Account Settings
	Settings.	Congratulations ¹ All tests completed successfully. Click Close to continue. Stop Close
	You will see two ticks – click Close.	Tasks Status
	TOU WIII SEE LWO LICKS – CIICK CIOSE.	✓ Log onto incoming mail server (IMAP) Completed ✓ Send test ← mail message Completed
7.	Outlook will confirm you have added an	Add New Account
	account.	Cooperated listent Too have accessfully intered all the information required to setup your account.
	Click Finish.	To door the waard, dol fiveni.
	Circix Fillish.	
		Add strother account
		<bade freeh<="" th=""></bade>

8. Outlook will send you a test message to confirm that your account setup was successful.



If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email <u>IS.Helpline@ed.ac.uk</u>

Unless otherwise explicitly stated, all content is copyright © University of Edinburgh 2011.