

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 **that is not on Edinburgh University's Network** to the University's Staffmail and online calendar/diary services.

This document is intended for users of 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

1.	Go to the Windows Start Menu 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 .	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.	Add New Account
	For E-mail address type in your University email address:	Click Next to connect to the mail server and automatically configure your account settings.
	Firstname.Lastname@ed.ac.uk	E-mail Address: Duncan. MacGruer@ed. ac.uk Example: ellen@contoso.com
	Click Next . Outlook will automatically discover the settings for your online calendar.	Text Messaging (SMS) Manually configure server settings or additional server types
	If prompted for your password for " staffmail ", enter your EASE Password.	< Back Next Cancel
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

1.	Click on the File tab of Outlook's ribbon .	D File	in) ⇒ Diome
2.	In the File window, underneath Account	Was Save Attachments	Account Information
	Information click the Add Account button	Bg Save Actachments	🚗 Fax Mail Transport
		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
	settings or additional server types button.	Your Name: Example: Elen Adams E-mail Address: Example: elen@contoop.com
	Click Next .	Permondi Retype Parsmand: Type the parsmand your bitamet service provider has given you. • Text Hessaging (SHS) • Jonually configure server settings or additional server types • Book Nergy Cancel
3.	Ensure that Internet E-mail is selected.	Add New Account Choose Service
	Click Next.	venet E mail concet to POP or IMAP server to send and receive e-mail messages. Concet to POP or IMAP server to send and receive e-mail messages. Concet to a noble messaging cardinar, contacts, faxes and voice mail messages. Concet to a noble messaging service. O ther Concet to a server type shown below. Fact Mail Transport

4.	a. Enter your name in the Your Name box.	
	b. Enter your e-mail in the E-Mail Address box	
	In the format Firsthame.Lasthame@eu.ac.uk	
	c. Set Account Type to IMAP	Add New Account 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 After filing out the information on this screen, we recommend you test your account by disking the button
	Incoming Mail Server box	E-main Aude ess: Duncan MacGruer Bed.ac.uk Derow. (vegures network connection) Server Information Account Type: MAP Test Account Settings If Test Account Settings by clicing the Next button may staffinal ed at uk
	e. Enter smtp.staffmail.ed.ac.uk in the	Outgoing mail server (SMTP): imp_staffmal.ed.ac.uk Logon Information User Name: dmccorue
	Outgoing Mail Server (SMTP) box	Password:
	f. Enter your Username in the User Name	More Settings
	box.	<back next=""> Cancel</back>
	g. Enter your Password in the Password box.	
	h. Click More Settings.	
5.	Click on the Outgoing Server tab.	Internet E-mail Settings
		General Sent Items Deleted Items
		Outgoing Server Connection Advanced
		My outgoing server (SMTP) requires authentication O Use same settings as my incoming mail server
		O Log on using
		User Name:
		Password:
		Require Secure Password Authentication (SPA)
		OK Cancel
6.	Click the box beside My Outgoing server	Internet E-mail Settings
	(SMTP) requires authentication and ensure	General Sent Items Deleted Items
	that Use same settings as my incoming mail	Outgoing Server Connection Advanced
	server is selected.	V My outgoing server (SMTP) requires authentication
		QUse same settings as my incoming mail server
		(Degraduation of the second se
		User Ivame:
		Password:
		Require Secure Password Authentication (SPA)

7. Click on the Advanced tab.	
Ensure that the Incoming server (IMAP) port number is set to 993 .	Internet E-mail Settings General Sent Items Outgoing Server Connection Advanced Server Port Numbers
Change the Use the following type of encrypted connection drop-down menu to SSL.	Incoming server (IMAP): 993 Use Defaults Use the following type of encrypted connection: SSL Outgoing server (SMTP): 465 Use the following type of encrypted connection: SSL
Ensure that the Outgoing server (SMTP) port number is set to 465 . Change the Use the following type of	Server Timeouts Long 1 minute Folders Root folder path:
encrypted connection drop-down menu to SSL.	
Click OK .	Cancel
8. Click Next . Outlook will test your Account Settings.	Test Account Settings Congratulations! All tests completed successfully. Click Close to continue. Tasks Errors
You will see two ticks – click Close.	Tasks Status ✓ Log onto incoming mail server (IMAP) Completed ✓ Send test e-mail message Completed
9. Outlook will confirm you have added an account.	Add New Account Congratulational Tou have accessfully entered all the information required to setup your account. To done the instrid, did frents.
Click Finish.	
10. Outlook will send you a test message to confirm that your account setup was successful.	Image: Contract C
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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>

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