



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.

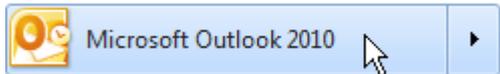
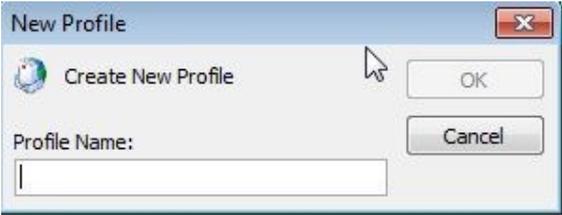
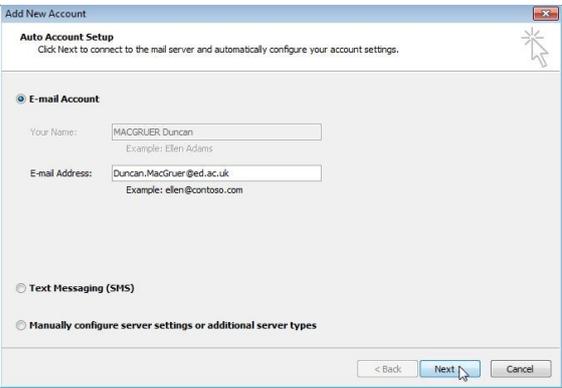
In order to complete this task, you will need to know your EASE Username and Password.

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

The University Network

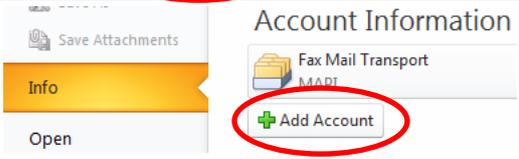
If you are unsure if your machine is on the University's network, please contact the IS Helpline (is.helpline@ed.ac.uk).

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

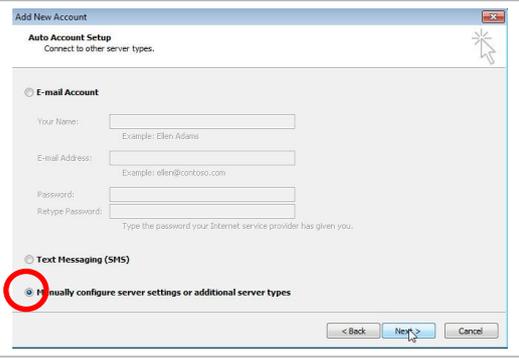
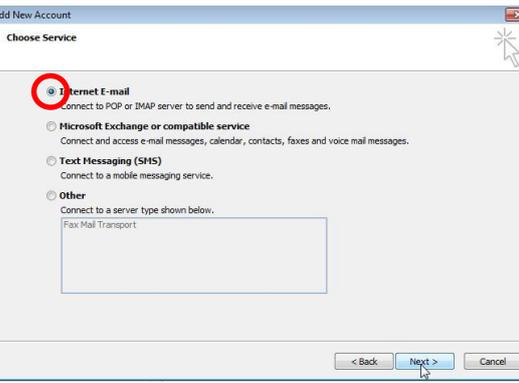
<p>1. Go to the Windows Start Menu and open Microsoft Outlook 2010.</p>	
<p>2. If you are running Outlook 2010 for the first time, type in any Profile Name – e.g. Staffmail.</p> <p><i>The mail profile is where Outlook keeps the settings for the email accounts you are using. You can have several mail profiles.</i></p>	
<p>3. The Add New Account window appears.</p> <p>For E-mail address type in your University email address:</p> <p>Firstname.Lastname@ed.ac.uk</p> <p>Click Next. Outlook will automatically discover the settings for your online calendar.</p> <p>If prompted for your password for “staffmail”, enter your EASE Password.</p>	
<p>4. The next window will show several green check marks and the message: Your e-mail account is successfully configured. Click Finish.</p>	

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2. Adding a new account into Outlook 2010

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. Click on the Manually configure server settings or additional server types button. Click Next .	
3. Ensure that Internet E-mail is selected. Click Next .	

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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 **IMAP**
- d. Enter **imap.staffmail.ed.ac.uk** in the **Incoming Mail Server** box
- e. Enter **smtp.staffmail.ed.ac.uk** in the **Outgoing Mail Server (SMTP)** box
- f. Enter your **Username** in the **User Name** box.
- g. Enter your **Password** in the **Password** box.
- h. Click **More Settings**.

5. Click on the **Outgoing Server** tab.

6. Click the box beside **My Outgoing server (SMTP) requires authentication** and ensure that **Use same settings as my incoming mail server** is selected.

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7. Click on the **Advanced** tab.

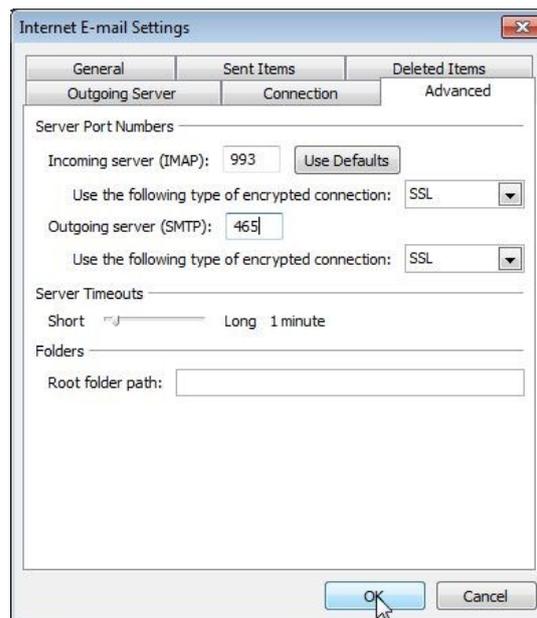
Ensure that the **Incoming server (IMAP)** port number is set to **993**.

Change the **Use the following type of encrypted connection** drop-down menu to **SSL**.

Ensure that the **Outgoing server (SMTP)** port number is set to **465**.

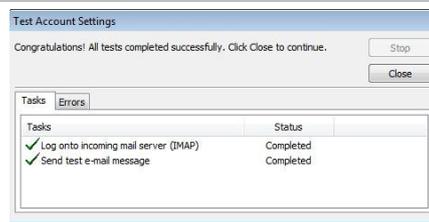
Change the **Use the following type of encrypted connection** drop-down menu to **SSL**.

Click **OK**.



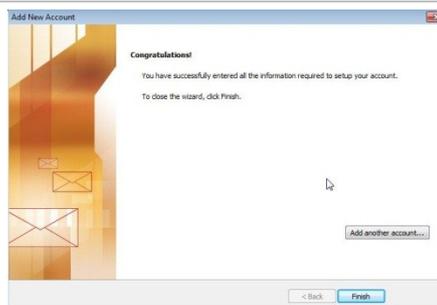
8. Click **Next**. Outlook will test your Account Settings.

You will see two ticks – click **Close**.

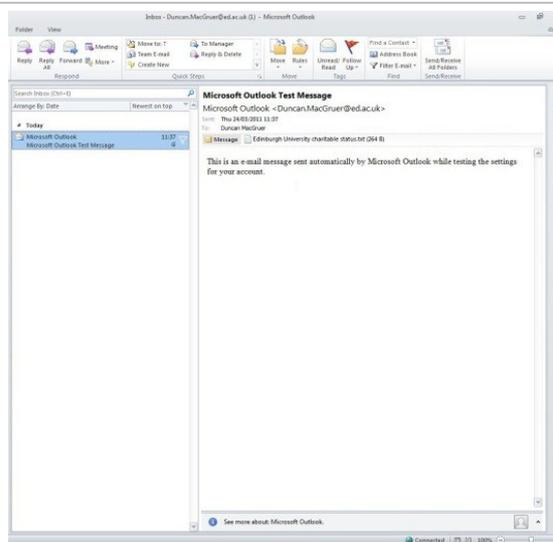


9. Outlook will confirm you have added an account.

Click **Finish**.



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



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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 IS.Helpline@ed.ac.uk

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