

By **shg**

These are instructions to set up the Microsoft Exchange account for Outlook 2007/2010. Has been tested in Windows XP and Windows 7 64 bit.

Open the "Control Panel" and then "Mail".

Select "E-mail Accounts" and then "New".

Select "Microsoft Exchange, Pop3...." and click "Next".

Choose to "Manually Configure" and click "Next".

Select to set up a "Microsoft Exchange" and click "Next".

The server is: "**stbevs06.stb.sun.ac.za**"

"Use Cached Exchange Mode" - **Checked**

The username is: <**Your student number**>

Click the "More Settings" Button at the bottom right of the window.

Select the "Connection" tab.

Tick the "Connect to Microsoft Exchange using HTTP" check box.

Click "Exchange Proxy Settings...".

https:// "**webmail.sun.ac.za**"

"Connect using SSL only" – **Checked**

"Only connect to proxy servers that..." – **Checked**

"**msstd:webmail.sun.ac.za**"

"On fast networks, connect..." – **Unchecked**

"On slow networks, connect..." – **Checked**

"Use this authentication when connecting...": "**NTLM Authentication**".

Click OK.

Click OK.

Continue and when the login window appears, change your username to "stb\<your student number>" eg. "stb\14245489". Type in your password and continue.

Close all windows and open Outlook 2007.

On opening your password will be requested. Password will have to be typed in once every time you restart Outlook, even if you tell it to remember password.