



Sydney Mail – Off-Campus Setup Guide for Outlook 2007

Document Description: Setup instructions for Outlook 2007 for Sydney Mail. For **off-campus access only**. This method is not applicable across the university's wireless network.

For user by: All staff and students setting up Outlook 2007 for Sydney Mail.

Quick Start:

E-mail Address: Your Sydney Mail email address, following the Sydney Mail email naming conventions: UniKey@uni.sydney.edu.au

Account Type: IMAP

Incoming mail server: outlook.com on SSL port 993

SMTP Server: pod51000.outlook.com on TLS port 25

Password: Your UniKey password.

Background

These instructions are only relevant to PCs operating Outlook 2007



Detailed Instructions

1. Close Outlook 2007 if it's open.
2. In Control Panel, click **Mail**.

In Windows XP

- (a) Click **Start > Control Panel > User Accounts > Mail**. (In Classic view, double-click **Mail**.)

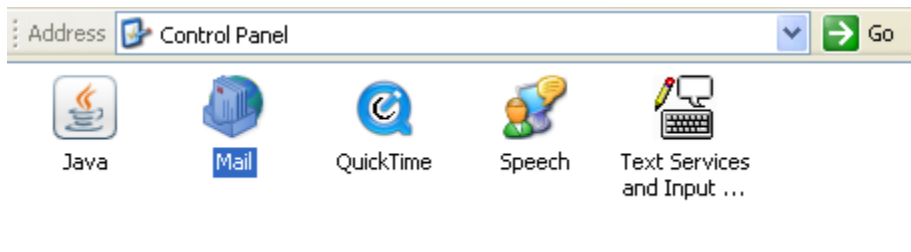
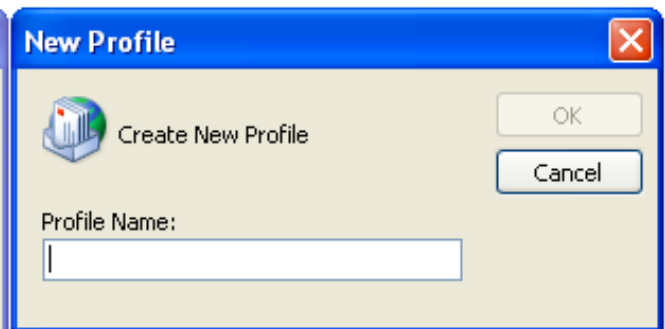
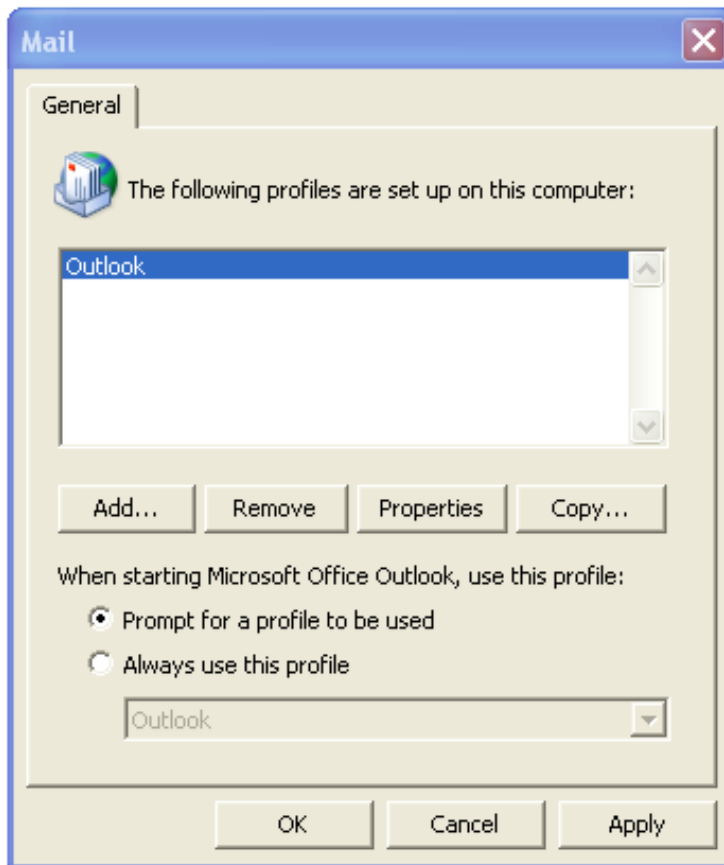


Figure 1 - Control Panel Mail Icon Screenshot

In Windows Vista

- (a) Click **Start > Control Panel**.
- (b) In the 32-bit edition of Windows Vista, click **User Accounts** (or **User Accounts and Family Safety**) > **Mail**. In the 64-bit edition of Windows Vista, select **Additional Options > View 32-bit Control Panel Items**, and then double-click **Mail**. (In Classic view, double-click **Mail**.)
3. In the **Mail Setup** dialog box, click Show **Profiles > Add**.
4. Type a name for the profile, say **Sydney Mail** and then click OK. (As a best practice, make sure you choose **Prompt for a profile to be used** radio button)



5. When the **Add New E-Mail Account** dialog box opens, ignore all the details and go to tick the box at the bottom stating **Manually configure server settings or additional server types**.
6. Once the **Email Accounts** window appears, choose option **IMAP**.

Under **User Information**:

- a) In the **Your Name** box, enter the name you want users to see when you send e-mail from this account.
- b) In the **E-mail Address** box, enter your Sydney Mail e-mail address.

Under **Server Information**:

- a) Select **Account Type** as **IMAP**.
- b) Enter **Incoming mail server** as outlook.com
- c) Enter **Outgoing mail server (SMTP)** as **pod51000.outlook.com**

Under **Logon Information**:

- a) In the **User Name** box, enter your Sydney Mail e-mail address.



- b) Make sure the **Remember Password** box is un-ticked and leave the password field blank

Note: Don't select Log on using Secure Password Authentication (SPA).

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

7. Now click on the **More Settings** button and do the following:
- Under the **Outgoing Server** tab bar, enable the tick box **Use same settings as my incoming mail server**
 - Under the **Advanced** tab bar
 - Specify **Incoming server (IMAP)** port as **993** with a **SSL** encryption connection
 - Specify **Outgoing server (SMTP)** port as **25** with a **TLS** encryption connection



Internet E-mail Settings

General Folders **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

Internet E-mail Settings

General Folders Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 25

Use the following type of encrypted connection: TLS

Server Timeouts

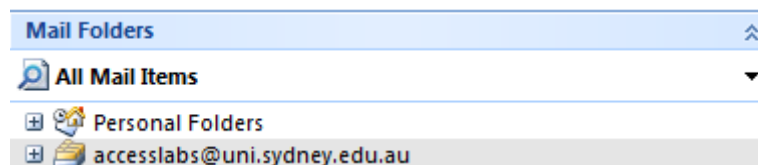
Short Long 1 minute

Folders

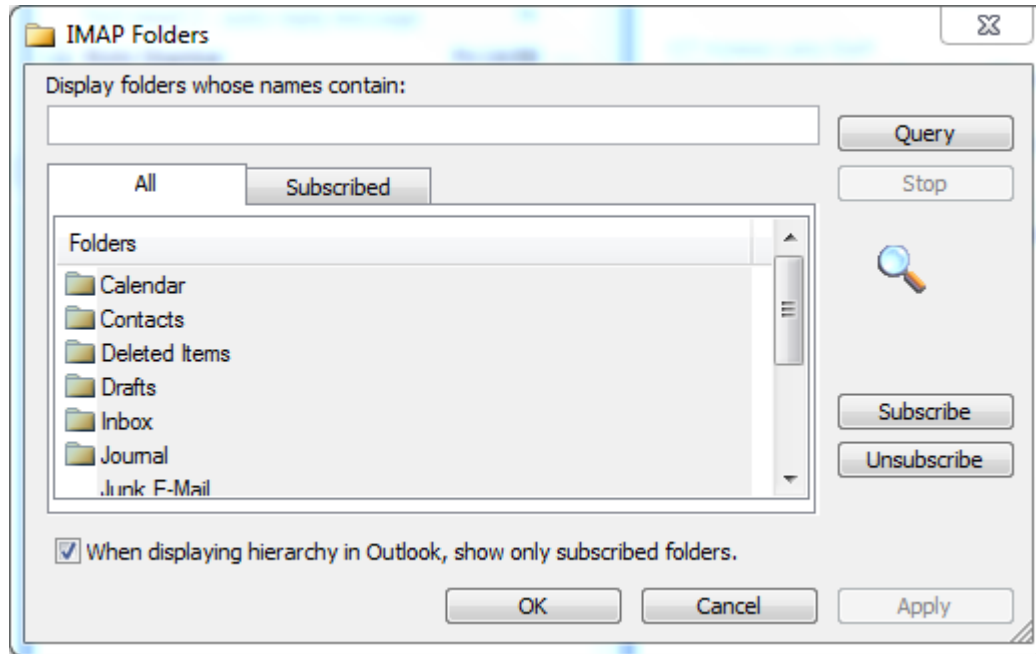
Root folder path:

OK Cancel

8. Click OK, then open your Outlook email client, choose the profile created in step 4 and start using Sydney Mail.
9. Once connected, Subscribe to all your IMAP folders
 - a. Right Click on your Sydney Mail Mailbox Icon and select **IMAP Folders**



- b. Once the IMAP Folders window appears, click on the **Query** button
- c. When all the folders appears, select all of them one by one using the **Shift** key and the mouse button.
- d. Press the **Ok** button.



What else do I need to know?

You need the Windows Live ID that your administrator gave you to use with Sydney Mail and your password to access Sydney Mail. Your Windows Live ID account is also your primary e-mail address and includes the name of the domain, for example, fran2377@uni.sydney.edu.au.