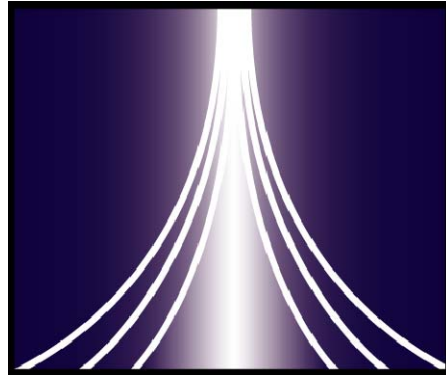


UNITY



TECHNOLOGY SERVICES LLC

Grand Canyon Unified School District

Microsoft Outlook User Configuration Instructions

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3/28/2007



The instructions in this document explain how to configure your Microsoft Outlook profile to connect to the district's E-Mail server from both on the school's network and off the school's network.

When a laptop is configured as specified in this document, for example, it will be able to run Outlook from both on the school's network, and from anywhere on the planet while connected to the internet.

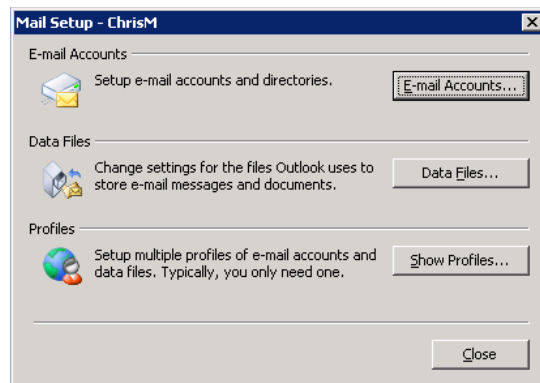
These instructions can also be used to configure Microsoft Outlook on home computers to connect to the school's E-Mail server. If these instructions are used to configure a PC that will be using a dial-up modem connection, Outlook may run unacceptably slow, or even be able to connect.

These instructions are best used with broadband internet connections.

1. Click Start -> Settings -> Control Panel -> Mail



2. Click the "E-Mail Accounts" button.



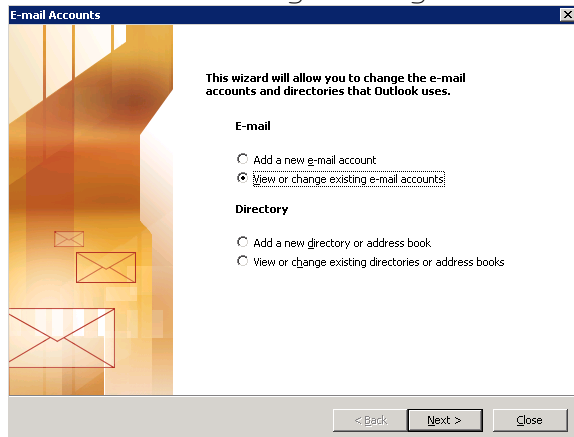
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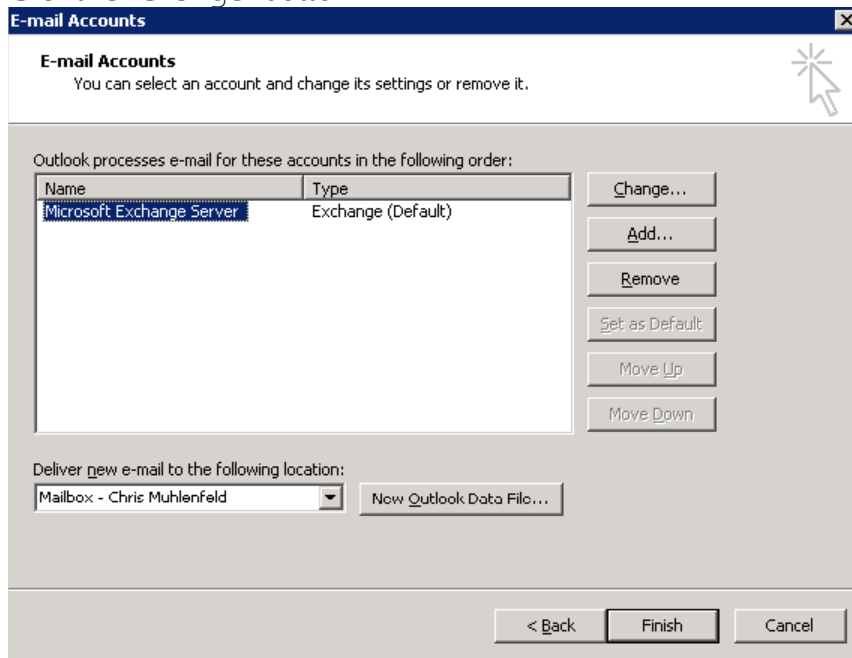
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3. Select "View or Change existing email accounts" and click next.



4. Click the "Change" button.



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5. Click the "More Settings..." button.

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.
Microsoft Exchange Server:
 Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.
User Name:

6. Click the "Connection" tab.

Microsoft Exchange Server

General | Advanced | Security | **Connection** | Remote Mail

Connection

Use these settings when connecting to my Exchange server when working offline:

Connect using my Local Area Network (LAN)
 Connect using my phone line
 Connect using Internet Explorer's or a 3rd party dialer

Modem

Use the following Dial-Up Networking connection:

Exchange over the Internet

Connect to my Exchange mailbox using HTTP

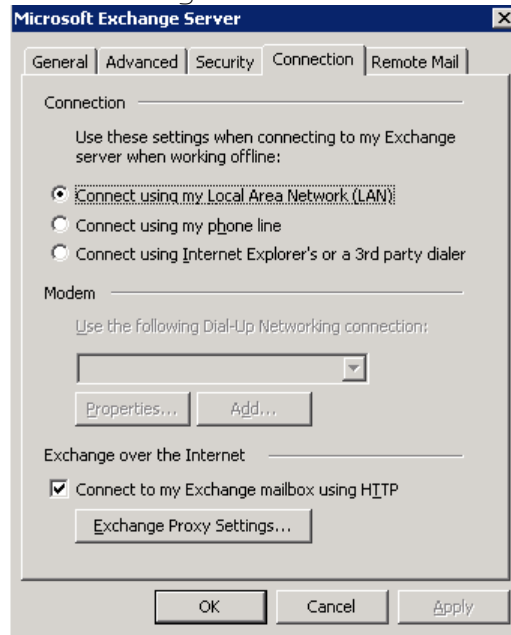
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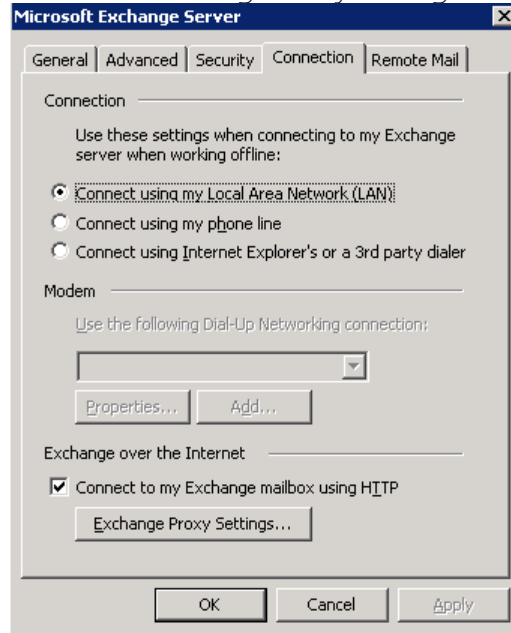
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7. Click the checkbox next to “Connect to my Exchange mailbox using HTTP” as in the image below.



8. Click the “Exchange Proxy Settings” button.



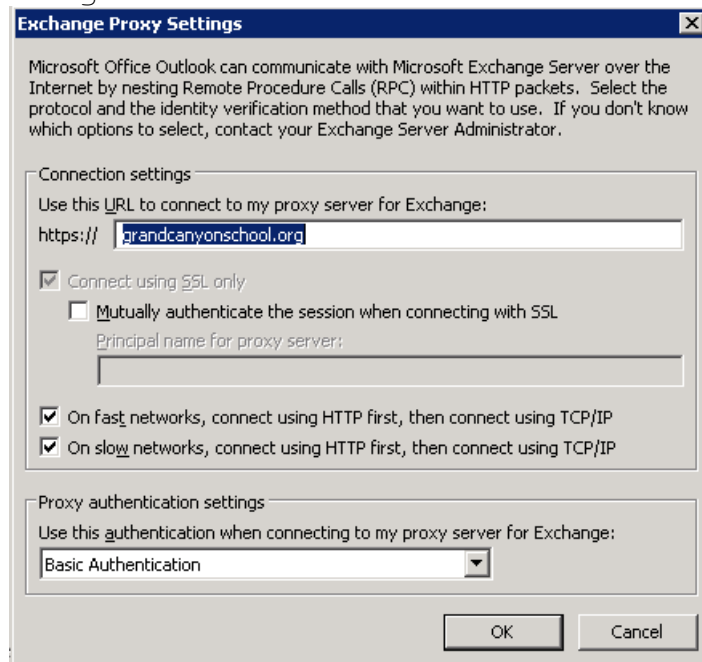
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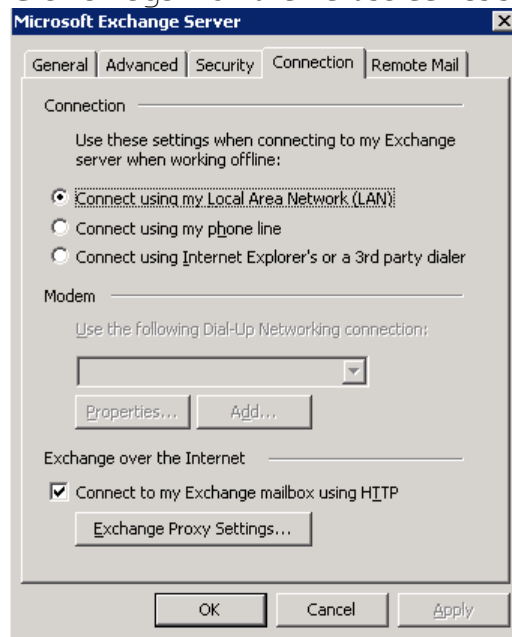


9. Enter the values in the dialog box as shown below, check all the boxes shown, and select "Basic Authentication" under "proxy authentication settings" as shown below.



10. Click OK.

11. Click OK again on the next screen as shown below.



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12. Click Next on the screen shown below.

13. Click the “Finish” button on the screen shown below.

Name	Type
Microsoft Exchange Server	Exchange (Default)

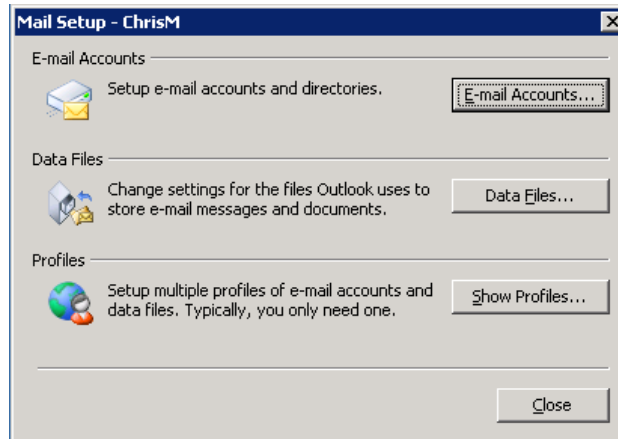
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14. Click the “Close” button on the screen shown below.



Your Microsoft Outlook account is now configured to work both ON and off the school campus network. When open up outlook from a network that is outside of the school (the internet, or a home computer), you will be prompted for your username and password.

Your username should be entered as CANYON\Username (where username is replaced with your username). Your password is the same one that you use on campus. See the image below for what your username should look like.



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