Office 365: Creating a New Outlook Profile Manually Off-Campus Instructions

If you are using Windows XP, click on the green "Start" and then Control Panel along the right pane.

If you are using Windows 7, click on the "**Windows**" icon on the bottom left side of your screen and click **Control Panel**.



Your **Control Panel** will populate in alphabetical order. Go to **Mail**. If your **Control Panel** displays by category, go to the upper right hand corner under "**View By**" to select **Large** or **Small icons**.



Your Mail Setup window will appear; click on Show Profiles.



The Mail screen opens and shows existing profiles. I suggest you keep your old profile until the new profile has been successfully setup. Click "Add" to begin the setup.

	Mail	×	
	General		
	The following profiles are	e set up on this computer:	
	Alison E. Murray Alison.Murray	* *	
	A <u>d</u> d R <u>e</u> move	Properties Copy	
When starting Microsoft Outlook, use this profile:			
	C Prompt for a profile to be used		
	Alison, Murray		
	ОК		
🦻 New Profile		New Profile	EX
Oreate New Profile	ОК	Create New Profile	ОК
Profile <u>N</u> ame:	Cancel	Profile <u>N</u> ame: First Last	Cancel

For the purpose of retaining your old profile, give your new profile a different name than the current profiles listed above.

For the next step, it's important to follow all of the specifics in order to properly configure your new profile. If you haven't done so already, please follow these instructions: <u>http://www.umb.edu/it/getting_services/email/office365/how_to_determine_your_exchange_server_a</u> <u>ddress</u> where you will log into <u>http://webmail.umb.edu</u> and get your server name necessary to complete the Manual Setup. The necessary settings for IMAP, POP, and Exchange for mobile devices is also found in the **About** section, so it's a great resource for setting up your phone and/or iPad.

In the following box, it will auto-populate under the "E-mail Account" radio button. Please select the last option, Manually Configure server settings or additional server types, which will look like the box on the right. Click Next.

P Add New Account	-	# Add New Account	and the second s
Auto Account Set Click heat to Car	net to the mail server and automatically configure your account petitings.	Auto Access Setup Carvet to other server types	芬
0 E-mail Account		🗇 F-mail (p.const	
Jay News	Alexen E. Muniny Example: Eller Adlams	The American Street Street	
Çeral Addwar:	Alem Var av glunb, edu Exemple: elentitionitaes.com	Land Altren Annu Gart Alte Completed of Control on Control of Cont	
© Tegt Plessaging	(WS)	© Trigt Hensinging (SHS)	
C genually config	ure server settings or additional server types	* Hansally configure server settings or additional server types	
	Canal	- gait gate	Censi

You will need your server information you got from the webmail **About** section in the link above, though there is **one significant difference** on this step. Make sure you follow very carefully! Select the second radio button for **Microsoft Exchange or compatible service** and click **Next**.

Add New Account	
Choose Service	长
C Jatemet t-mail Connect to POP or DNP	erver to send and moving a multimessages.
Encressel Exchange of Connect and account on the Connect and Account of	compatible service messages, selender, certacte, from and voice nul messages.
Test Hessaging (SHS Derect to a nable reso	aging service.
Connect to a server type	ofware believ.
Pair Mail Transport	
	- Book Nest - Canon

Next to Server, type in the Hostname from the About section of the webmail here.

Important: You will need to add the word **mailbox.** after the sequence of letter and numbers, but before outlook.com. Your **User Name** needs to be the full e-mail address. **Do Not click "Next" yet-there is one more step!**

Example: sn2prd0102.**mailbox.**outlook.com or ch1prd0106.**mailbox.**outlook.com with username as first.last@umb.edu.

Add New Account			
Server Settings Enter the information rea	uired to connect to Microsoft Exchange or a compatible	service.	×
Type the server name for you account provider.	account. If you don't know the server name, ask your		
<u>_</u>	Use Cached Exchange Mode		
Type the user name for your a	iccount.		
Licer Names	First Last	Charle Nama	
<u>U</u> ser Name:	inst Lost		
			More Settings
	ſ	< <u>B</u> ack	Next > Cancel
🤍 Add New Account			×
Server Settings Enter the information rec	uired to connect to Microsoft Exchange or a compatible	service.	×.
Type the server name for your account provider.	account. If you don't know the server name, ask your		
Server:	sn2prd0102.mailbox.outlook.com		
	Use <u>C</u> ached Exchange Mode		
	Use <u>C</u> ached Exchange Mode		
Type the user name for your a	Use <u>C</u> ached Exchange Mode		
Type the user name for your a User Name:	Use Cached Exchange Mode	Check Name	
Type the user name for your a User Name:	Use <u>C</u> ached Exchange Mode ccount. first.last@umb.edu	Check Name	
Type the user name for your a User Name:	Use <u>C</u> ached Exchange Mode ccount. first.last@umb.edu	Check Name	
Type the user name for your a <u>U</u> ser Name:	Use <u>C</u> ached Exchange Mode ccount. first.last@umb.edu	Check Name	
Type the user name for your a <u>U</u> ser Name:	Use <u>C</u> ached Exchange Mode ccount. first.last@umb.edu	Check Name	
Type the user name for your a <u>U</u> ser Name:	Use <u>C</u> ached Exchange Mode ccount. first.last@umb.edu	Ched <u>k</u> Name	
Type the user name for your a ∐ser Name:	Use <u>C</u> ached Exchange Mode ccount. first.last@umb.edu	Check Name	
Type the user name for your a	Use <u>C</u> ached Exchange Mode ccount. first.last@umb.edu	Check Name	More Settings

After you have entered the above information, you will need to **configure your proxy settings**. Click on **More Settings** (as seen in the above image) to display the below window. Select the **Connection** tab and check the box at the bottom for **Connect to Microsoft Exchange using HTTP** and click **Exchange Proxy Settings**.

Microsoft Exchange	Microsoft Exchange
 Microsoft Exchange General Advanced Security Connection Exchange Account Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Exchange". first.last@umb.edu When starting Automatically detect connection state Manually control connection state Chooge the connection type when starting 	Microsoft Exchange General Advanced Security Connection Connection Use these settings when connecting to Microsoft Exchange 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
Default connection state	Connect to Microsoft Exchange using HTTP Exchange Proxy Settings
Microsoft Exchange General Advanced Security Connection Use these settings when c Exchange when working o Connect using my Local Arr Connect using my Local Arr Connect using my phone lir Connect using Internet Exc Modem Use the following Dial-Up P Properties Add. Outlook Anywhere Connect to Microsoft Exchange Not	Connection Connecting to Microsoft ffline: ea Network (LAN) ne plorer's or a 3rd party dialer Networking connection: Cancel Apply

In the below window, you will need to enter your server information **without** the added word **mailbox**.from the previous stage of setup. Enter the **Hostname** exactly as you found it from the **About** section from the webmail. Check the box **Only connect to proxy servers that have this principal name in their certificate** and enter **msstd:outlook.com** into the field. Check the next box for **fast networks** and then change the dropdown at the bottom to **Basic Authentication**. Ensure all of your information looks like the below settings, then click **OK**.

Microsoft Exchange Proxy Settings		
Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.		
Connection settings		
Use this <u>U</u> RL to connect to my proxy server for Exchange:		
https:// sn2prd0102.outlook.com		
✓ Connect using <u>S</u> SL only		
Only connect to proxy servers that have this principal name in their certificate:		
msstd:outlook.com		
On fast networks, connect using HTTP first, then connect using TCP/IP		
On slow networks, connect using HTTP first, then connect using TCP/IP		
Proxy authentication settings		
Use this authentication when connecting to my proxy server for Exchange:		
Basic Authentication		
OK Cancel		

Click Apply, then OK.

ieneral Adva	nced Security	Connection	
Connection -			
Use these Exchange	e settings when I when working a	connecting to Moroso Mine:	oft
Connect u	sing my Local Ar	tea Network (LAN)	
Connect u	aing my phone i	ne	
Connect u	aing Internet Ex	plorer's or a 3rd part	y dialer
Hoden	1.53		
	20000		
Upe the h	ollowing Skil-Up	seewaked connects	11
Upe the h	ollowing Skiel-Up	withinking converts	
Die the h	est	*	
Die the h Property Outlook Anyw	estan and a second a	wetworking connection	n
Uper the h	es Agt here o Microsoft Exch	enge using HTTP	
Une the for Property Outlook Anyw Connect t Exchan	es Age here o Microsoft Exch ge Proxy Setting	enge using HTTP	

You will come back to the Add New Account screen. Click Check Name.

Enter the informat	ton nequired to connect to Microsoft Exchange o	r a compatible service.	The state
type the server rame f	or your account, of you don't know the server n	ata, asi your	
3	srverr (in 2pr 60102, mailton , outlook, com		
	🗒 Use Gachest Exchange Mode		
ype the user name for	your account.	Chatchiene	
		(Sussian)	

Once you have clicked **Check Name**, you will be prompted to enter your credentials. The box on the left is from Office 2007 while the right is from Office 2010. Your name may populate, but if it is empty please enter your **full e-mail address**.

If you are experiencing issues at this stage, it could be due to a **certificate** on your account. Please visit <u>http://www.umb.edu/it/getting_services/email/office365/remove_cert</u> or contact the HelpDesk at this point for assistance by calling 7-5220.

Onnect to s	n2prd0102.outlook.com	Windows Security
7	G.S.	Microsoft Outlook Connecting to Alison.Murray@umb.edu
Welcome to sn2; <u>U</u> ser name:	ord0102.outlook.com	alison.murray@umb.edu
Farmer	Remember my password	Remember my credentials
	OK Cancel	OK Cancel

If everything is correct, your screen will look like the below image (on the left) with your specific server information and you can now click **Next**. On the next screen, click **Finish**.



You will be brought back to the profile screen and will see your original profile(s) and your newly named profile. If you would like Outlook to prompt you between your old and new profiles, select the radio button for **Prompt for a profile to be used**.

If you want Outlook to default to your new profile every time it opens (recommended), select the **profile name** from the drop down menu and select the radio button for **Always use this profile**, click **Apply**, then **OK**.

Mail General	Mail Ceneral
The following profiles are set up on this computer:	The following profiles are set up on this computer:
AEM Outlook	Outlook
*	
Add Remove Properties Copy	Add Remove Properties Copy
When starting Microsoft Office Outlook, use this profile:	When starting Microsoft Office Outlook, use this profile:
Prompt for a profile to be used Always use this profile	Prompt for a profile to be used Always use this profile
Outlook 💌	
OK Cancel Apply	OK Cancel Apply

Congratulations! Your new profile is now complete. Open the **Outlook** program and **enter your credentials** when prompted. It will look like the left image in Office 2007 and the right image in Office 2010. Give your program a few minutes to setup the new profile and now you only have to **reimport your .pst files** to access your old files.

Connect to sn2p	rd0102 outlook.com	
N.E.	A A A A A A A A A A A A A A A A A A A	Windows Security
Welcome back to User name: Besevord:	s sn2prd0 102. outbook.com	Microsoft Outlook Connecting to Alison.Murray@umb.edu alison.murray@umb.edu Password Remember my credentials
	OK Cancel	OK Cancel