



How to Configure Microsoft Outlook For Use with Northland Exchange Server

Create a new Outlook profile

1. Open **Control Panel** > **User Account** > **Mail**.
2. Click **Show Profile...**
3. If a profile already exists, you may choose to use that profile by selecting it and clicking **Properties**, or you may choose to **Add...** a new profile.

Note: For modifying an existing profile, see the section entitled, "Modifying an existing profile."
4. Click **Add...**
5. Create a name. Recommended name is Northland.

Follow the Add New Account wizard

IMPORTANT: If you are logged onto a Northland-owned computer, the new account wizard will automatically configure Outlook with the correct Northland settings. Click **Next** and **Finish** to complete the process.

Fill out the **Add New Account** form with the information you received with your account.

1. Your Name: Name you want to appear on e-mails.
2. E-mail Address: Your Northland assigned e-mail address.
3. Password: The password for your Northland account.

Once the form is completed, click **Next** to continue.

You may receive a dialog box asking for your account information. If so, supply the username in the format **nmi\[username]**.

Note: Windows Vista and 7 users will need to select **Use a different account** in order to do this.

Click **OK** to finish the wizard.

Outlook will automatically migrate all of Northland's mail to Outlook.

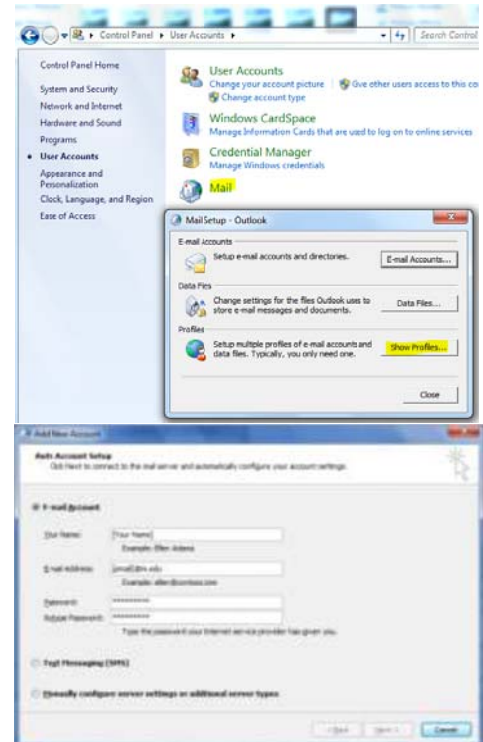


Figure 1: Add New Account window



Figure 2: Windows 7 Password window

Modifying an existing profile

If you already have an existing Outlook profile, you can either add your Northland e-mail to the profile or modify the Northland account in your existing profile.

1. Click the **New** button to add an additional account.

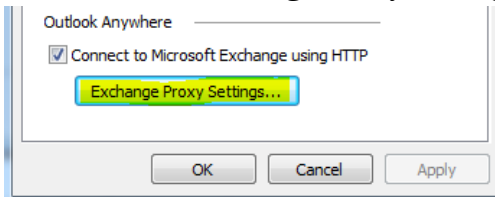
NOTE: If you already have a Northland account specified in the profile (denoted by the type **Microsoft Exchange** in the type column in the E-mail Accounts window), you can modify it by clicking **Change**.

2. Select **E-Mail Account** from the Add New Account window.
3. Follow steps 1-3 under **Follow the Add New Account Wizard**.

Adding Outlook Anywhere

If you wish to enable Outlook access off campus from your existing account, you will need to configure Outlook Anywhere.

1. Open **Control Panel**.
2. Open **Mail**.
3. Click the **E-mail Accounts** button.
4. Select your Northland email account from the list and click **Change...**
5. In the Change Account windows click **More Settings**.
6. Select the **Connection** tab, check **Connect to Microsoft Exchange using HTTP** check box, and click **Exchange Proxy Settings**.



7. Verify that all settings are listed as shown below:
 - a. Connection Settings: *mail.ni.edu*
 - b. Check: **Connect using SSL only**.
 - c. Check: **Only connect to proxy servers...** and paste: *msstd:mail.ni.edu* into the field below.
 - d. Check: **On fast networks, connect using HTTP first then connect using TCP/IP**.
 - e. Check: **On slow networks, connect using HTTP first then connect using TCP/IP**.
 - f. Proxy authentication settings: **NTLM Authentication**.
 - g. Click **OK** on the two open windows.

