Outlook Anywhere on Outlook 2007

This article is about configuring Outlook 2007 using Outlook Anywhere autodiscover.

These instructions permit Microsoft Outlook 2007 (not Outlook Web Access, not Outlook Express) to connect with the HMS Exchange mail system; without the need for using VPN nor bringing the computer on campus.

Outlook 2007 must be patched past Service Pack 1. Generally, go to Office Update (http://office.microsoft.com/en-us/downloads/maincatalog.aspx) and install all Outlook and Office updates. This may require multiple reboots. The configuration will not work if Outlook is only patched to Service Pack 1 (or is installed without being patched).

**Outlook 2007 Outlook Anywhere autodiscover configuration**

Create a new Outlook profile:

Close the Outlook application, if it is open.
Open the Windows Control Panel. The Control Panel is opened from the Start Menu.
Open the Mail icon. The Mail icon is visible under classic view. Icons are sorted alphabetically.

From the Mail Setup window, click the Show Profiles button.

From the Mail Profiles screen, click Add to create a new Outlook profile.
Type in anything for the Profile Name. Click OK.

Do not check: “Manually configure server settings”. Complete “Your Name” and “E-Mail Address”. If you are off campus, you must type your eCommons password twice. Click Next.
At the popup window, enter eCommons credentials. Verify the login name is MED\eCommons – the login name may incorrectly prefill with a server name rather than the domain name. If you are on a shared computer, do not click “Remember my password.” Click OK.
You must allow the website to configure your mail settings. Check “Don’t ask me about this website again.” Click Allow.

There is a bit of a wait.
Do not check: “Manually configure server settings”. Click Finish.
Documented by Jeffrey Parker 3/18/2009