- 1. Go to Control Panel, use the Mail control.
- 2. Click Show Profiles.

3. Create a new profile (click Add), enter some name for the profile. Click **OK** *See Picture 1 and 2*

Picture 1	
🔕 Mail 🗾	
General	
The following profiles are set up on this computer:	
peterson	l
-	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
Prompt for a profile to be used	
Always use this profile	
peterson 💌	
OK Cancel Apply	



3 New Profile	×
Create New Profile	ОК
Profile Name:	Cancel

4. Select "Manually configure server settings or additional server types" *See Picture 3*

Picture 3

Auto Account Setup Connect to other se	erver types.	×
C E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address;	Example: ellen@contoso.com	
Password; Retype Password;		
	Type the password your Internet service provider has given you.	
🔘 Text Messaging (S	iMS)	
Manually configure	e server settings or additional server types	
	<back next=""></back>	Cancel

5. Select Microsoft Exchange Server or compatible service *See picture 4*

Picture 4

Choose Service	×
Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.	
Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
Text Messaging (SMS) Connect to a mobile messaging service.	
<back next=""></back>	Cancel

6. Enter the following information for ESU mail as shown in picture 3

----- tigger.admin.esu.edu

----- uncheck Use Cached Exchanged Mode

----- Enter your username (first part of your email username@esu.edu) See Picture 5

P1	Cture 5 Change Account			— ×
	Server Settings Enter the information req	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:	tigger.admin.esu.edu		
		Use <u>C</u> ached Exchange Mode		
	Type the user name for your a	ccount.		
	<u>U</u> ser Name:	lpeterson	Check Name	
				More Settings
				Hore Seconds
ŀ				
			< Back Next >	Cancel
L				

7. Click on More Settings

--- Click Cancel when prompted for logon credentials – you cannot get them at this time.

see Picture 5

8. Click the Connection tab *See Picture 6*

Picture 6

4	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
	Use the following Dial-Up Networking connection:
	Properties Add
	Outlook Anywhere
	Connect to Microsoft Exchange using HTTP
	Exchange Proxy Settings
	OK Cancel Apply

9. At the bottom, put a check in the box next to "Connect to Microsoft Exchange using HTTP" See Picture 6

10. Click on Exchange Proxy Settings as shown in picture 6

|--|

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 URL to connect to my proxy server for Exchange:
https:// outlook.admin.esu.edu
Connect using SSL only
\fbox Only connect to proxy servers that have this principal name in their certificate:
msstd:outlook.admin.esu.edu
 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

11. Enter the following information into the designated space as shown in *Picture 7*: For https:// enter **outlook.admin.esu.edu**

Check both Connect using SSL only and Only connect to proxy servers that have this principal name in their certificate:

For Principal name for proxy server you enter msstd:outlook.admin.esu.edu

12. Check both "On fast networks..." AND "On slow networks..."

Set Use this authentication when connecting to my proxy server for Exchange to Basic Authentication

13. Click OK on this screen and the next to save your profile.

Open Outlook and use the new profile you created in step one.

For logon credentials use ADMIN\<your-user-id-here> and your regular password

You are now connected to your work e-mail without using any tunnel.