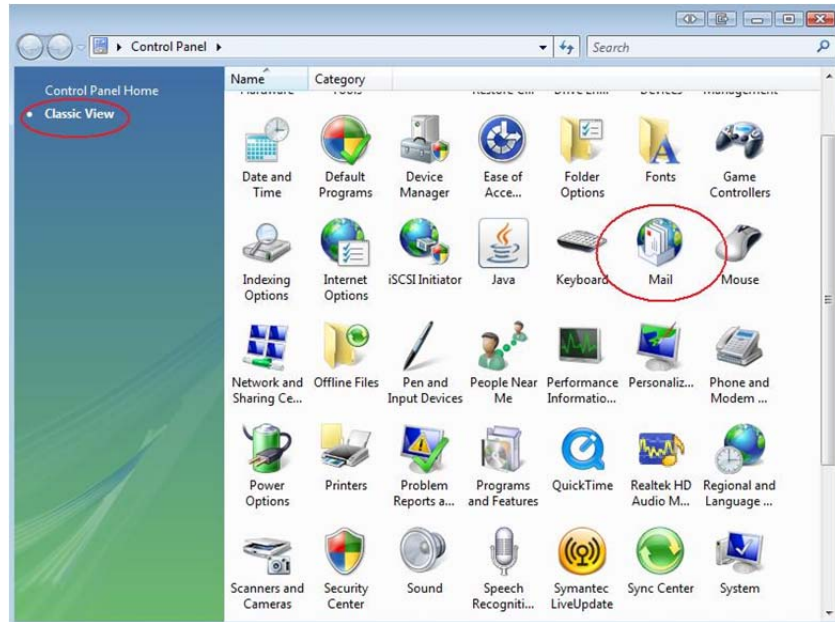


Directions for setting up Outlook 2010 with HHP

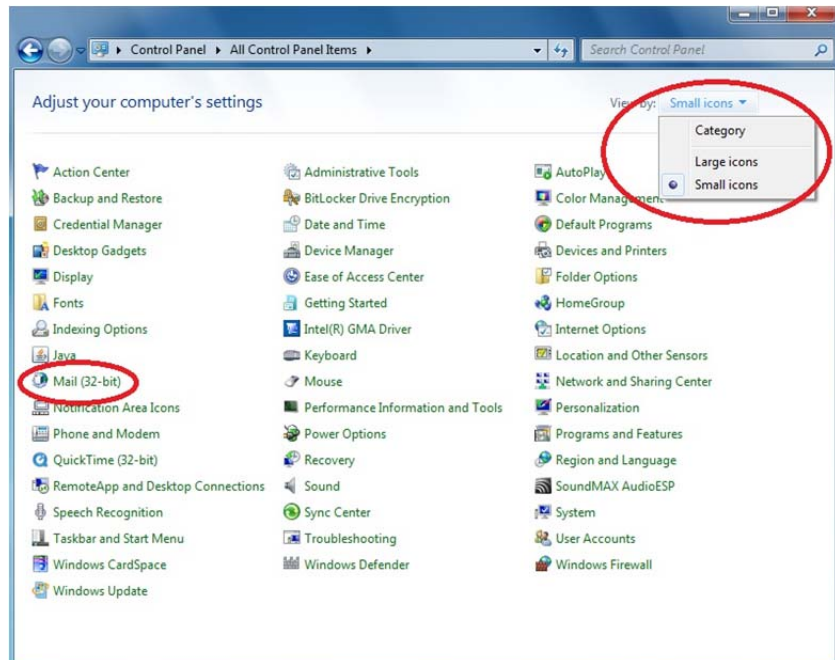
(These instructions are for Windows Vista 32/64 bit and Windows 7 32/64 bit)

From your desktop click on the "Start orb" in the lower left, then *Control Panel*. Once the *Control Panel* is open click on the *Mail* or *Mail (32bit)* icon. If you do not see this icon click *Classic View* on the left for Vista or *Categories* on the right for Windows 7 and select *Small Icons*.

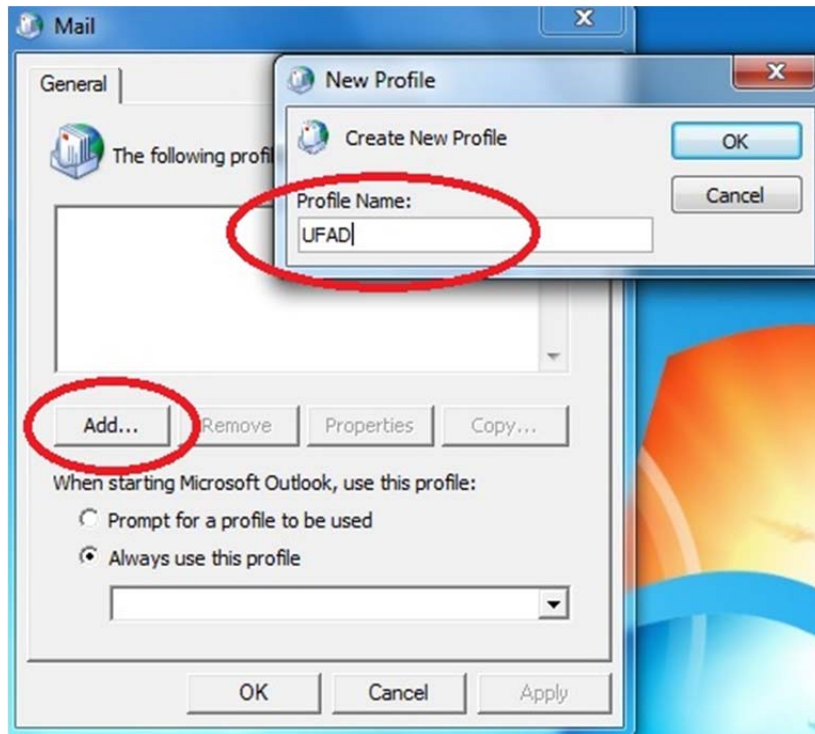
Windows Vista:



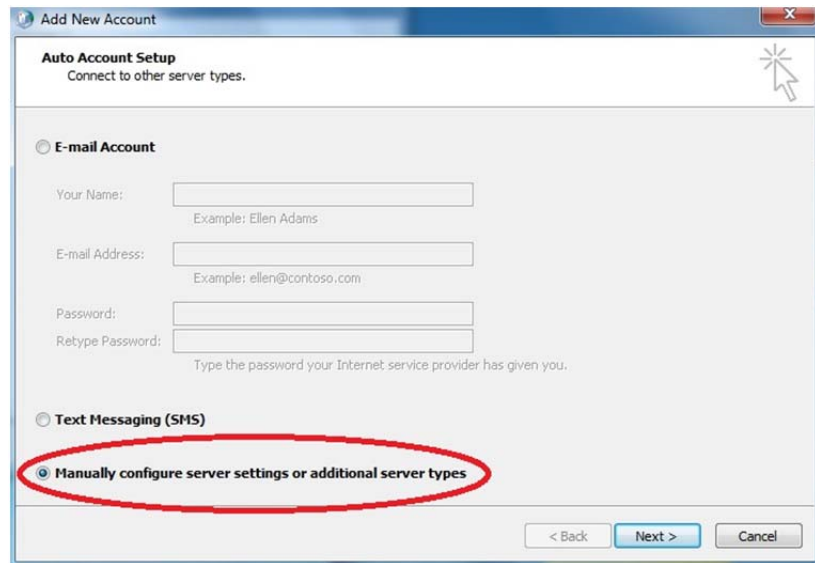
Windows 7:



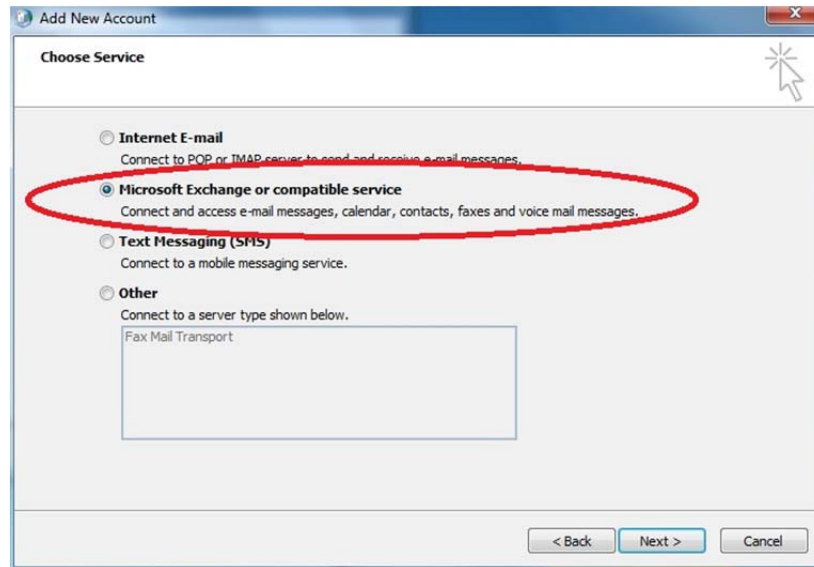
Once open you should see a window with an *Add* button, click it and type in “UFAD” for the new profile name. Then click *OK*.



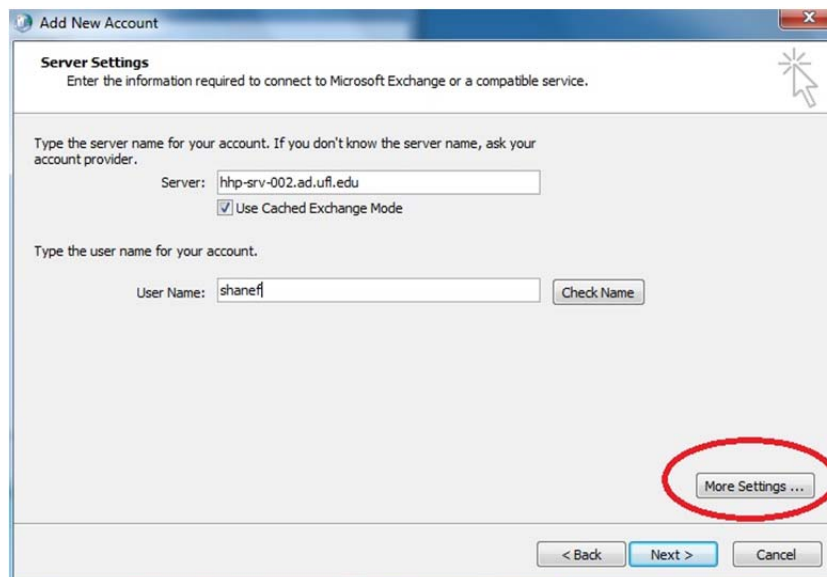
An *Add New Account* setup should appear. Select *Manually configure server settings or additional server types* and click *Next*.



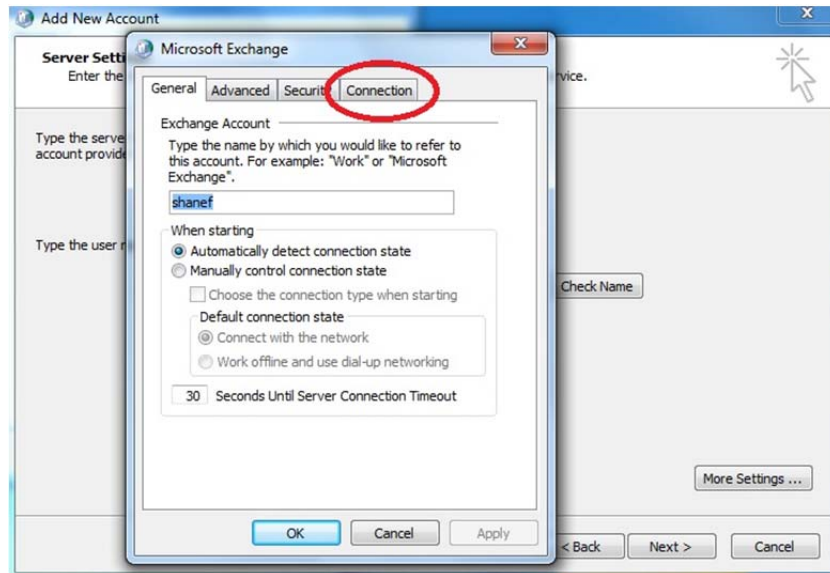
Select *Microsoft Exchange or compatible service* in the following window, and then click *Next*.



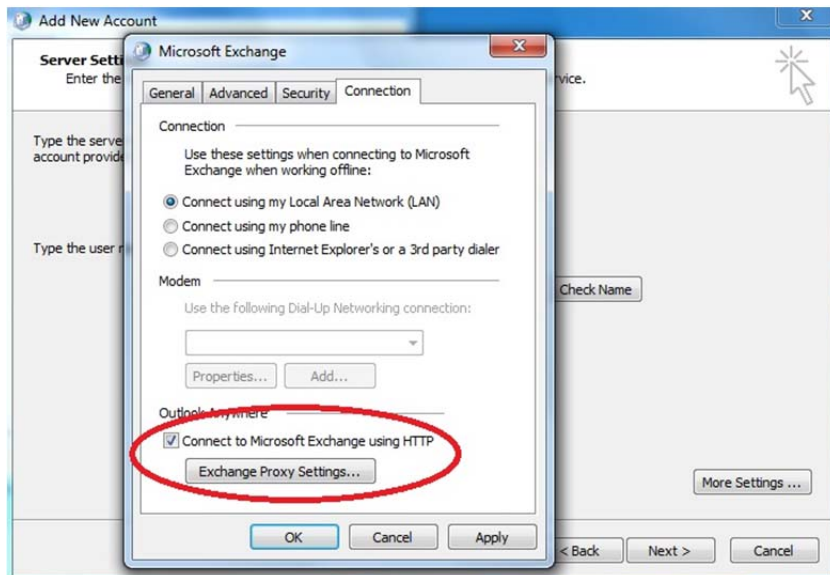
Fill in the *Server:* field with "hhp-srv-002.ad.ufl.edu". Cached Exchange mode should be checked. The *User Name* should be populated with your Gatorlink username given by UF that you use to logon to your HHP desktop. After you enter this information click *More Settings...* in the lower right.



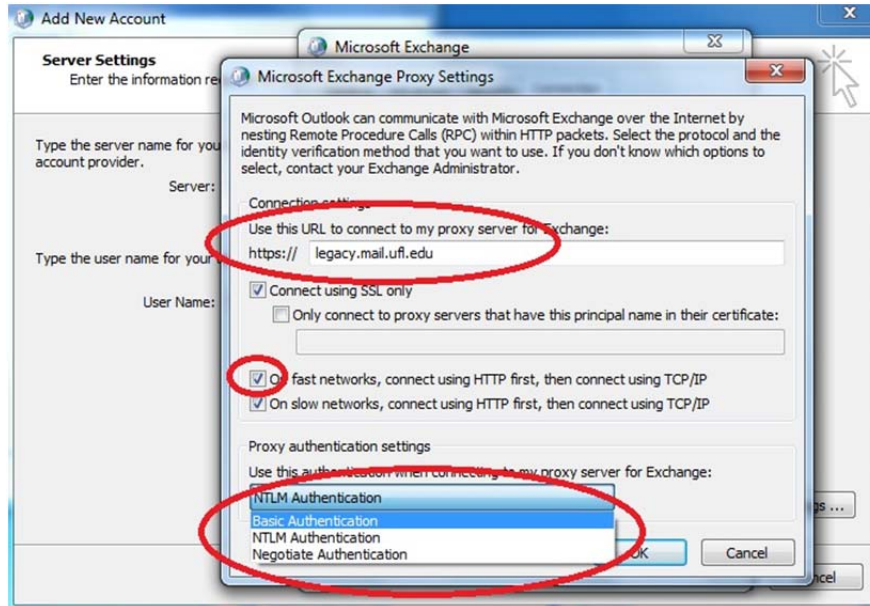
Once this opens up click the *Connection* tab.



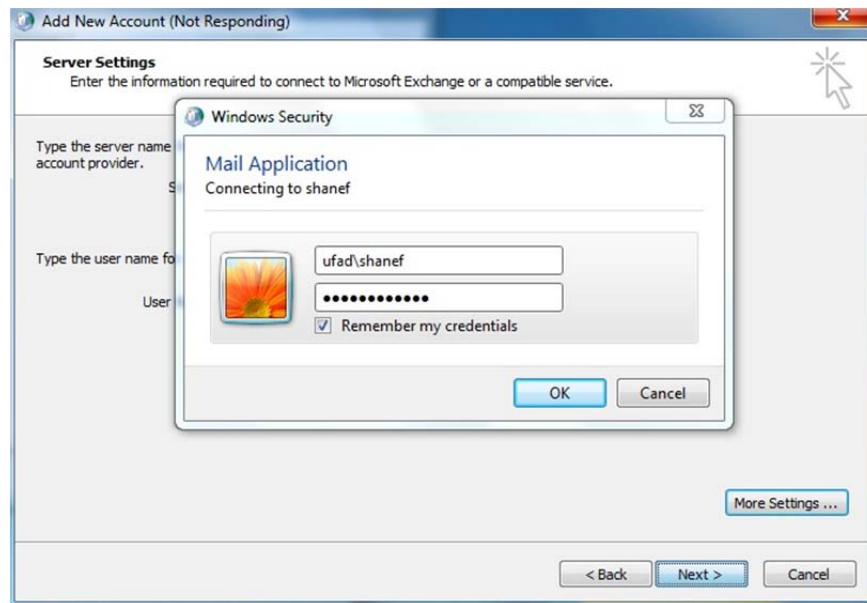
On this tab check *Connect to Microsoft Exchange using HTTP*. Then click *Exchange Proxy Settings...*



Now type in "legacy.mail.ufl.edu" for the URL to the proxy server, check the box for fast networks, and choose "Basic Authentication" for *Proxy authentication settings*. Then click *OK* on this and the window below it. You should return to the *Add New Account* window.



Click *Next* and a *Windows Security* window should appear. Type in "ufad\username", so first the domain prefix ufad then a backslash and then your Gatorlink username. Next type in your password and you can check *Remember my credentials* if you like. The security settings will only remember your username field, not your password. Every time you connect to Outlook you will need to enter your password.



You should be able to connect with Outlook now. If you are unsuccessful or have any questions please call Computing Services at 352-392-0578 x.2222.