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**New Features for Exchange 2007**

*Autodiscover*

With the introduction of Exchange 2007, Outlook 2007 and Entourage 2008 should be configured using a new service called “Autodiscover.” This service removes all of the manual configuration procedures that were necessary for older client versions, and makes it possible for users to self-configure an Outlook client quickly and easily.

*Outlook Anywhere*

Outlook 2007 and Entourage 2008 can also leverage a service known as “Outlook Anywhere,” which allows a user to access his or her Exchange mailbox from inside OR outside the Campus network, without using a VPN connection. This service uses secure HTTP to establish a connection with the UCMAIL system, and will generally work from any location that allows access to the internet.
**Supported Mail Clients**

UCit recommends using **Outlook 2007** (Windows) or **Entourage 2008** (Mac), with all available updates installed. **Outlook 2003** and **Entourage 2004** are also compatible and supported.

**POP and IMAP** (using SSL encryption) are also available and are compatible with a wide range of client applications. UCit supports configuration of the following POP/IMAP clients:

- **Mail 3.2** for Mac OS X
- **Eudora 7.1** (Windows only; Mac version is incompatible)
- **Thunderbird** (Windows or Mac)

**Outlook Web Access** is recommended for users who do not wish to install a full email client. Outlook Web Access is available at [https://ucmail.uc.edu](https://ucmail.uc.edu)

**ActiveSync** is available and supported on most compatible client devices, including Windows Mobile 5 and 6, Windows Mobile 2003 (Pocket PC 2003), palm Treo devices, and the iPhone 3G. ActiveSync is open to all UCMAIL users, and is available at no charge.

**Unsupported or Incompatible Mail Clients**

UCit has discontinued support for the following mail clients, due to lack of vendor support, system incompatibility, or because they have become otherwise obsolete:

- **Outlook Express 6** **(or earlier)** – Incompatible.
- **Entourage X or earlier versions** – Surpassed in features and security by Entourage 2004 and 2008.
- **Eudora 6.X** **(or earlier) for Windows** – Vendor support and development discontinued; incompatible.
- **Eudora for Mac** **(ALL VERSIONS)** – Vendor support and development discontinued; incompatible.
Outlook 2007 Configuration

**Note:** Outlook 2007 now uses the Autodiscover service to acquire client settings automatically. Clients configured using the Autodiscover service will be configured with an “Outlook Anywhere” connection, so they will function normally whether they are on the Campus network or on an outside network. There is no additional configuration necessary to establish this functionality.

**Note:** This procedure works when connected to the Campus network or from any external network with access to the internet.

The first time Outlook or Entourage is started, you will be presented with an “Auto Account Setup” screen, similar to the following:
Enter your full UCMAIL address (username@ucmail.uc.edu) and click **Next**. A series of tests will occur, followed by a message indicating that your account has been configured, similar to the following screen.

(Some clients will be prompted for a username and password – if so, enter your username in the format AD\username and then enter your password and click **OK**)

Click **Finish**. Account setup is complete.
Reconfiguring Existing Outlook 2007 Clients for Outlook Anywhere

Outlook 2007 clients who wish to take advantage of the Outlook Anywhere feature may do so by using the “Repair” function available in Account Setup. To access this from Outlook 2007, click on **Tools**, **Account Settings**. Select the Microsoft Exchange account, and click the **Repair** button:

![Account Settings](image)

This will initiate the Account Setup procedure outlined in the first section of this document. By using the automatic account configuration, Outlook will maintain all of the user’s current settings, and add the Outlook Anywhere connection.

Outlook 2003 clients must be reconfigured from scratch, since they do not support Autodiscover.
Outlook 2003 Configuration

**Note:** Outlook 2003 supports Outlook Anywhere, but it is not configured automatically and is generally not necessary. Workstations that never leave the campus network will never use Outlook Anywhere, so configuring it is not recommended. Mobile users who connect to external networks and wish to use Outlook Anywhere may do so by following the second configuration in this section (“Outlook 2003 clients connected to external networks”)

Outlook 2003 clients connected to the Campus network

After Account Setup begins, select **Add a new e-mail account** and click **Next**:
Select **Microsoft Exchange Server** for Server Type, and click **Next:**

In the **Microsoft Exchange Server** field, type **UCMAILBE1** and in the **User Name** field, type your username (6+2), and then click **Check Name**. Click **Next**.
Click **Finish**. Account setup is complete:
After Account Setup begins, select **Add a new email account** and click **Next**:

Select **Microsoft Exchange Server** for Server Type, and click **Next**:
In the Microsoft Exchange Server field, type UCMAILBE1 and in the User Name field, type your username (6+2), but DO NOT click Check Name. Click More Settings:

![Microsoft Exchange Server settings](image1)

Click on the Connection tab at the top of the window. Check the box next to Connect to my Exchange mailbox using HTTP, and then click Exchange Proxy Settings:

![Exchange Proxy Settings](image2)
In the first field (“Use this URL to connect to my proxy...”), type in UCMAIL.UC.EDU

Check the boxes next to “Connect using SSL only,” “Mutually Authenticate the session...” and “On slow networks...”

In the Principal Name for Proxy Server field, type MSSTD:UCMAIL.UC.EDU

Make sure NTLM Authentication is selected under Proxy authentication settings:

Click OK twice, and then click Next. Click Finish. Account setup is complete.

(Some clients will be prompted for a username and password – if so, enter your username in the format AD\username and then enter your password; click OK)
Entourage 2008 Configuration

**Note:** UCit strongly recommends that you update your Entourage installation to the latest available release. At the time at which this document was published, Entourage 2008 is at version 12.1.2. Updates can be obtained by using the built-in Updates function in Entourage, or on the web at [http://www.microsoft.com/mac/downloads.mspx](http://www.microsoft.com/mac/downloads.mspx).

Start Entourage, and click on **Tools**, then **Accounts**. The “Accounts” window will appear:

CTRL-click in the window, and select **New**:
If the following window appears, click on **Setup Assistant**:

![Setup Assistant window]

Type in your email address, in the format `username@ucmail.uc.edu`; select the checkbox for “My account is on an Exchange server,” and click the right arrow to continue.

![Account Setup Assistant window]

Type in “AD” for the domain field; enter your username and password; select the checkbox for “Save my password...” (optional). Click **OK**.

![Account Information window]
After a moment, Entourage should indicate that account configuration was successful. Click the Right arrow to proceed:

Review your settings, and make sure “Use SSL for these servers” is checked. Click the Right arrow to proceed:
Click the Right arrow again to skip the “Verify Settings” page:

Type in a name for the account and, click **Finish**. Your account setup is complete.
Entourage 2004 Configuration

**Note:** UCit strongly recommends updating your Entourage 2004 installation to the most recent release. At the time at which this document was published, Entourage 2004 is currently at version 11.5.0. Updates can be obtained using the built-in Updates feature in Entourage, or on the web at [http://www.microsoft.com/mac/downloads.mspx](http://www.microsoft.com/mac/downloads.mspx).

Open Entourage; click on “Tools,” then “Account Settings.” Click **New** and then select **Exchange**.

On the Account Setup Assistant window, click **Configure Account Manually**.
On the **Account Settings** page, make sure the following settings are in place:

- **Account Name**: UCMAIL
- **Name**: *(your full name)*
- **Email Address**: username@ucmail.uc.edu
- **Account ID**: *(your username)*
- **Domain**: AD
- **Password**: *(your password)*
- **Save Password in my Mac OS keychain**: Checked (optional)
- **Exchange Server**: ucmail.uc.edu
- **This DAV service requires a secure connection (SSL)**: checked
- **Override Default DAV port**: Unchecked (disabled)
On the **Advanced** page, make sure the following settings are in place:

Public Folders Server: *ucmail.uc.edu*
This DAV service requires a secure connection (SSL): **checked**
Override default DAV port: **Unchecked (disabled)**

Click **OK**. Your account is configured.
Windows Mail Configuration

Open Windows Mail, click on “Tools,” then “Accounts.” Click the Add button. Select Email Account and click Next.

Type in your name as you would like it to appear on your outgoing messages, and click Next.
Type in your full email address (example: username@ucmail.uc.edu), and click **Next**.

Select your preferred “Incoming email server type” (POP or IMAP, both will work), and enter **ucmail.uc.edu** as both the incoming and outgoing email server name. Select the check box for “Outgoing Server requires authentication,” and click **Next**.
Type in your username (6+2) and Central Login password, and click **Next**.

Select the checkbox for “Do not download my email at this time” and click **Finish**.
Click on “Tools,” then “Accounts,” select the Mail account entry for “ucmail.uc.edu,” and click Properties.

Click on the Advanced tab, and use the following settings:

Outgoing mail (SMTP): **587**
This Server requires a secure connection (SSL): **checked**

Incoming Mail (POP3) (if you chose POP3 as your account type): **995**
Incoming Mail (IMAP) (if you chose IMAP as your account type): **993**
This server requires a secure connection (SSL): **checked**

All other settings are optional. If you chose POP3 as your account type, it is recommended that you enable the “Leave a copy of messages on server” option. Click **OK**, and then **Close**. Your account is configured.
Mac Mail Configuration ("Mail," "Mail.app")

Open Mail, and click on “Mail,” then “Preferences,” and click on Accounts. Click on the + button to add a new account. (To reconfigure an existing account, skip the next few steps to the manual configuration options below).

Enter your Name, email address (in the format username@ucmail.uc.edu), and Central Login password, and click Continue.
Select Exchange for the Account Type; for the description, enter UCMAIL; for “Incoming Mail Server,” use ucmail.uc.edu. Enter your username and password, and ucmail.uc.edu for “Outlook Web Access Server.” Click Continue.

On the Outgoing Mail Server page, enter “UCMAIL – Outbound” for the Description, and then select ucmail.uc.edu as the “Outgoing Mail Server.” Select the checkbox for “Use only this server,” and select the checkbox for “Use Authentication.” Enter your username and password again, and click Continue.
Mail will check the server for the appropriate settings, and will present the discovered settings on the next screen. Click **Create**.

Click on “Mail,” then “Preferences,” and click on **Accounts**. Select the account that you just created (UCMAIL), and click on the dropdown list for “Outgoing Mail Server.” Select “Edit Server List.”
Click on “UCMAIL – Outbound” in the top window, and click the **Advanced** tab below. Make sure the following settings are in place:

**Server Port:** 587  
**Use Secure Sockets Layer (SSL):** checked  
**Authentication:** Password

Click **OK**, close the **Preferences** window, and then click **Save**. Your account is configured.
Thunderbird Configuration

(Existing users who need to reconfigure their connection should skip to the “Server Settings” as detailed below. Users who are migrating from Eudora will be presented with the option to import their settings and mail; once this is complete, they should verify their settings against those listed below.)

Open Thunderbird; the New Account Setup wizard will start automatically. Select “Email Account” and click Next.

Enter your full name, and your full email address (in the format username@ucmail.uc.edu). Click Next.
Select your preferred connection method (POP or IMAP), and then enter ucmail.uc.edu for both the **Incoming Server** and **Outgoing Server**. (POP users: select the checkbox for **Use Global Inbox**). Click **Next**.

Enter your username (6+2) and click **Next**.
Enter a name for this account (your email address, “UCMAIL,” or something to that effect). Click Next.

Uncheck the checkbox for “Download Messages now,” and click Finish.
(Existing Users should start here.) Click on “Tools,” then “Account Settings.” Select **Server Settings** in the left pane. Verify that the following settings are in place:

- **Server name:** *ucmail.uc.edu*
- **Port:** 995
- **Use Secure Connection:** SSL

All other settings are optional (POP users: it is recommended that you enable the “Leave messages on the server” setting).
Select **Outgoing Server (SMTP)** in the left pane. Select “ucmail.uc.edu (Default)” from the list and click **Edit**.

In the **SMTP Server** window, make sure the following settings are in place:

- **Server Name**: ucmail.uc.edu
- **Port**: 587
- Use name and password: checked
- Username: *(your username)*
- Use Secure Connection: **TLS**

Click **OK** twice. Your account is configured.
Eudora 7.1 Configuration (Windows Only)

Note: Support for the Mac version of Eudora has been discontinued due to incompatibilities. Versions of Eudora for Windows older than 7.1 should be upgraded to the latest available release. See the Notes at the beginning of this document for further details on Supported and Unsupported mail clients.

Configuring a New Account

Open Eudora; the New Account Wizard will start automatically (if it doesn’t, see the next section – “Reconfiguring an Existing Account”). Click **Next**.

Select “Skip directly to advanced account setup,” and click **Finish**.
On the **Generic Properties** page, make sure the following settings are in place:

- **Real Name:** *(Your full name)*
- **Email Address:** *username@ucmail.uc.edu*
- **User Name:** *(your username)*
- **SMTP Server:** *ucmail.uc.edu*
- **Authentication Allowed:** checked
- **Use relay personality:** checked
- **Use submission port (587):** checked
- **Secure Sockets when Sending:** Required, STARTTLS

On the **Incoming Mail** tab, make sure the following settings are in place:

- **Configuration:** POP or IMAP (either one will work)
- **Authentication Style:** Passwords
- **Secure Sockets when Receiving:** Required, Alternate Port

Click OK. Enter your password, and click OK again. Your account is configured.
Reconfiguring an Existing Account

Open Eudora, click on “Tools,” then “Options.” Select the “Getting Started” category in the left pane, and make sure the following settings are in place:

Real Name: *(your full name)*
Email Address: *username@ucmail.uc.edu*
Mail Server (Incoming): *ucmail.uc.edu*
User Name: *(your username)*
SMTP Server (Outgoing): *ucmail.uc.edu*
Allow Authentication: *checked*

Select the **Checking Mail** category from the left pane, and make sure the following settings are in place:

Mail Server: *ucmail.uc.edu*
Secure Sockets when Receiving: **Required, Alternate Port**
(All other settings are optional.)
Select the **Incoming Mail** category from the left pane, and make sure the following settings are in place:

**Server Configuration:** POP or IMAP (either one will work)
**Authentication Style:** Passwords
(All other settings are optional.)

Select the **Sending Mail** category from the left pane, and make sure the following settings are in place:

**SMTP Server:** ucmail.uc.edu
**SMTP Relay Personality:** none
**Allow Authentication:** Checked
**Use Submission Port (587):** Checked
**Secure Sockets when Sending:** Required, STARTTLS
(All other settings are optional.)

Click OK. Your account is configured.
**POP and IMAP Configuration Guidelines**

**Note:** The following guidelines should apply to all POP and IMAP mail clients; however, some clients may not be able to use non-standard SMTP ports, and are therefore incompatible. At the time of publication, the only recent mail client that exhibits this behavior is Outlook Express (Windows Mail, the successor to Outlook Express on Windows Vista, works fine).

**Note:** POP and IMAP configurations are generally intended only for advanced users who are familiar with POP or IMAP account configuration on their preferred mail client. Users who are unfamiliar with these settings should try to use one of the recommended mail clients, or Outlook Web Access.

### POP Client Settings

- **Email address:** username@ucmail.uc.edu
- **POP (Incoming) Server:** UCMAIL.UC.EDU
- **POP Encryption:** Enabled, using SSL
- **Secure Password Authentication (SPA):** Disabled
- **POP Server Port:** 995
- **Username:** (your network username)
- **Password:** (your password)
- **SMTP (Outgoing) Server:** UCMAIL.UC.EDU
- **SMTP Server Port:** 587
- **SMTP Authentication:** Required, using the same settings as the Incoming server
- **SMTP Encryption:** Enabled, using TLS

### IMAP Client Settings

- **Email address:** username@ucmail.uc.edu
- **IMAP (Incoming) Server:** UCMAIL.UC.EDU
- **IMAP Encryption:** Enabled, using SSL
- **Secure Password Authentication (SPA):** Disabled
- **IMAP Server Port:** 993
- **Username:** (your network username)
- **Password:** (your password)
- **SMTP (Outgoing) Server:** UCMAIL.UC.EDU
- **SMTP Server Port:** 587
- **SMTP Authentication:** Required, using the same settings as the Incoming server
- **SMTP Encryption:** Enabled, using TLS

Outlook Web Access Server (used by Mac Mail): [https://ucmail.uc.edu](https://ucmail.uc.edu)
ActiveSync Configuration

**Note:** While the following procedure is intended for Microsoft Windows Mobile devices, the same configuration settings apply to palm Treo devices that use ActiveSync, as well as the iPhone 3G.

Select “**ActiveSync**” from the Start menu (or from Start, Programs):

![Start menu with ActiveSync selected](image1)

Tap or softkey “**Menu**” and then select “**Add Server Source**”:

![Add Server Source](image2)

To sync with a desktop computer, install ActiveSync on your computer and then connect this device.

If your company supports syncing directly with its Exchange Server you can [set up your device to sync with it](link).
Enter **ucmail.uc.edu** for the server name, and check the box next to "**This Server requires an encrypted (SSL) connection**":

Enter your username, password, and **AD** for the domain, and then tap **Next**:
Select the Exchange views that you wish to synchronize, and tap **Finish**. Account setup is complete.