

## Secure Outlook

(Revised - August 19 2009)

If you are on a machine with Outlook 2003/07/2010 and Windows XP with SP2/3 (service pack 2/3), or Windows Vista or Windows 7, you can quickly setup a profile and run the secure version of Outlook:

**Start, ---run---, Control panel---**, double click **'mail'** icon.

- Click 'Show profiles...' button then **'Add...'** (or choose properties of existing profile to edit an already configured Exchange connection profile and choose to 'Change' existing account then skip down to the E-mail accounts diagram below).

- Type: **new2k3** userID

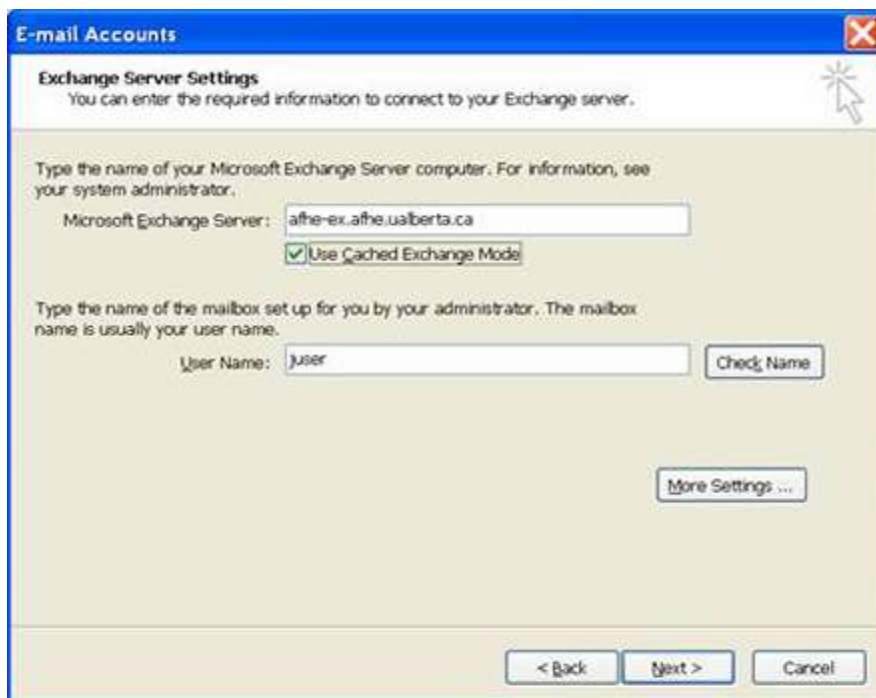
- Add a new e-mail account >**Next**

- Click and Choose Exchange >**Next**

- Type: **afhe-ex.afhe.ualberta.ca**

in the upper text input field and the **userID** in the lower Text input field

- Check the **'Use Cached Exchange Mode'** (see figure). This speeds up access for remote use and enables off-line manipulation.



- Click the **'More Settings'** button

- \*Special note\* **If prompted to logon, use the format -> afhe\username**

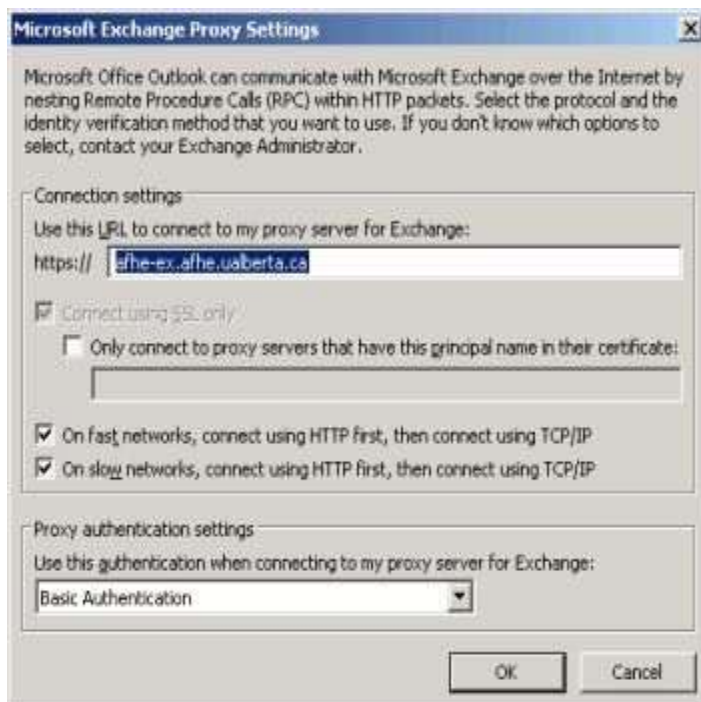
- Click on the **'connection'** tab

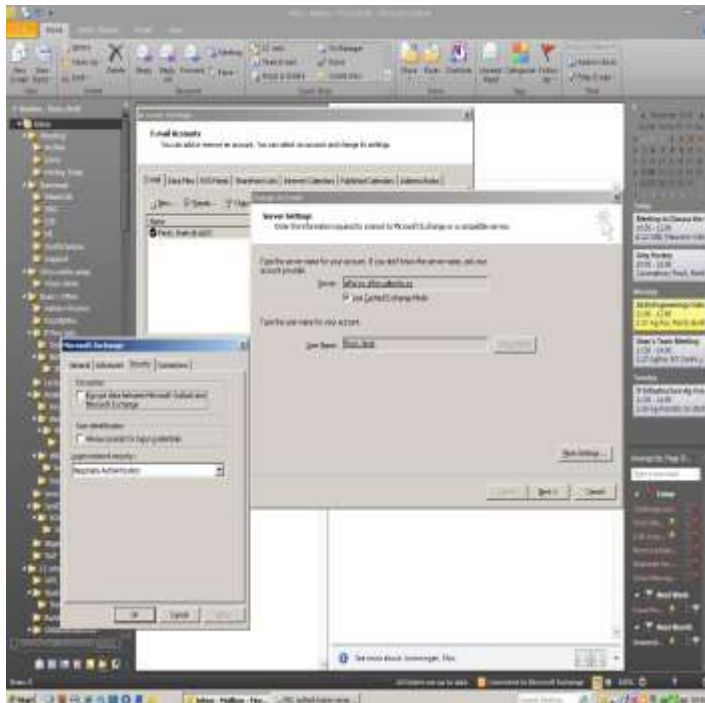
- Click and choose **'Connect to my Exchange server using HTTP'**

- Click on the 'Exchange Proxy Settings'..... Button (see fig)



- Type `afhe-ex.afhe.ualberta.ca` in the Proxy server input field: (see fig)



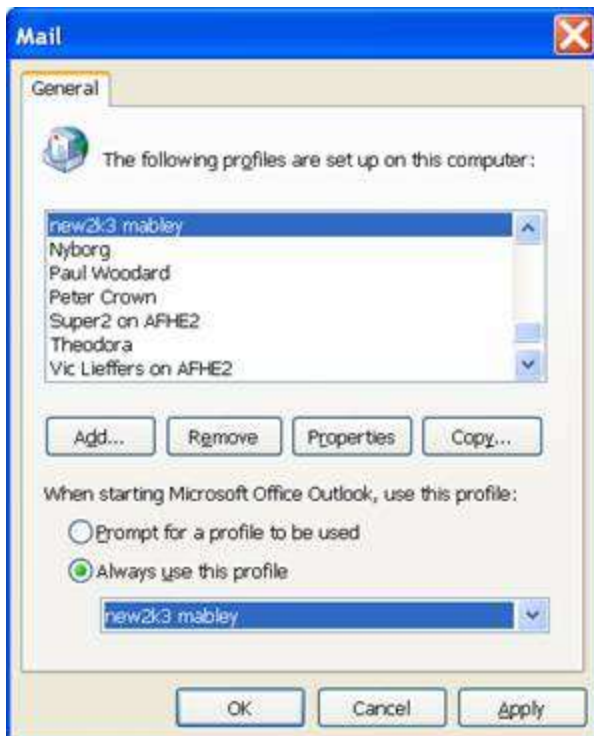


No requirement to encrypt over SSL, improves performance unchecking this option

- Click **OK**, then **Next**, then **Finish**

on the screen (below), choose the **new2k3** profile from the pull-down box and click '**Always use this profile**'. (You may have only 1 or two profiles.) Then **OK**.

(if you wish to still use other profiles (Shaw mail perhaps) you can leave 'Prompt for a profile to be used')



You can now use Outlook as before.

**Note: Please ensure you have autoarchiving off in Outlook**

**- In Outlook click on: Tools, Options, 'Other' tab**

**- Click 'Autoarchiving' and uncheck all boxes.**