

ITD Fact File:

Outlook 2010 Windows – Email settings (Exchange)



Information Technology Directorate – IT Service Desk

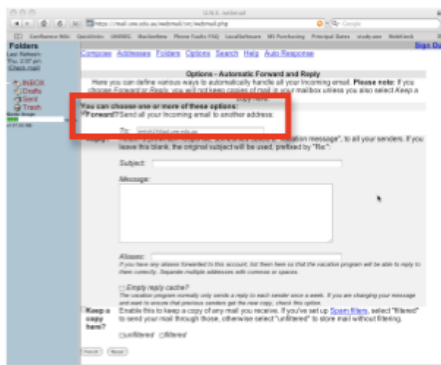
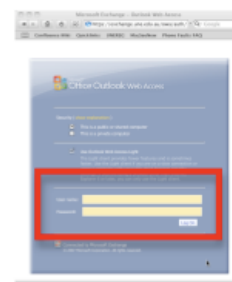
This guide should only be used by staff members who are new to UNE, and have NEVER received email into Entourage/Outlook/Webmail before.

If you have EVER had a UNE Staff email account before please DO NOT use these instructions. You will lose your email. Instead, please contact the IT Service Desk (servicedesk@une.edu.au) or call 6773 5000) and request to have your mailboxes moved to Exchange by our desktop support team

Step 1: Go to: <http://exchange.une.edu.au/owa>

And log in using your new UNE username and password. If you can log in successfully this means that you do have an account in Exchange- proceed to Step 2.

If you cannot log in here your Exchange account been not been created. Wait a few hours and try to log on; if this still doesn't work, contact the IT Service Desk.



Step 2: Log on to

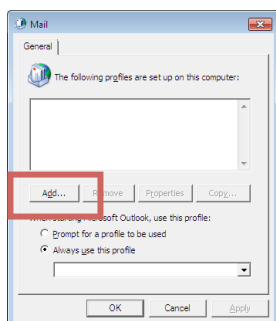
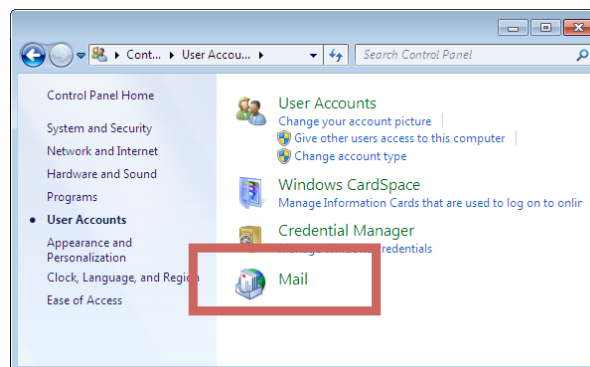
<http://mail.une.edu.au> and log in using your UNE username and password. Click on *Auto Response* in the top right corner of the page.

Step 3: Tick the box next to *Forward* and in the Forward field type yourusername@ad.une.edu.au. Make sure all other boxes are unticked and click on *Finish* to save your changes. Log out.

Step 4:

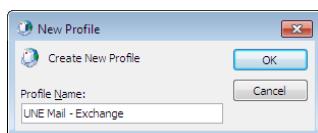
CLOSE OUTLOOK if it is currently open.

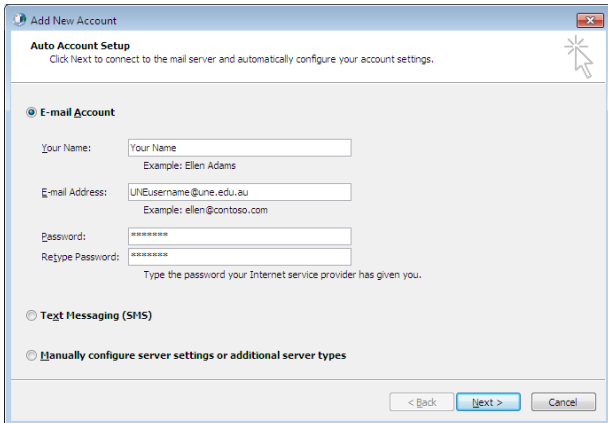
Open the Control Panel (from the Windows start icon). Click on the "USER" control panel option and then doubleclick on the MAIL control panel



Step 5: Click on ADD to add a new mail profile.

You will be prompted to name your account. This is a display name only and can be anything you choose to identify the account (eg UNE Exchange)





Step 5: Enter the settings as outlined below:

Your Name: your full name

Email address: UNEusername@une.edu.au

Password: yourpassword

Click NEXT to set up your account. (You may be prompted by Windows Security to enter your login credentials to the computer – do so and OK the screen to proceed)

Step 6: After a few checks, the email will be set up successfully. Click on FINISH.

Your email is now set up and you can start MS Outlook to send/receive emails from your UNE Exchange account.

