Configuring Outlook Anywhere

in Outlook 2010/2013, 2007, and 2003

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Configure Outlook Anywhere in Outlook

You can configure your Email account in Microsoft Office Outlook to connect to the Apptix Exchange System over the Internet. This feature is known as an "Outlook Anywhere" or an "RPC over HTTP" connection, where RPC stands for "remote procedure call."

NOTES:

- Outlook screens and format differ in small ways from 2003 to 2007 to 2010/13. The settings on the following pages are generic enough that you should be able to follow the steps no matter what version of Outlook you're using.
- When using RPC over HTTP, you will always need to enter your username and password when you open Outlook.
- Setting up Outlook to use RPC over HTTP is recommended for laptop machines that are frequently used out of the office and have access to a high speed Internet connection for email.
- When using slower speed connections, Outlook Web Access (OWA) is recommended.

1. Close Outlook if it is open.
2. Navigate to the **Control Panel** (usually **Start > Control Panel**).
3. Select **Mail**.
4. Click the **[E-mail Accounts]** button.
5. If it is not already selected, select your Exchange account.
6. Click the **[Change]** button.
7. Click the **[More Settings]** button.
8. Select the **Connection** tab.
9. Click the **[Exchange Proxy Settings]** button.
10. Under **Use this URL to connect to my proxy server for Exchange**, in the text box, enter:
    outlook.apptixemail.net.
11. Place a check in the **Only connect to proxy servers that have this principal name in their certificate** check box.
12. Under **Only connect to proxy servers that have this principal name in their certificate**, in the text box, enter: **msstd:outlook.apptixemail.net**.
13. Place a check in the **On fast networks, connect using HTTP first, then connect using TCP/IP** check box.
14. Place a check in the **On slow networks, connect using HTTP first, then connect using TCP/IP** check box.
15. From the **Use this authentication when connecting to my proxy server for Exchange** drop-down list, select **Basic Authentication**.
16. Click **[OK]**, **[Next]**, **[Finish]**, **[Apply]**, and/or **[Close]** to complete the process (depends on which version of Outlook you are affecting).
17. Click the **[Close]** button.

NOTE: Once Outlook has made a successful connection to Exchange, Outlook will download configuration settings and enter these settings into Outlook Anywhere.   After restarting Outlook, these settings may revert to the default.

Verify that Outlook Anywhere is Configured Correctly

1. Press and hold the **<Ctrl>** key.
2. In the lower-right corner of the screen, in the system tray, right-click the **Microsoft Outlook** icon.
3. Release the **<Ctrl>** key.
4. Select **Connection Status**.
5. Select the **General** tab. You should see three to five connections, and for each row, the **Conn** column will display "HTTPS."
6. Click the **[Close]** button.