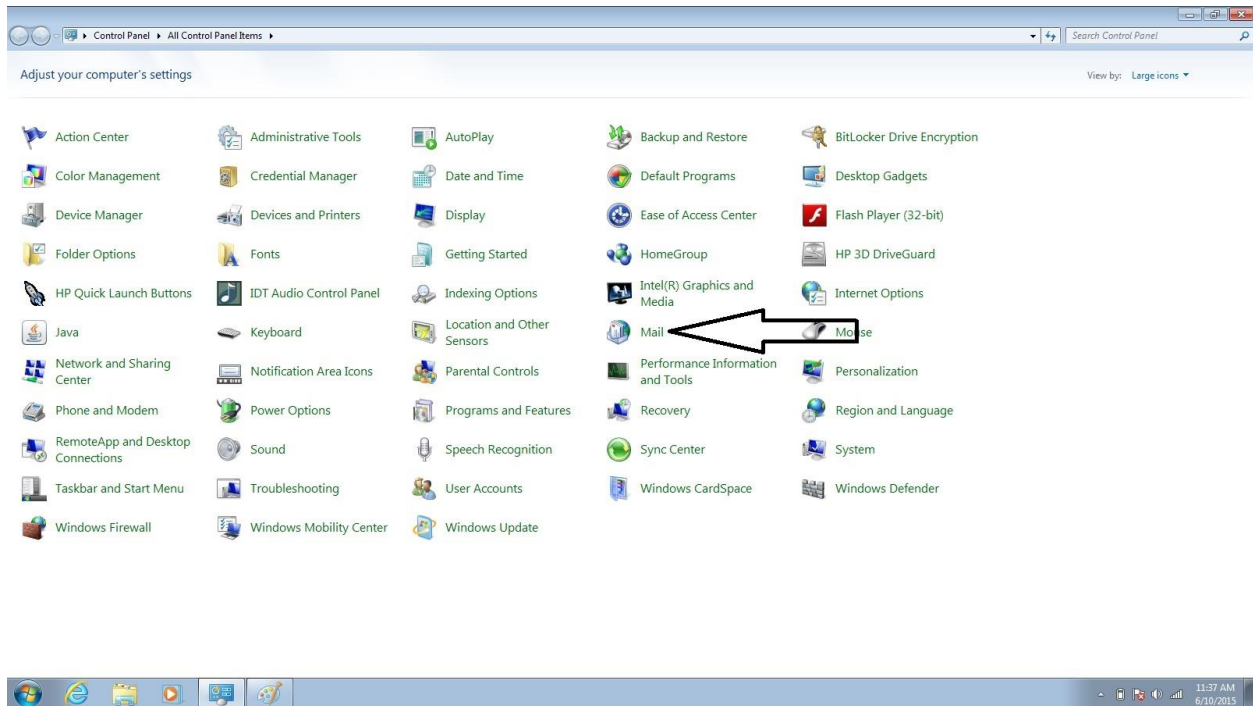


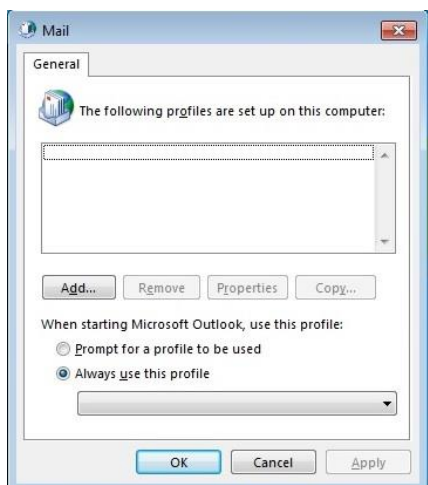
## Configuration of Outlook Anywhere

Outlook Anywhere allows you to connect to your Farmingdale email using the Outlook client from any connection using an encrypted tunnel to the mail server. You must have Outlook 2007 or newer to connect using Outlook Anywhere.

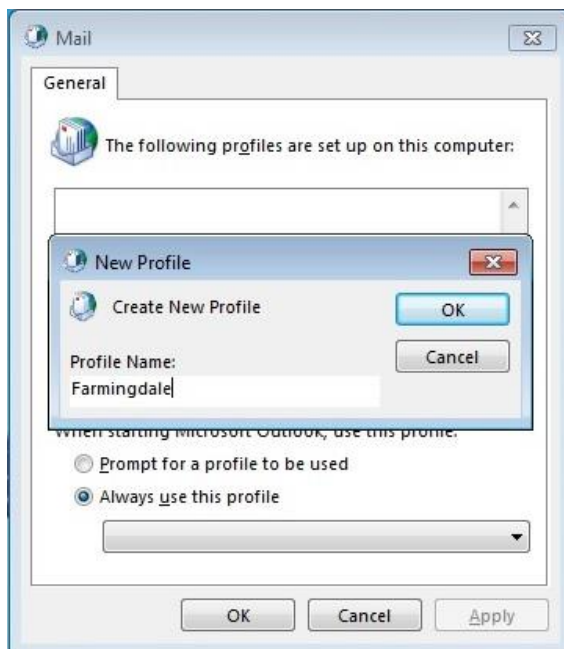
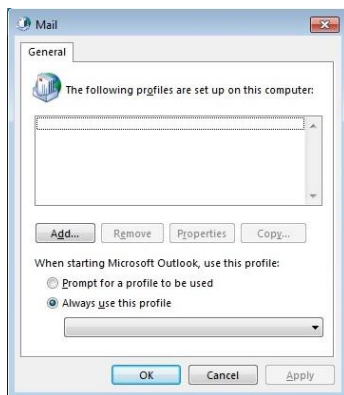
To configure Outlook Anywhere first verify you have MS Office Installed with Outlook. You can find MS Office and its installed components in your start menu. Once you have verified you have Outlook please follow the directions below.



Go to your system's control panel and click on **Mail**.



If you do not have any mail profiles you will be greeted by the above screen. If you do you will see the screen below. Click **Show Profiles**.



Click **Add** and give the Profile and Name.

**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **E-mail Account**

Your Name:   
Example: Ellen Adams

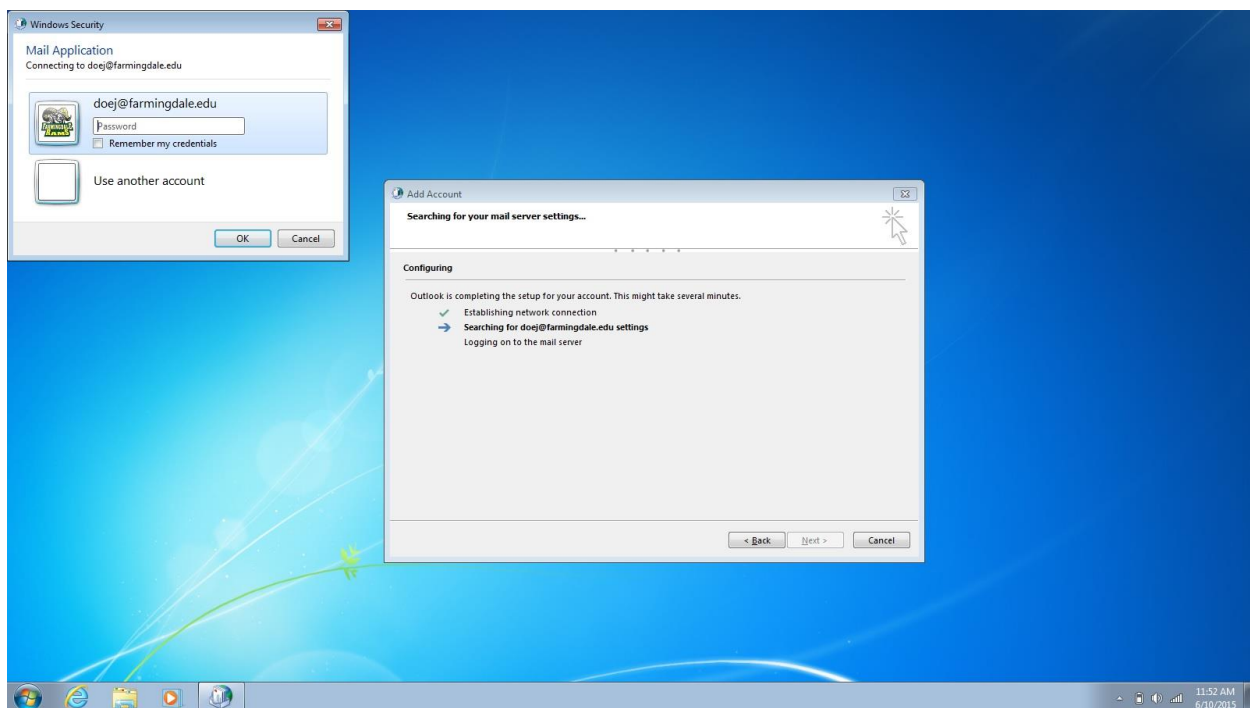
E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

☐ Manual setup or additional server types

< Back   Next >   Cancel

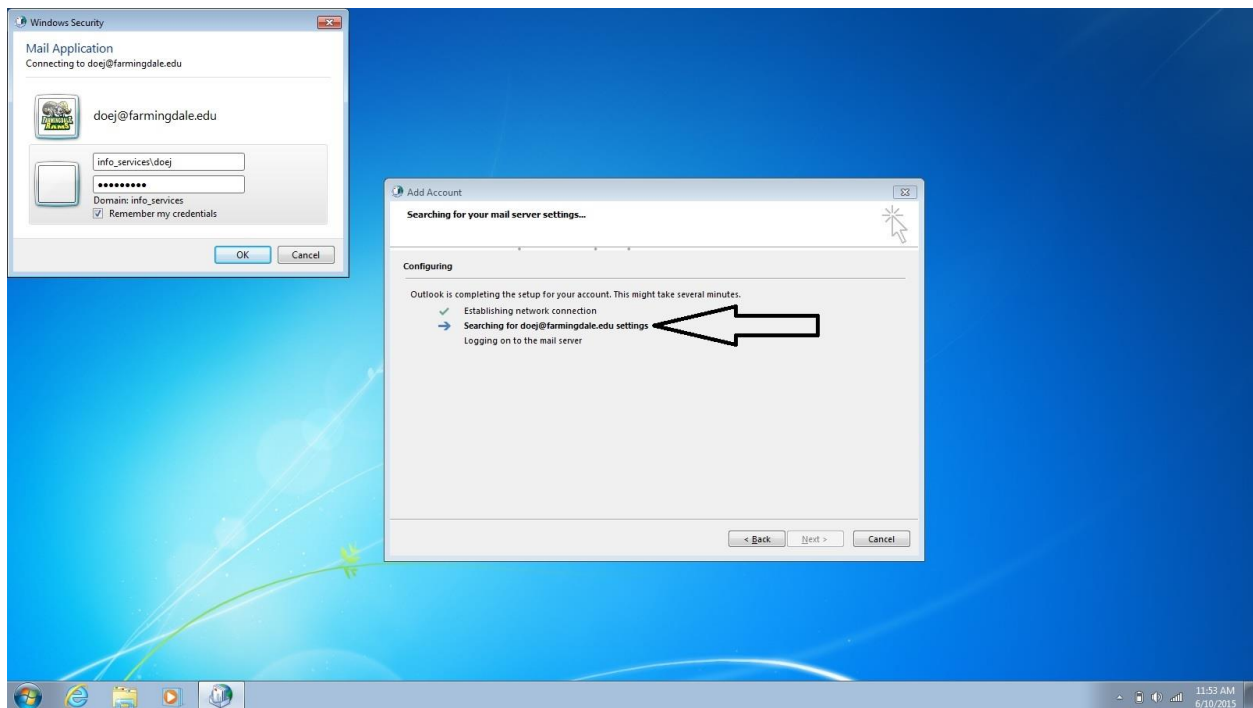
Provide the requested information.



Searching for your email account will require you to login.



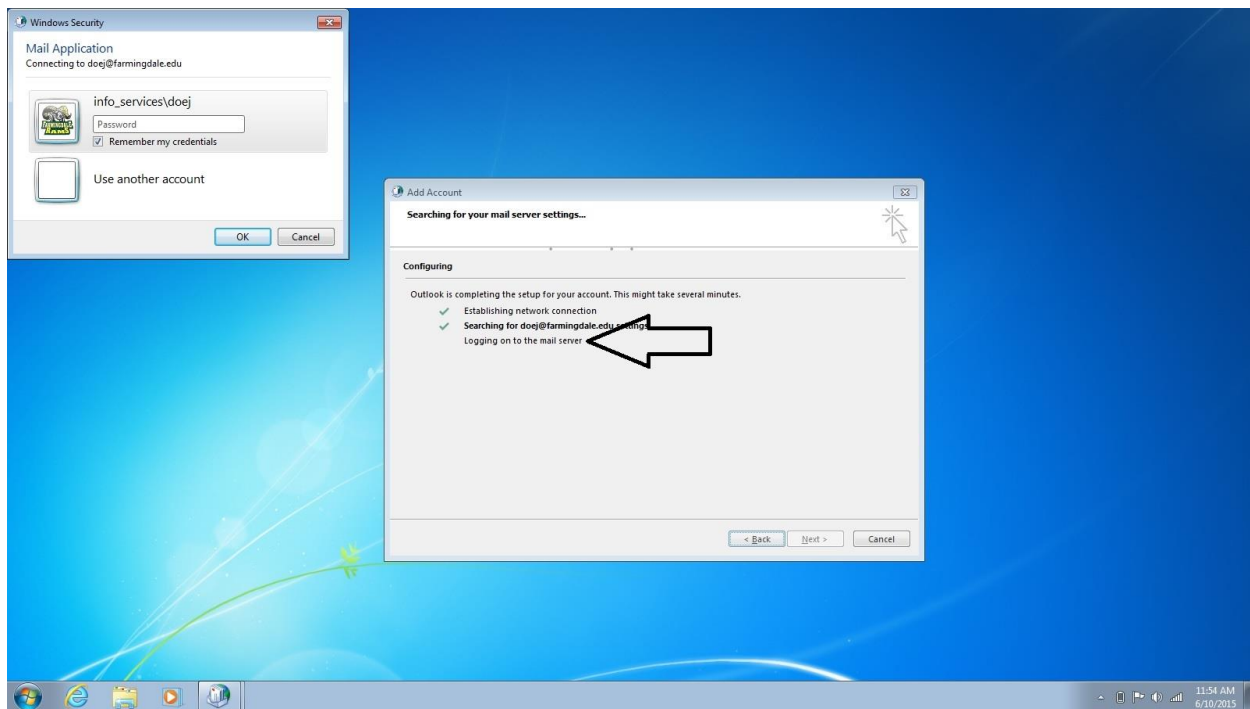
Click “Use Another Account”



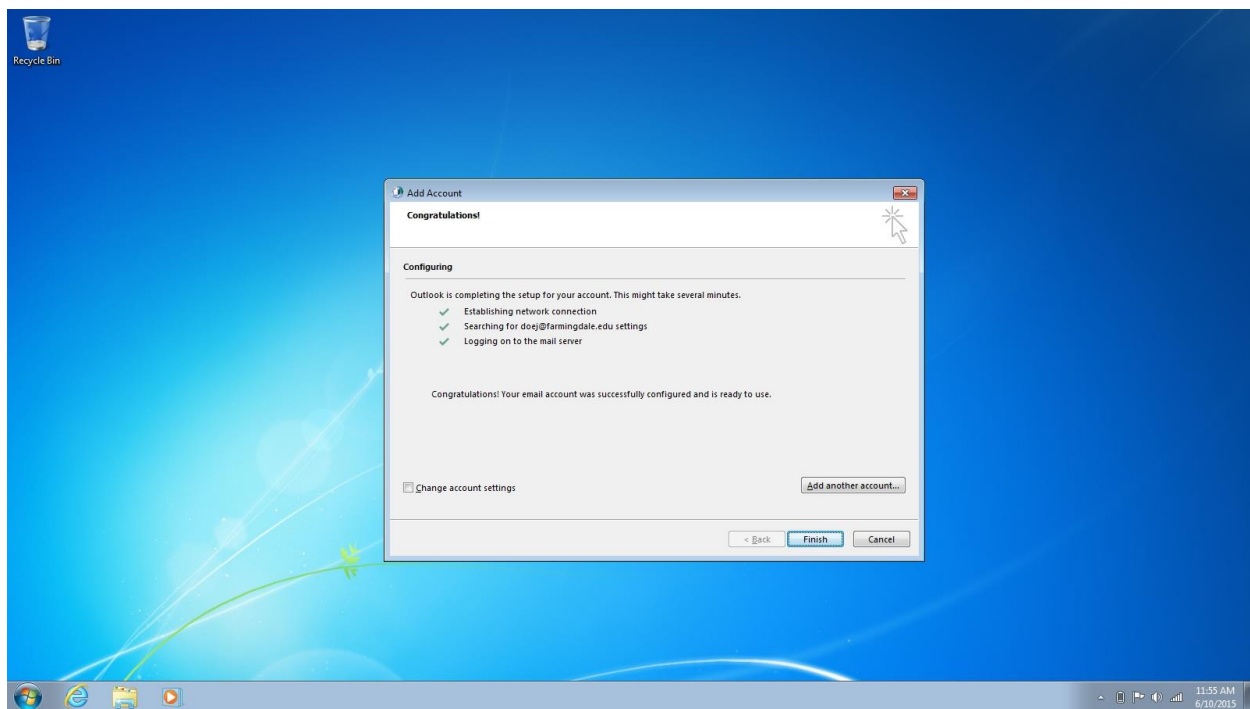
Enter your username in the following format: info\_services\username

**Example: info\_services\doej**

Then enter your password and check the “remember my credentials” box.



If successful you will get a green check next to searching for your account. Next you will be prompted again for your credentials. This is for your mail server login. Enter your password and click the checkbox again to remember your credentials and click ok.



Three green check marks means Outlook Anywhere has been configured. You may now launch Outlook.