## Exchange 2010 User Guide to Access Outlook Remotely without Using SMU VPN

### <u>Step 1</u>

For Exchange 2010 migrated users, please kindly launch your Outlook 2007 mail client and select **File-> Tools -> Account Settings** 



### Step 2

Please select your SMU name and click on Change

Account Settings	And Address of Contractor	familiar farms the			×
E-mail Accounts You can add or remove a	an account. You can	select an account and	l change its settings.		
E-mail Data Files RSS Feed	s SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
i New 🎌 Repair	🚰 Change 📀 S	5et as Default 🗙 R	emove 🕈 🖶		
Name		Туре			
AnsonChew@smu.edu.sg	Exchange (send from this account by default)				

# Step 3

#### Please click on More Settings



## <u>Step 4</u> Select the **Connection** Tab and select **Exchange Proxy Settings**

Microsoft Exchange				
General Advanced Security Connection Remote Mail				
Connection				
Use these settings when connecting to Microsoft Exchange when working offline:				
<ul> <li>Connect using my Local Area Network (LAN)</li> </ul>				
Connect using my phone line				
Connect using Internet Explorer's or a 3rd party dialer				
Modem				
Use the following Dial-Up Networking connection:				
· · · · · · · · · · · · · · · · · · ·				
Properties Add				
Outlook Anywhere				
Connect to Microsoft Exchange using HTTP				
Exchange Proxy Settings				
OK Cancel Apply				

## <u>Step 5</u>

Please change the URL to email2010.smu.edu.sg

Microsoft Exchange Proxy Settings				
Microsoft Office Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.				
Connection settings				
Use this URL to connect to my proxy server for Exchange:				
https:// email2010.smu.edu.sg				
Connect using SSL only Only connect to proxy servers that have this principal name in their certificate:				
On fast networks, connect using HTTP first, then connect using TCP/IP				
$\overline{\mathbb{V}}$ On slow networks, connect using HTTP first, then connect using TCP/IP				
Proxy authentication settings Use this authentication when connecting to my proxy server for Exchange: NTLM Authentication				
OK Cancel				

## <u>Step 6</u>

Click **Ok** and you are done. Restart Outlook for changes to take effect

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