Outlook 2013 Anywhere Setup

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Scope: this document will walk you through how to setup Outlook 2013 on non-domain joined computers using the Outlook Anywhere setup. This document is only for ODU Faculty & Staff accounts.

1) Start Outlook 2013 for the first time. If you are prompted to give a default profile name, you can call it anything you want.
2) On the welcome screen, click next to continue.
3) On the Add an Email Account window, click Yes, and then click Next.
4) On the Add Account window, you will need to enter in:
   - Your Name
   - Your @odu.edu email address
   - Your MIDAS password.
5) If you receive a SSL warning you can ignore it. Click yes to proceed.

![Security Alert]

6) You will then get a security login prompt. Unfortunately this login prompt defaults to
username@odu.edu, which the system is not able to authenticate. For non-domain joined
computers, you have to specify the domain name before the username, like this:
ODUNET\username

So when you receive a login prompt like this, you may need to click on “user another account”

![Windows Security]
Click Use another account, and then on the username field enter in your username in ODUNET\USERNAME format, and then your password. Like this:

So if you are John Doe, with an email address of jdoe@odu.edu, then you would need to enter in your username as odunet\jdoe.
8) After authenticating, the setup should complete.

9) Outlook will take a very long time to load the first time. This is because it must download a copy of your mailbox to the local computer. If your mailbox is small, it will not take very long, but if your mailbox is large, this could take a very long time. Please be patient.
Appendix: modifying cached mode settings

By default, Outlook will setup in cached mode, and cache 12 months of your email locally to your computer to improve performance. This can cause some confusion though, because if you go to a folder in your mailbox that has emails that are older than 12 months, you will not see them. Instead you will see a link that says, “click here to view more on Microsoft Exchange”. Like this:

When you click on the link, Outlook will then load the rest of your emails.

This default behavior can be modified by going into the account settings.

So click on File, then Account Settings, then Account Settings...
Then from the account settings window, either double click on your account, or click on the change button.
Then from the Change Account window, you can change how much mail to keep offline in this local cache. The default is 12 months, but feel free to modify this according to your needs.
Appendix: redoing your Mail profile

If you ever need to redo the Outlook setup because it won’t load right, you can redo your default mail settings by redoing your default mail profile.

To do this, go to the Control Panel, and then open Mail

Then click on Show profiles
Then click the Remove button to remove your default mail profile. Then click OK.

After removing your mail profile, then the next time you start Outlook you will be prompted to go through the setup process again.

If you are troubleshooting mail profile corruption issues, then we usually recommend rebooting your computer after removing the mail profile in order to clear it out of memory. Then the next time you start your computer, and start Outlook, you will be prompted to go through the setup process.

You can give the new profile any name you like, as long as it does not match the old profile name.