Configuration Instructions for Office 2013 Off-Campus with CatNet

Objectives

- Configure Outlook 2013 off campus
- Set-up your Default Address Book
How to Configure Outlook 2013

1. Begin by opening Outlook, enter a profile name if prompted to create a new profile, and then push OK.

![New Profile dialog box](image)

2. Select Manual setup or additional server types from the Add New Account window, and then click Next.

![Manual setup or additional server types](image)

3. Select Microsoft Exchange Server or compatible service and click Next.

![Microsoft Exchange Server or compatible service](image)

4. The Add Account screen will open.
   - **Server** field enter: mail.catnet.arizona.edu
   - **User Name** field enter: your NetID
   - Click on the More Settings... button in the lower right
5. Click on the **Connection** tab. Under the sub-heading **Outlook Anywhere**, check **Connect to Microsoft Exchange using HTTP**, then press the **Exchange Proxy Settings…** button.

6. Enter the following connection URL `mail.catnet.arizona.edu`, then check **Connect using SSL** and **Only connect to proxy servers that have this principal name in their certificate**:

7. Enter the following principal name: `msstd:mail.catnet.arizona.edu`

8. Check **On fast networks…** and **On slow networks…**, then select **Basic Authentication** from the drop down box.

9. Press **OK** to return back to the **Server Settings** window.
10. You should now be back to the Server Settings window. Click the Check Name button. If prompted for credentials, enter the user name in the format catnet.arizona.edu\<NetID>. The name should resolve.

![Windows Security](image)

11. Click **Next** then **Finish**.

**How to Set-Up Your Default Address Book**

1. Click on the **Address Book** icon while in the **Mail** view.

2. The **Address Book** window will open. Click on **Tools**... from the menu bar.
3. Select **Options**...

4. Select **Custom** from **When sending e-mail, check address lists in this order**: Here is a brief description of three of the most commonly used address books:
   - **Global Address List (GAL)** – comprehensive listing of UA faculty, students and staff but does not include student workers. Listed as default address book.
   - **Faculty and Staff** – comprehensive listing of only UA faculty and staff.
   - **Student Employees** – comprehensive listing of only UA student workers.

5. Click the **Add** button. The **Add Address List** window will open.
   a. Scroll down and select from one of the three options you want to add to your list (e.g., Faculty and Staff). Click the Add button.
   b. Select the next option (e.g., **Student Employees**) and click the Add button.
   c. Arrange the address lists in the order of importance to you.
   d. Click the Close button to close this window.

6. Select the address list which you want to be your default (e.g., Faculty and Staff) and click the up arrow until that option is the first address listed.

7. Select the **Student Employees** address list and click the up arrow until **Student Employees** is the second listed.

8. If the list **Contacts** is listed, and/or **Suggested Contacts**, perform the same steps as listed in **Step 7** and add the list using the up arrow to place these items as third and/or fourth.
9. Once complete, click **OK**.
10. Click the red ‘x’ to close the **Address Book** window.

**To Learn More**

For more information on UAConnect or to learn about optional features such as Lync (IM Chat and Live Meeting), UAConnect and Mobile Devices, FAQ’s, and Training please visit: https://uits.arizona.edu/uaconnect