

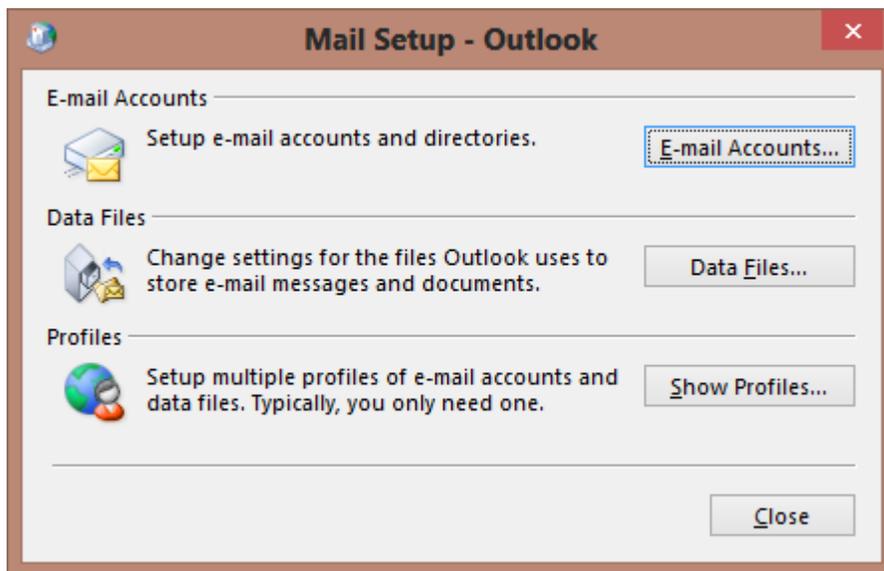
Outlook 2013 Outlook Anywhere Configuration

NOTE: Before using the configuration instructions make sure you have the DoD root certificates installed on the computer:

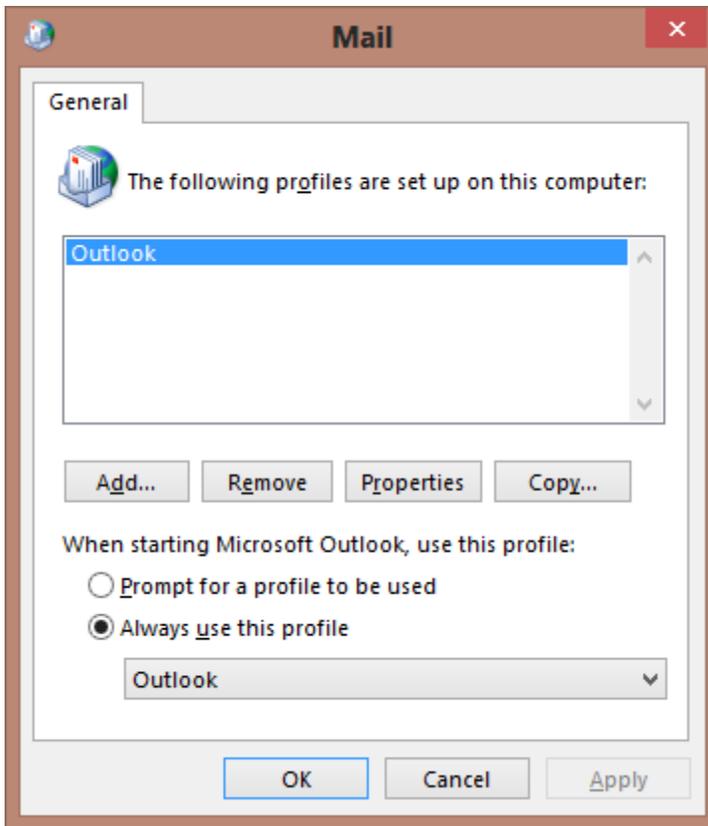
You can download the certificates from the following site: <https://www.dodpke.com/InstallRoot/>

To connect to your Beta Mail account using the Outlook 2013 e-mail client, do the following:

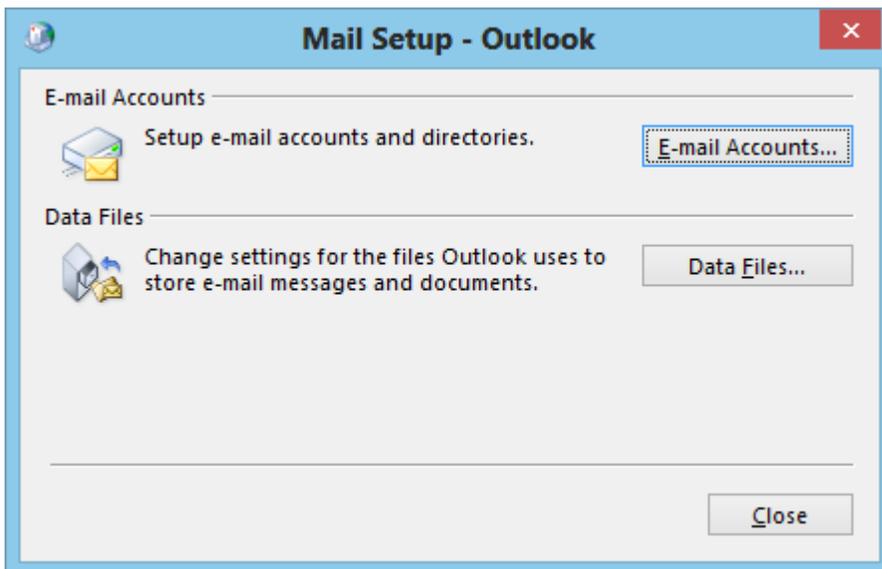
1. Go to Control Panel
2. Click on the Mail icon (if using Windows 7, click on User Accounts and Family Safety to get to the Mail icon)
3. Click on Show Profiles



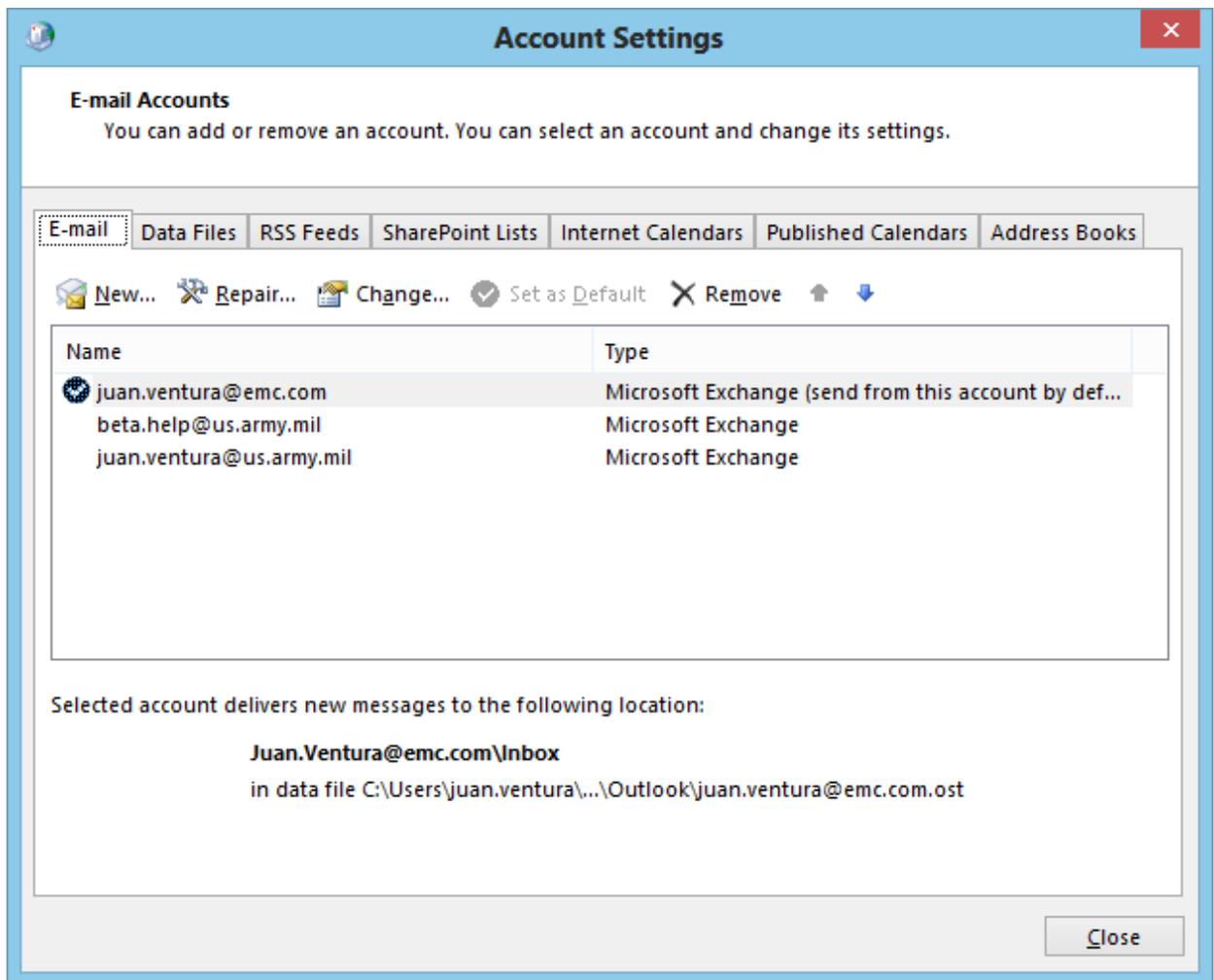
4. Here you have two options:
 - a.) You can add the Beta Mail account mailbox to an existing Outlook profile (Outlook 2013 allows you to view multiple e-mail accounts under one profile). Select the Profile you want to add the mailbox to and click on Properties



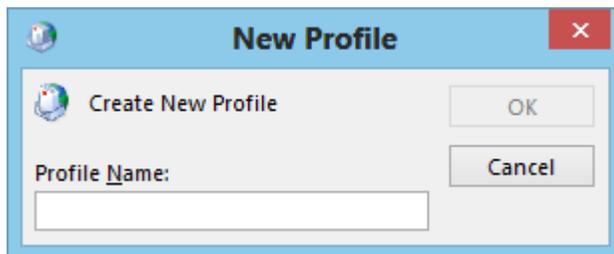
Click on E-mail Accounts



In the E-mail tab, click on New. Continue to step 5



- b.) The second option is to create a New profile, click on Add. Enter the name for the Profile and Click OK



5. Click on Manually configure server settings or additional server types and then click Next

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

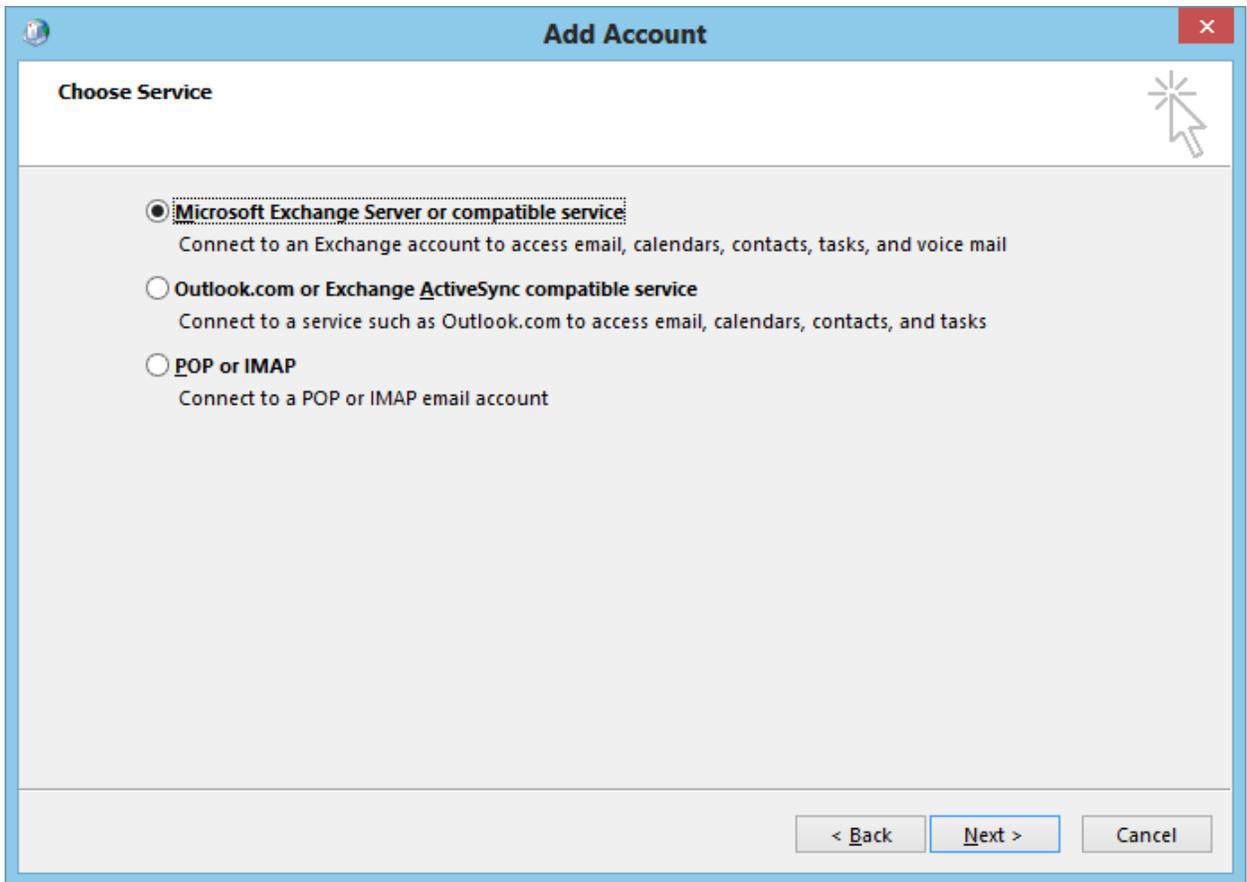
E-mail Address:
Example: ellen@contoso.com

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

Manual setup or additional server types

< Back **Next >** Cancel

6. Click on Microsoft Exchange or compatible service and click Next



7. In the Server field enter: mail.beta.army.mil
In the User Name field enter your beta mail user id: user.id@beta.army.mil
Click More Settings

Add Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server Settings

Server: mail.beta.army.mil

User Name: user.id@beta.army.mil

Offline Settings

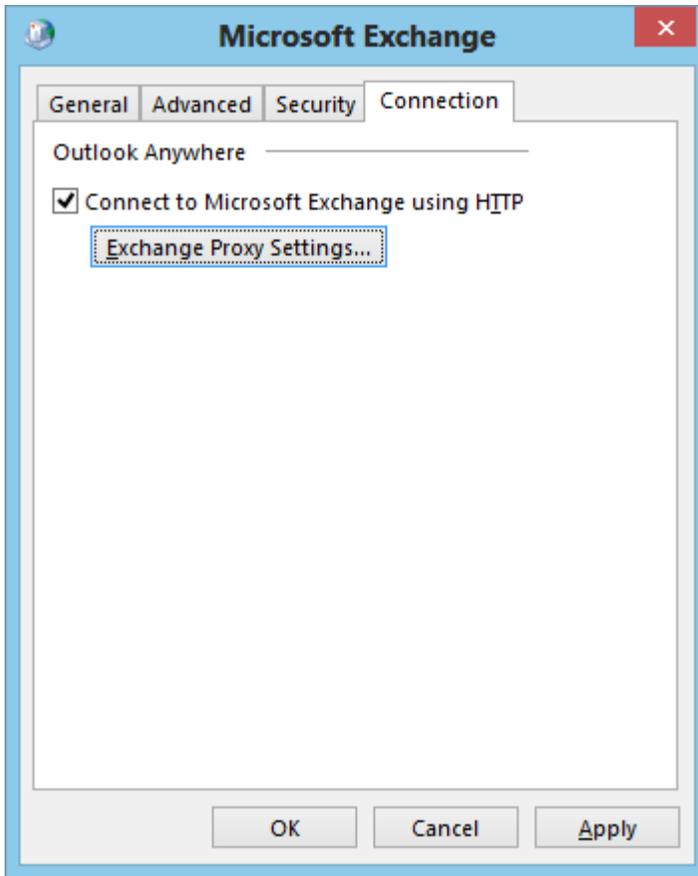
Use Cached Exchange Mode

Mail to keep offline: 12 months

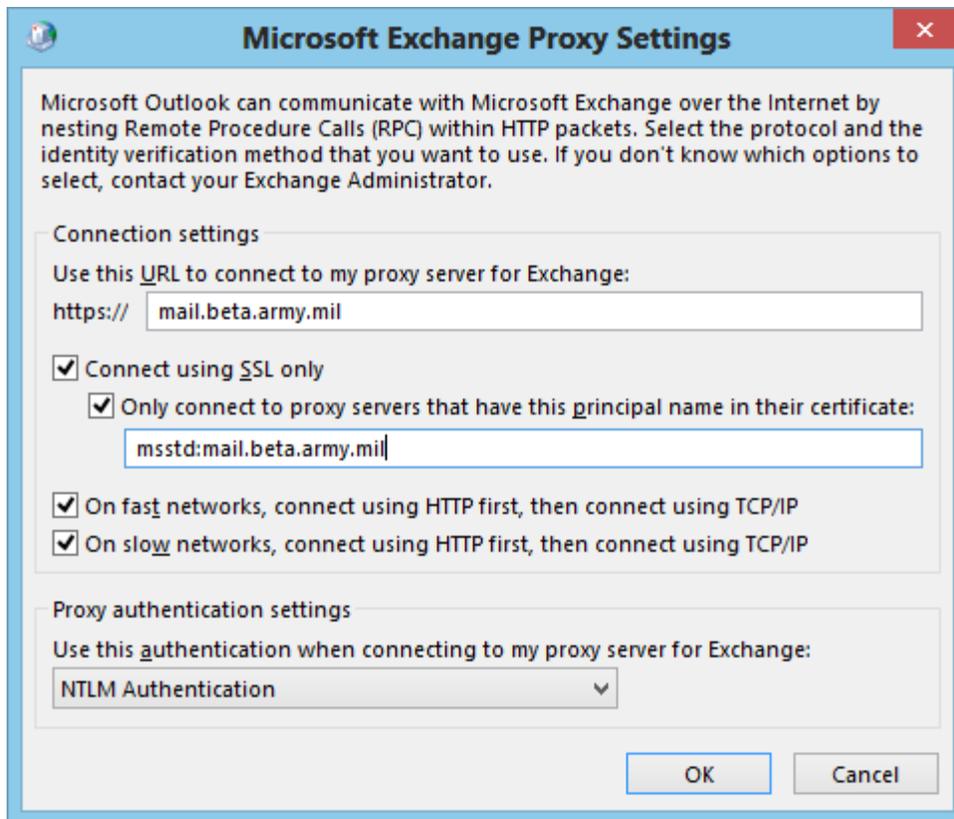
8. Click the Connection Tab

In the Outlook Anywhere section check the Connect to Microsoft Exchange using HTTP check box

Click on Exchange Proxy settings button

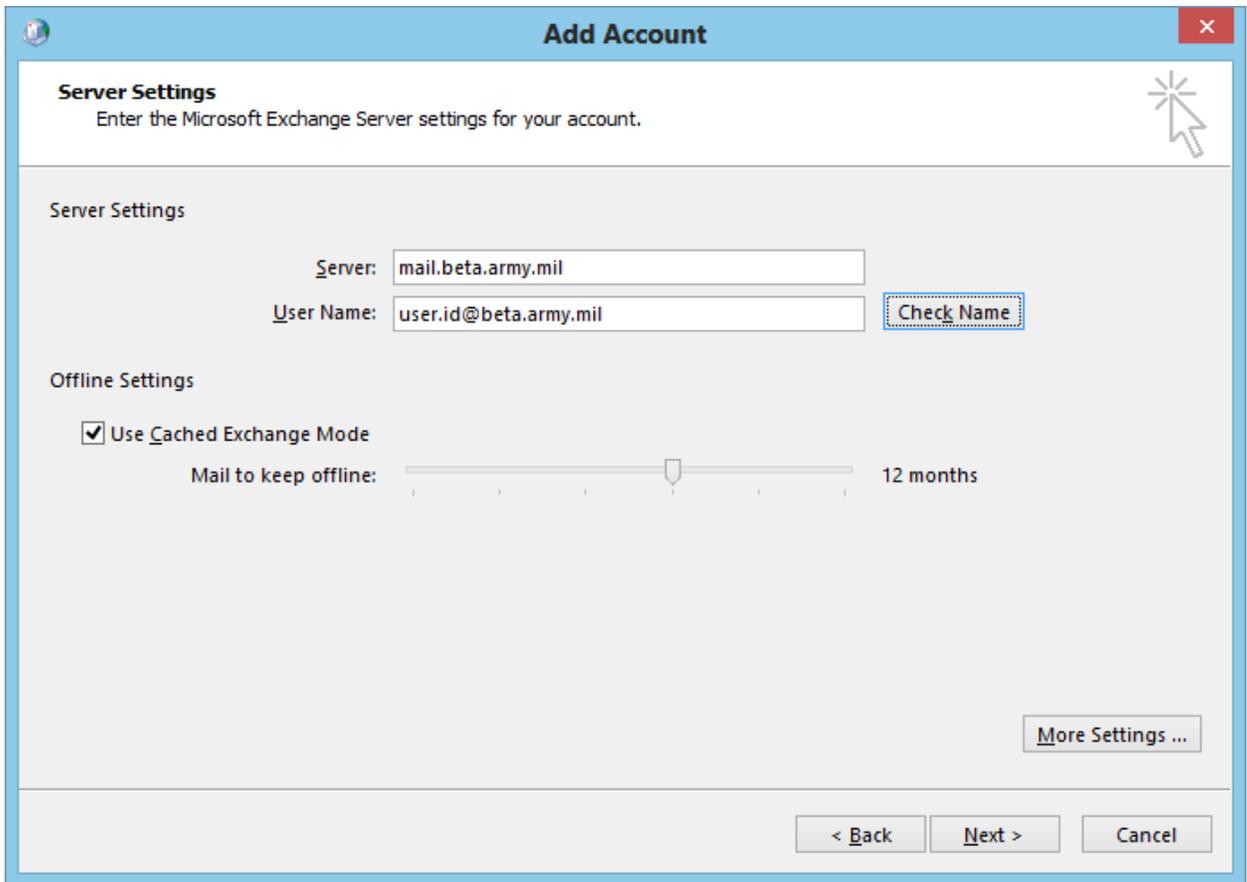


9. Configure the settings below:



10. Click OK twice

11. On the Server Settings window, Click on Check Name

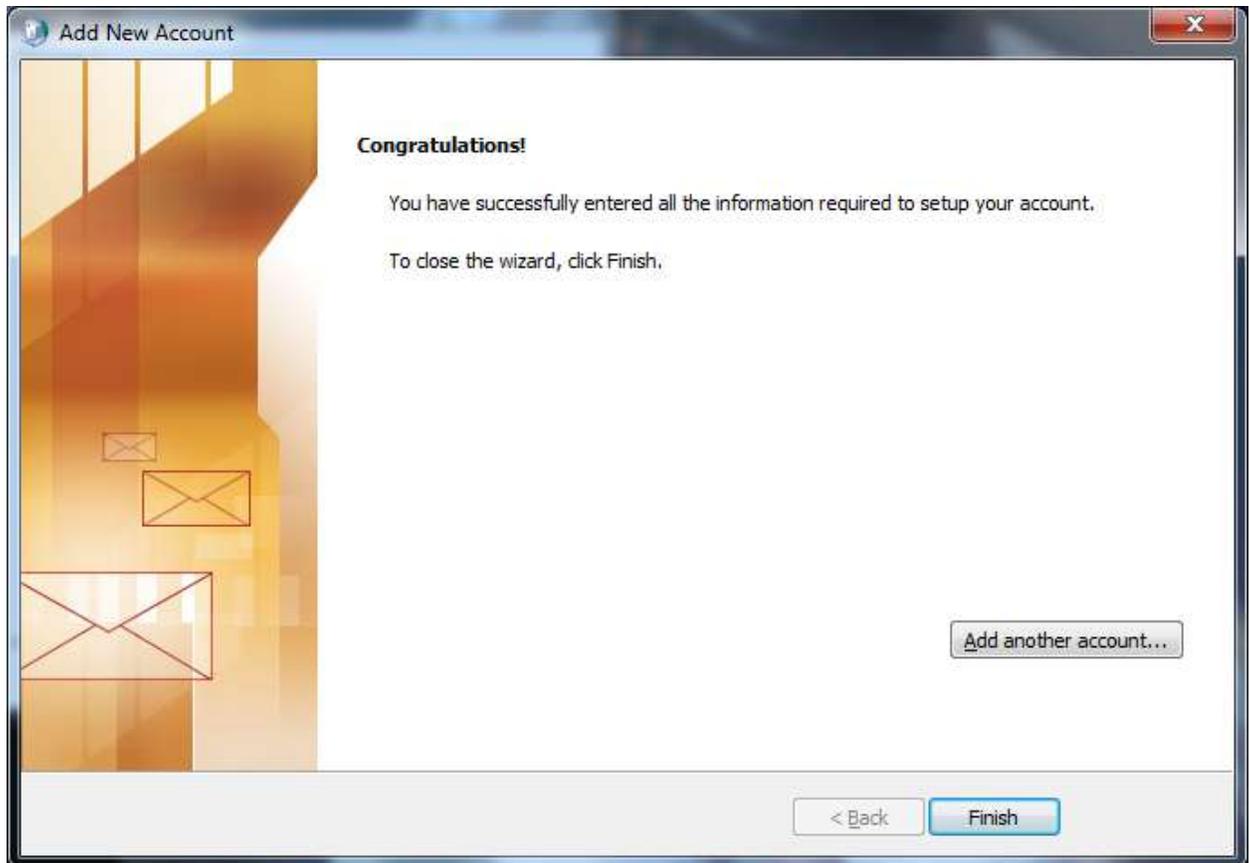


12. At the logon window enter your Beta Mail account credentials. For username enter pilot\user.id with your Beta Mail account password.
NOTE: If the @us.army.mil alias is added to the username, remove it



13. The Server Name and User Name should be underlined if the account was verified on the server.
Click Next

14. If the account was setup successfully, you will get the window below and click Finish



15. Launch Outlook and logon to the profile configured for your Beta Mail account.

16. Remember to always include the domain name in the username field, for example: pilot\user.id