

# Microsoft Outlook Anywhere

## How to access staff email at home or off-campus

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**Outlook Anywhere** enables CQUniversity staff to access their Microsoft Outlook staff email account using the internet *without* having to connect to the University's Virtual Private Network (VPN).

### Information prior to using Outlook Anywhere

- WHAT IF I USE MICROSOFT OUTLOOK ON MY LAPTOP AT WORK?

Staff *do not* need to reinstall Outlook on the laptop to access their emails at home.

- Simply establish an internet connection and open Microsoft Outlook.
- Staff will need to enter the CQUniversity username and password.

**IMPORTANT:** Staff must type "**CQU**" before the username (example pictured below).

- I USE OUTLOOK ON MY COMPUTER AT HOME. HOW DO I VIEW MY ARCHIVED EMAILS?

Staff that use Microsoft Outlook on their home computer or laptop can install an "**Outlook Add-in**" to use *Enterprise Vault* and access their archived emails while working off-campus. This *Outlook Add-in* is available from the CQUniTECHNOLOGY website:

<http://cqunitech.cqu.edu.au/emailarchive>.

*Note: Enterprise Vault will prompt staff for a username and password the first time they open an archived item. As described above, please enter "**CQU**" before the username*

- I USE OUTLOOK AT HOME OVER A VPN

*No changes* are required, but please remember to enter "**CQU**" before the login username.

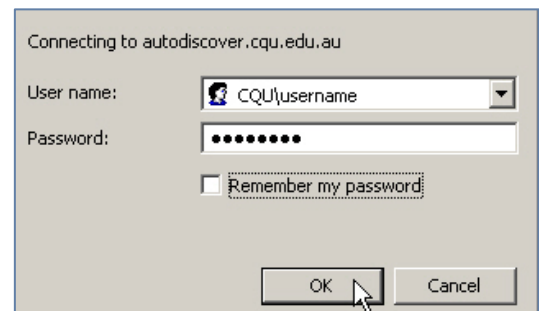
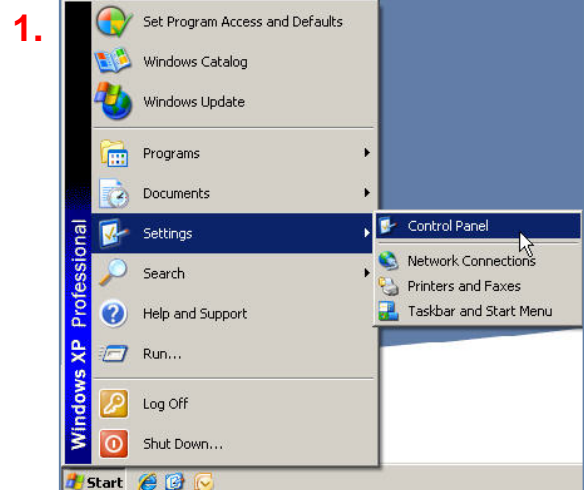
- I USE OUTLOOK VIA RPC OVER HTTPS

*No changes* are required, but please remember to enter "**CQU**" before the login username.

### Setting up Outlook Anywhere

The following instructions outline how to set up **Outlook Anywhere** (Microsoft Outlook at home) with an internet connection using a **Windows Operating System**.

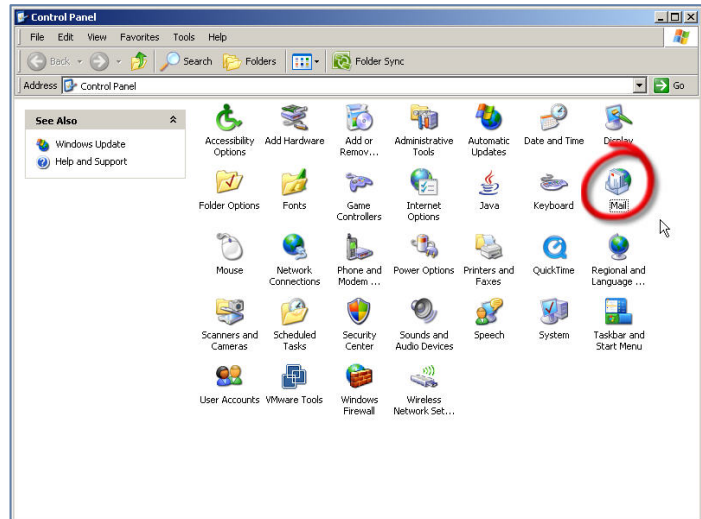
- Open the "**Start**" menu → select "**Settings**" → open the "**Control Panel**".


 Connecting to autodiscover.cqu.edu.au  
 User name: CQU\username  
 Password: [masked]  
 Remember my password  
 OK Cancel


## Microsoft Outlook Anywhere accessing email off-campus for CQUniversity staff (continued)

2. A new **“Control Panel”** window will open —> double-click on **“Mail”**.

2.



3. Click the **“E-mail Accounts...”** option.

3.



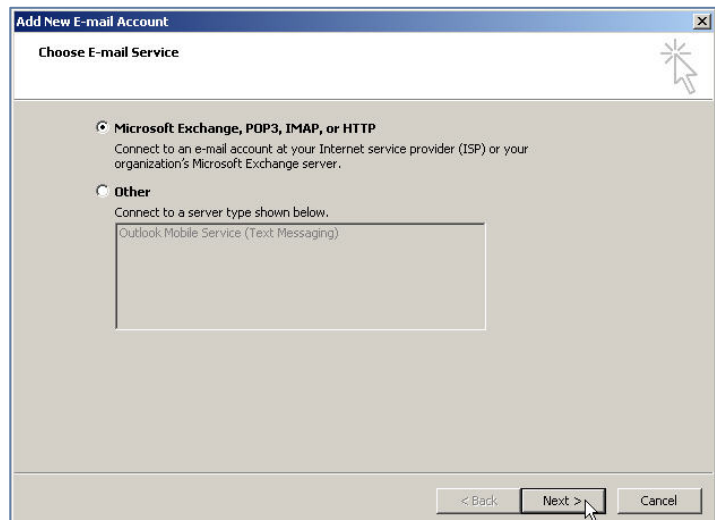
4. The new **“Account Settings”** window will open.

Click the **“New...”** option.

5. Staff will now be prompted to select the type of e-mail account.

5.

Leave the default option **“Microsoft Exchange, POP3, IMAP, or HTTP”** selected —> click **“Next”**.



## Microsoft Outlook Anywhere accessing email off-campus for CQUniversity staff (continued)

6. Please complete the following fields with the appropriate information:

Your Name: staff name  
E-mail Address: staff email address  
Password: CQUniversity password  
Retype Password: Login password.

Click "**Next**".

7. Outlook will now attempt to establish a connection with the CQUniversity network to retrieve the information from the email account.

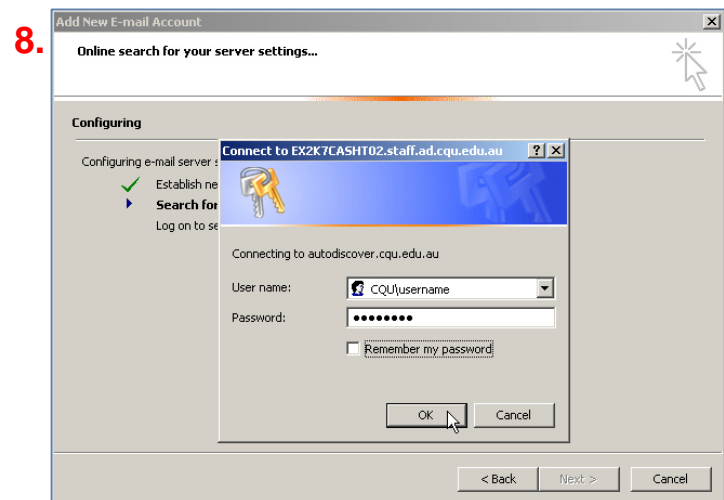
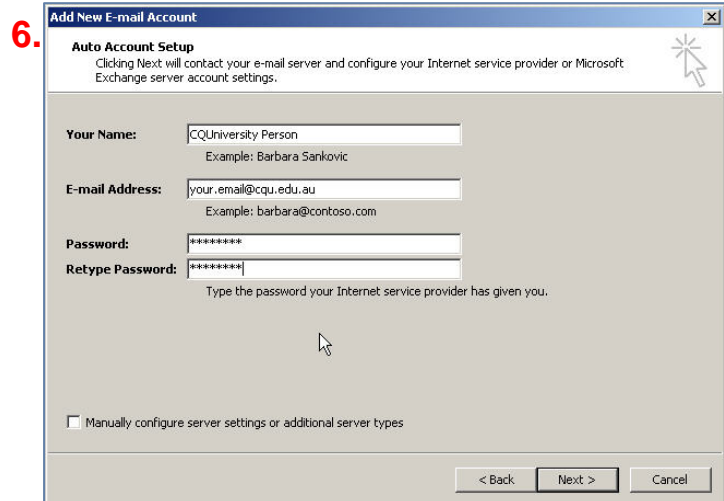
8. Staff will be prompted to log into "**autodiscover.cqu.edu.au**".

Enter the username and password, and ensure "**CQU**" is included as the prefix for the username.

9. There may be a small delay, after which Outlook will notify staff that the Microsoft Exchange account has been successfully added.

10. Click "**Finish**" and open Outlook.

11. *Note: that when staff open Microsoft Outlook, they will be prompted for their username and password. Please ensure that the prefix "**CQU**" is included with the username.*



## Need assistance accessing Outlook Anywhere?

Staff can contact the ITD Service Centre for further information on Outlook Anywhere.

Phone: 07 4930 9233  
Email: [servicedesk@cqu.edu.au](mailto:servicedesk@cqu.edu.au)