User Guide

Microsoft Exchange Remote Test Instructions

University of Louisville Information Technology
1.1 Who Should Use It

This guide is intended for University of Louisville Faculty and Staff participating in the Microsoft
Exchange proof of concept evaluation.

This guide assumes that you have received all supporting materials from which to guide you
through the Microsoft Exchange proof of concept evaluation process.

1.2 Purpose

The purpose of this document is to provide step-by-step instructions for testing Microsoft
Exchange remotely (from outside the IT test environment). Remote Desktop will be required to
complete the test.

1.3 System Requirements

Windows XP or Windows Vista is required to use Remote Desktop.

1.4 Scope

Remote Desktop allows you to connect remotely to another PC to control it or access files stored
on that PC.

1.5 System Organization

The system and the software to which this document applies, includes:

- Remote Desktop Connection Client

- Microsoft Outlook 2007
2 Accessing Remote Desktop

Before You Begin

Before you begin, ensure that the Remote Desktop client is installed on your computer by following these steps in section 2. If you are unable to locate Remote Desktop, install the Remote Desktop Client.

To install remote desktop connection software visit the following page
Windows Vista Remote Desktop is installed by default on Business and Ultimate Editions

Download and install the client. Then proceed to the connection instructions.

2.1 Accessing Remote Desktop using Windows XP

1. On your Office Computer, click **Start**, point to **All Programs**, and then point to **Accessories**.
2. In the **Accessories** menu click **Remote Desktop Connection**.
3. In the Computer field type **extermt1.louisville.edu**
4. Click Connect
5. You will be connected to the Terminal Server

*Continue to the next page for Terminal Server Login Instructions*
2.2 Accessing Remote Desktop using Windows XP

(Snapshot of the Terminal Server Screen)

Log On to Windows

User name: tafran02_test
Password: exchange!1
Log on to: ADGREENTEST

6. Input your credentials:
   User name: ulinkid_test  <ex. tafran02_test>
   Password: exchange!1
   Log on to: ADGREENTEST

7. Click OK

Once connected, you will be logged into a remote computer preinstalled with Outlook 2007.
Skip to section 2.4 called Configuring your Outlook Client.
2.3 Accessing Remote Desktop using Windows Vista

1. On your Office Computer, click **Start**, point to **All Programs**, and then point to **Accessories**.
2. In the **Accessories** menu click **Remote Desktop Connection**.
3. In the Computer field type *extermt1.louisville.edu*

4. Click **Connect**, you are then prompted to login

   ![Remote Desktop Connection](image)

4. Input your **domain** followed by your **username**

   **Username** = adgreentest\ulinkid_test

   **Password** = exchange!1

5. **Click OK**

   Once connected, you will be logged into a remote computer setup with Outlook 2007.
2.4 Configuring Your Outlook Client

1. Double click on the Microsoft Outlook icon to open email.
2. At the Outlook 2007 Startup screen click, **Next**.
3. At the Account Configuration screen, ensure that YES is selected. Click **Next**.

![Account Configuration Screen](image)
4. At the Add New Email Account screen, verify that your email address is correct. Click Next.

**Note:** The auto-completed email address should be userid_test@extest.louisville.edu.
5. At the following Add New Email Account screen, the email configuration process will run automatically. This process will run for a few minutes as information is extracted from the Microsoft Exchange Server.
6. When the process has completed, click **Finish**.

7. Microsoft Outlook will open.

8. After you have successfully logged in to the Microsoft email solution, complete the evaluation located at:


   - First, you will be asked to provide some details about your email usage and history.
   - Next you will be asked to rate several features of the email system.
   - If you are unsure how to use a feature in the new system, use the links provided within the survey for a short demonstration of the feature.

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**Note:**
Thanks in advance for your participation. If you have any questions, please feel free to contact the IT Help Desk at **852-7997**. Be sure to identify yourself as an “**Exchange Evaluation User**”.