Changing Your Outlook 2010 for Windows Connection from Physics to Exchange

NOTE: This documentation is intended for use by users connected to internal ANL networks only. If you are offsite but have VPN access, you should be able to follow these instructions after connecting to the ANL VPN. These steps will not work for you if you are changing your client configuration from offsite without VPN access.

Following this configuration document will cause your Outlook client to resynchronize its folder list and all messages with your new Exchange mailbox. Large mailboxes may notice a delay before all folders and messages appear.

Please note that most settings such as message rules, mailbox permissions, and other customizations do not migrate between the Physics mail server and Exchange and may have to be recreated once you connect to your new mailbox. It is advised that you record any settings that you would like to retain before proceeding so they can be replicated.

Locally stored filters, rules and settings should remain in place, however any rules, permissions, filters or other settings stored on the Physics server will need to be recreated manually on the Exchange mailbox.

If you have any message rules or filters configured within Outlook, you may want to export them before you begin in case you discover they need to be re-imported after you set up your new mailbox. Instructions for exporting and importing your message rules can be found in this document.
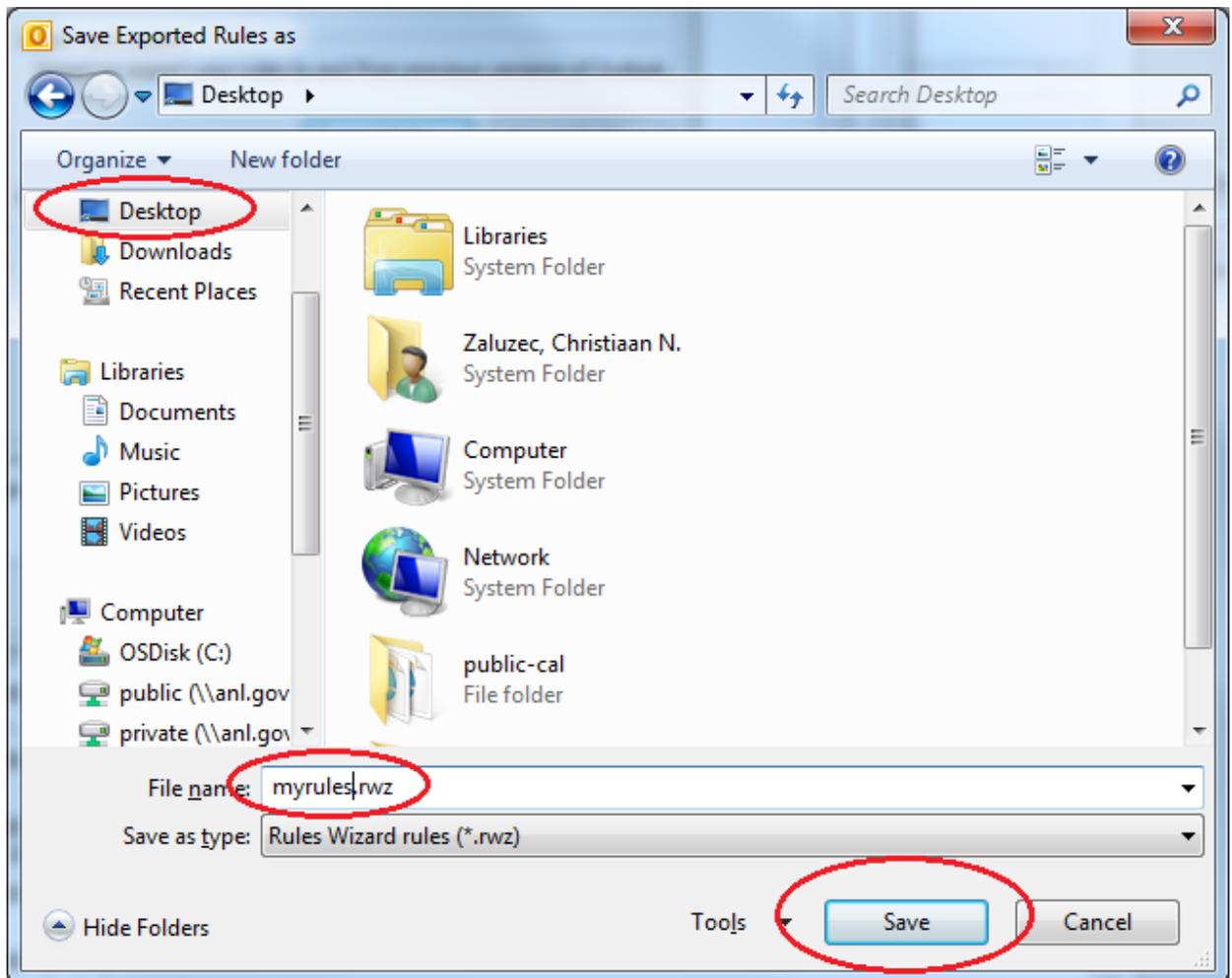
1. If you do not have any message rules or filters to export, skip to step #4. If you do have rules or filters, export them now. From the "Home" tab, highlight "Rules" and choose "Manage Rules and Alerts".
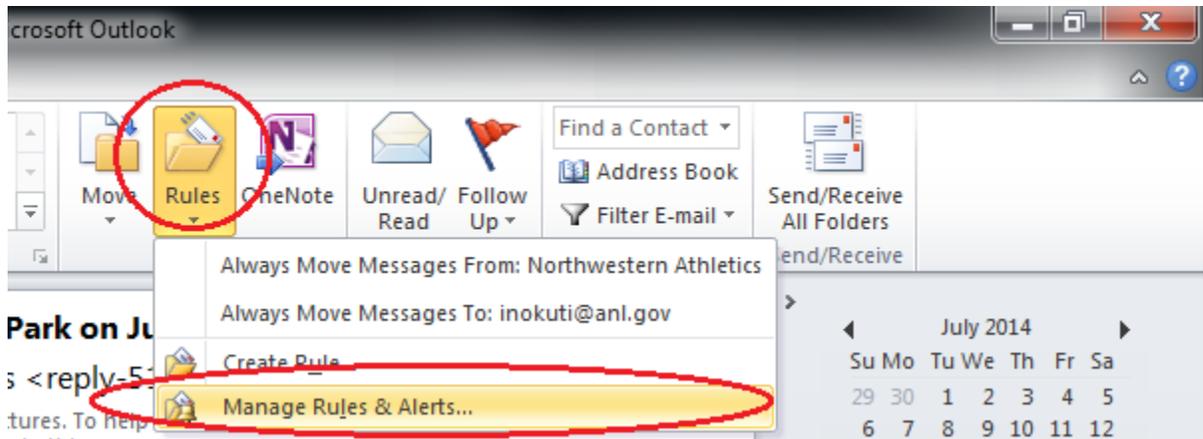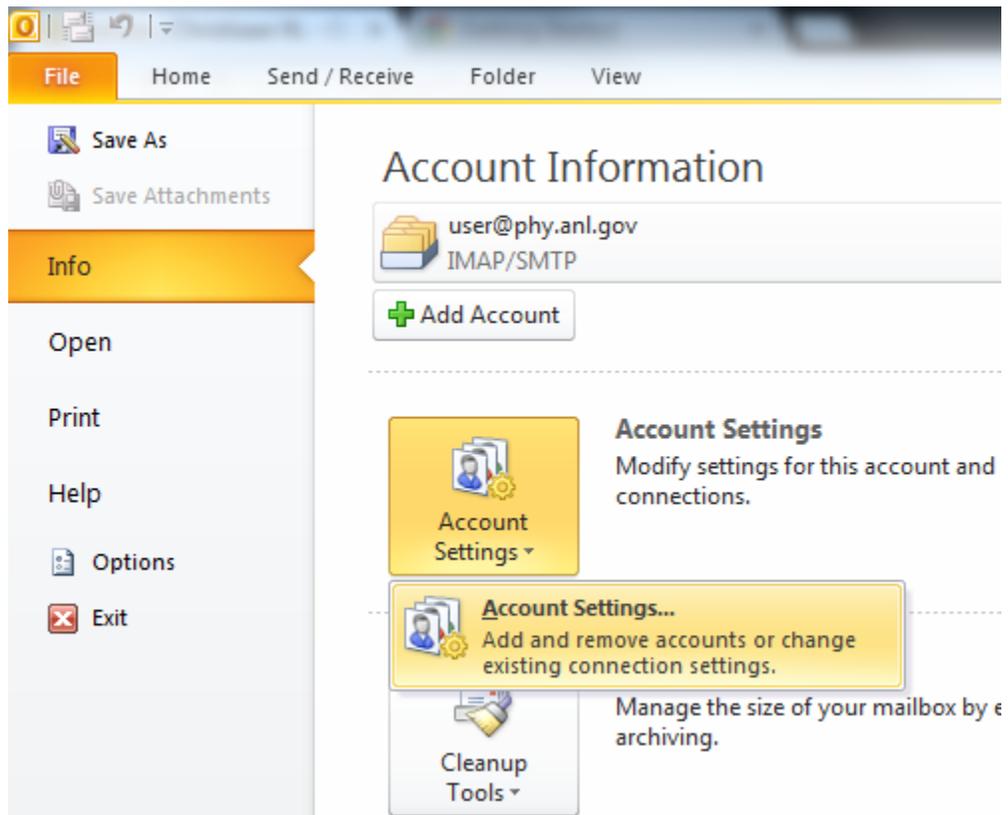

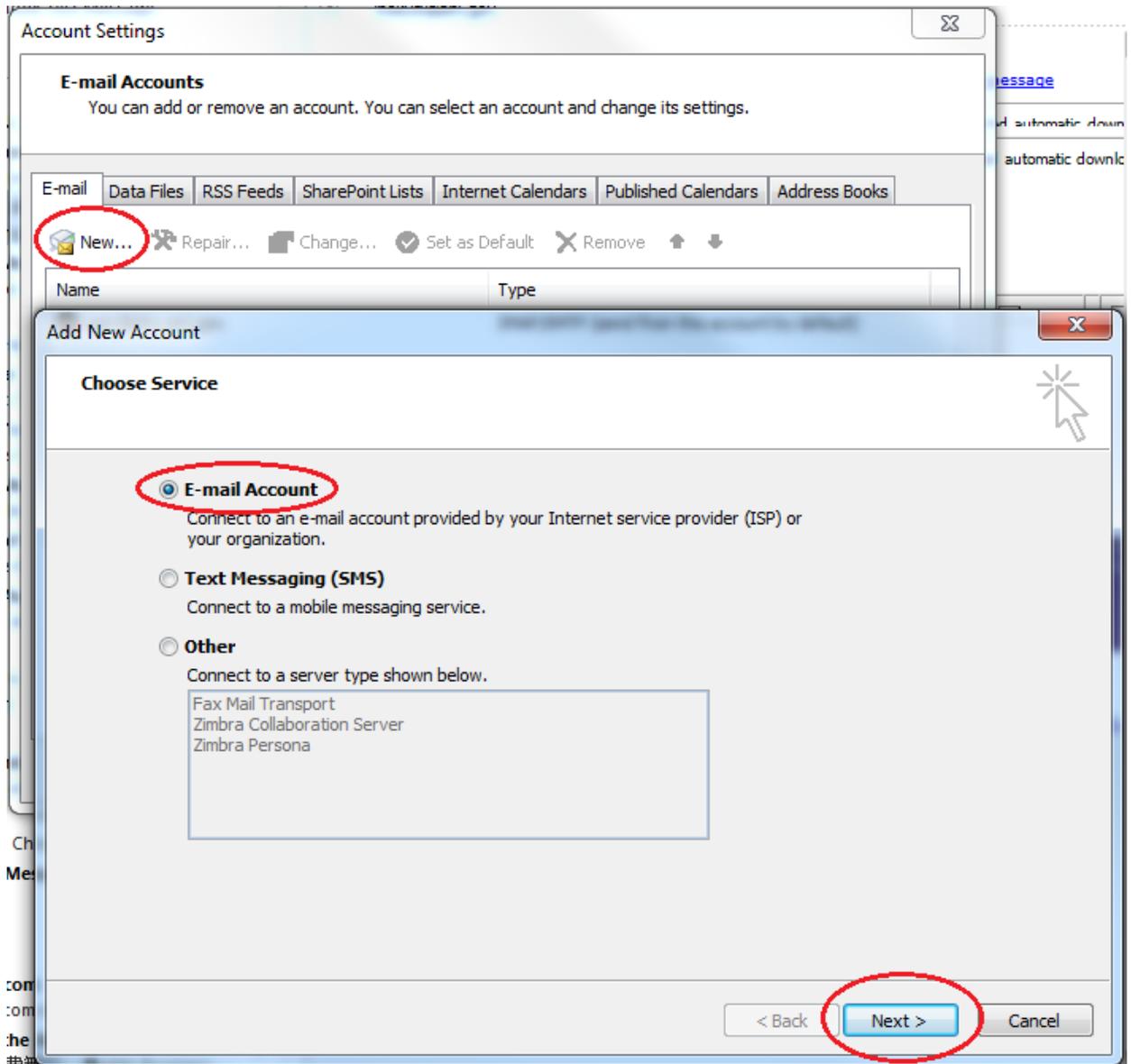2. Choose the "Options" button, then select "Export Rules…"
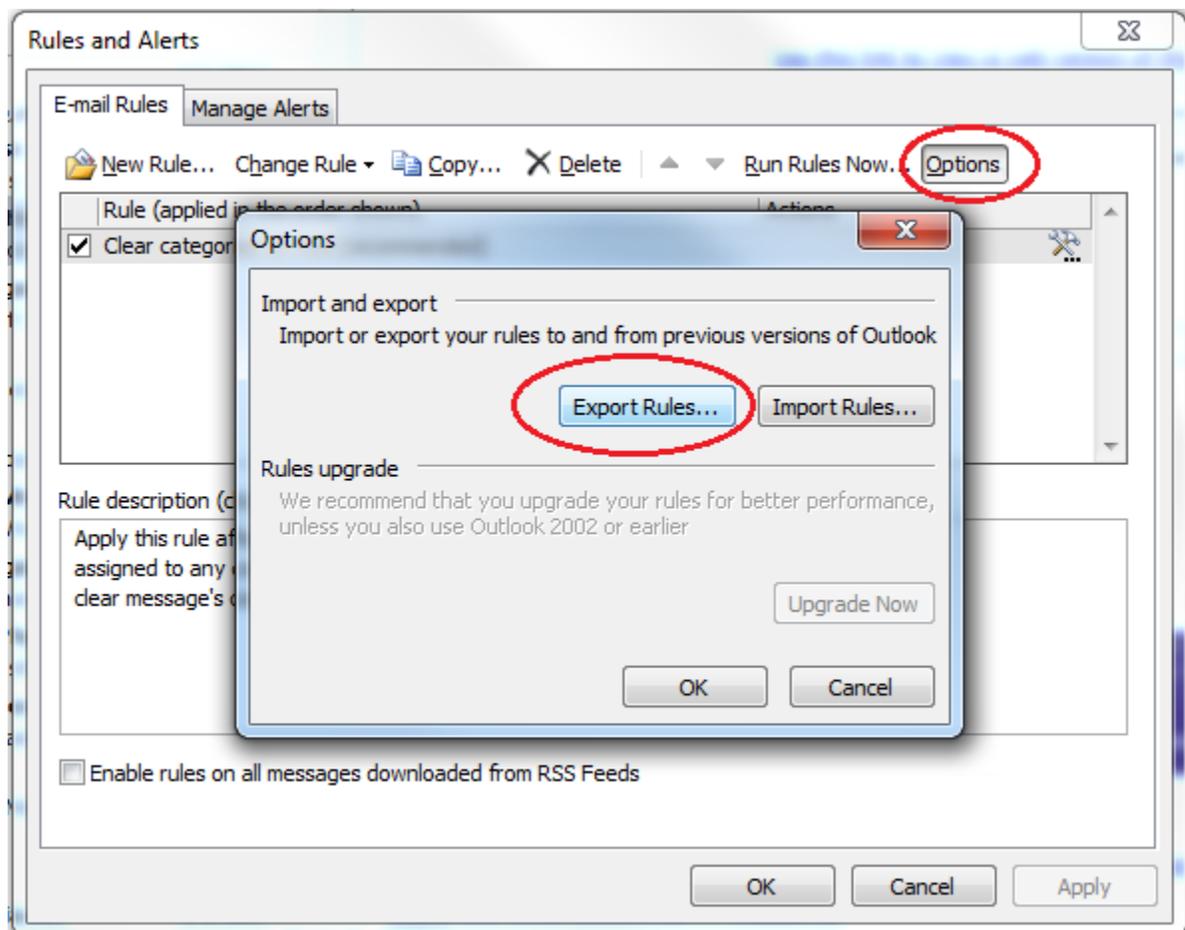
3. Choose an easy to remember location and file name, then click Save. You'll need to access this file at the end of the document.

4. Switch to the "File" tab and Click on "Account Settings".

5. Click "New…", then select the "E-mail Account" radio button and click "Next"

6. Enter your name, your @anl.gov email address (not your @phy.anl.gov address) and your ANL domain password, then click "Next".
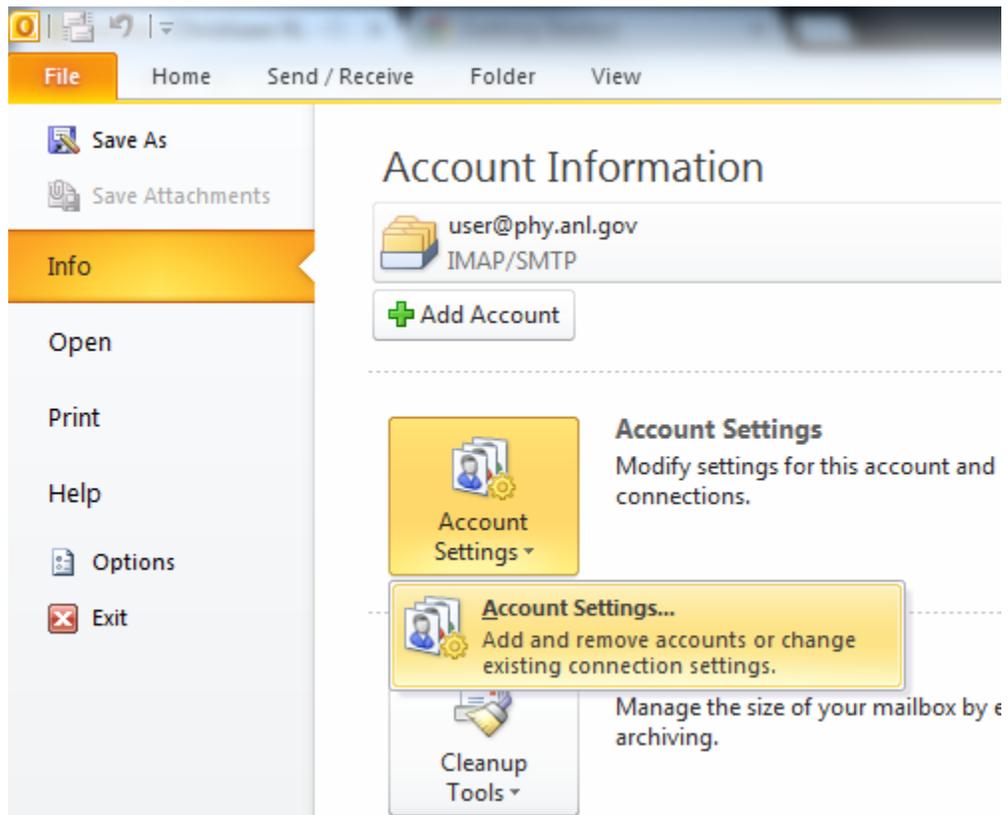
7. Outlook will auto-configure your mailbox settings. When complete, click "Finish", then close and reopen Outlook
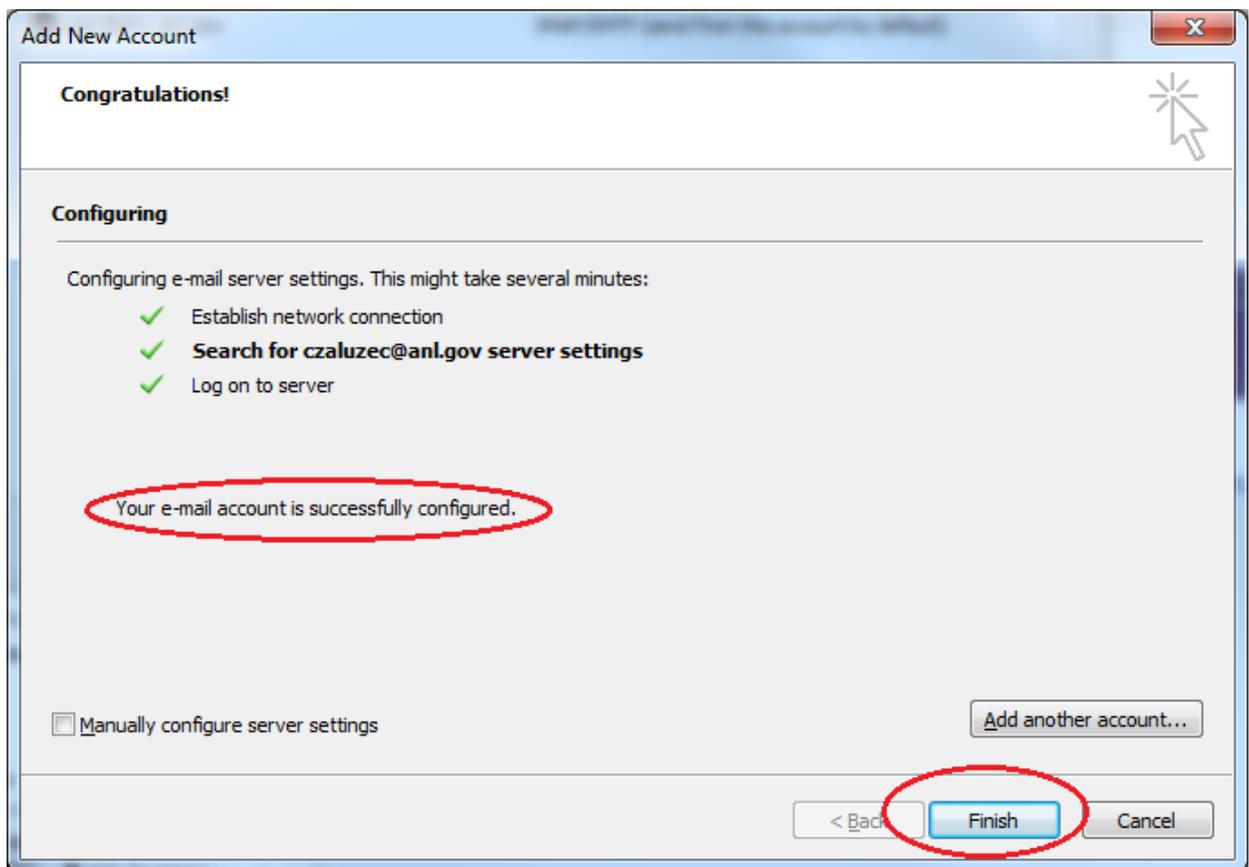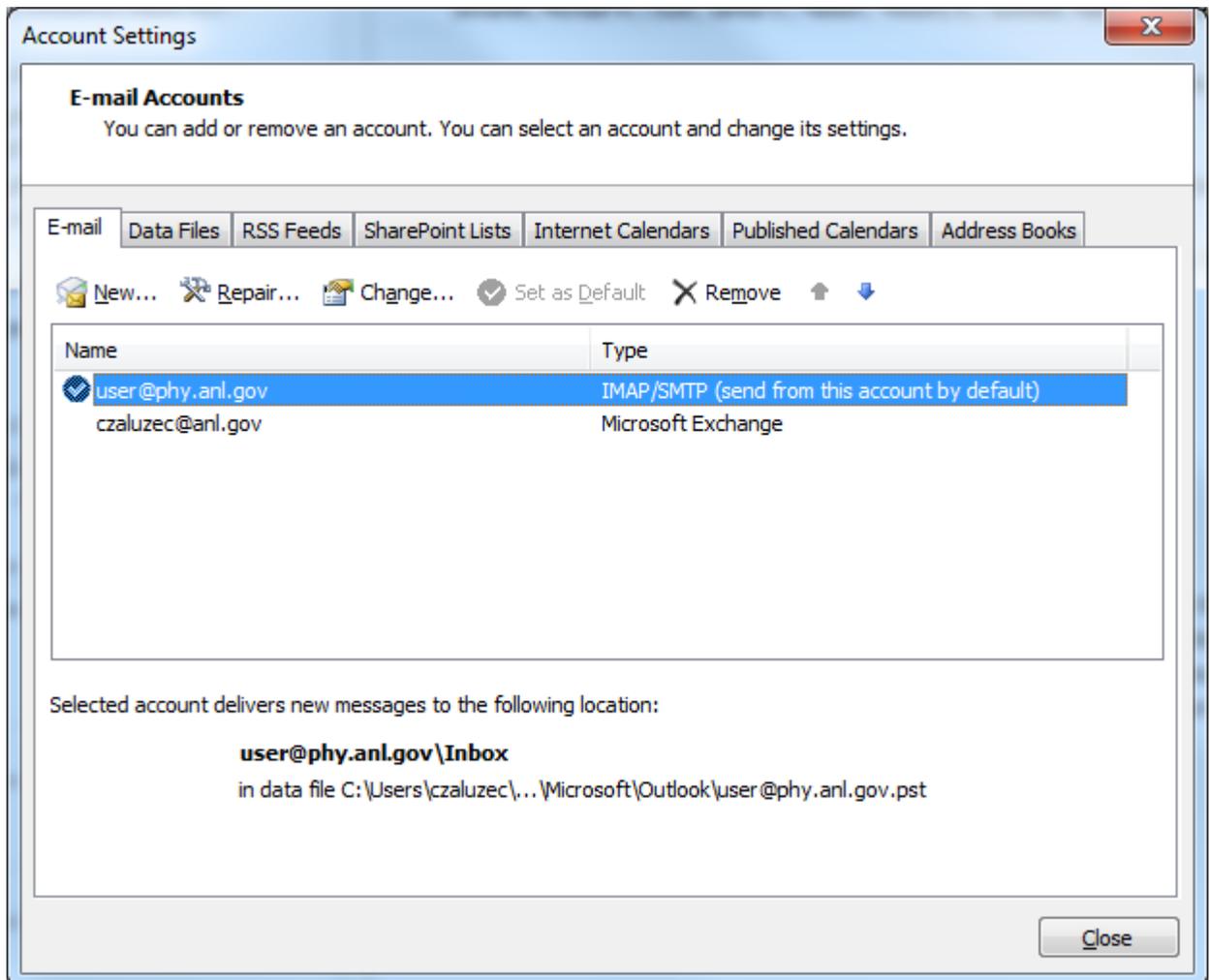

8. You will receive a popup notification that Outlook is synchronizing with your mailbox. This is expected behavior, and you can continue working in Outlook while this is going on.
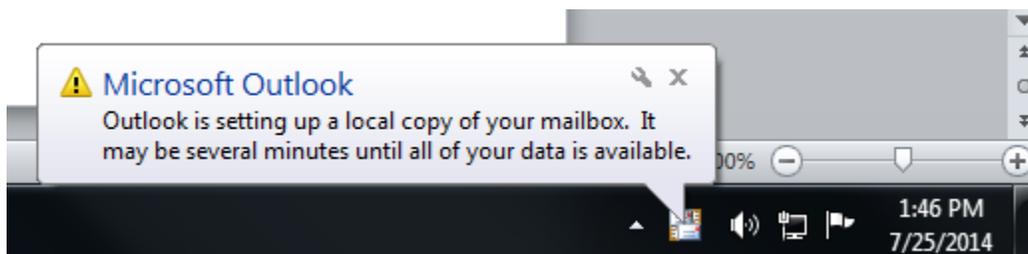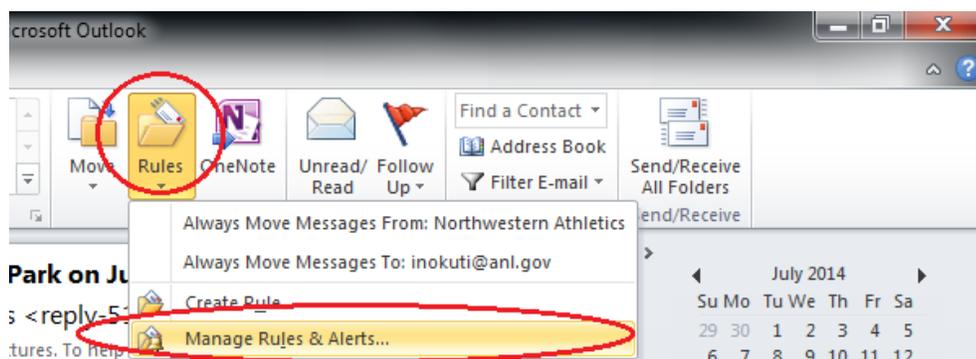
9. Switch to the "File" tab and Click on "Account Settings".

10. Highlight your physics account in the account list and choose "Remove". Click "Yes" to confirm the removal.
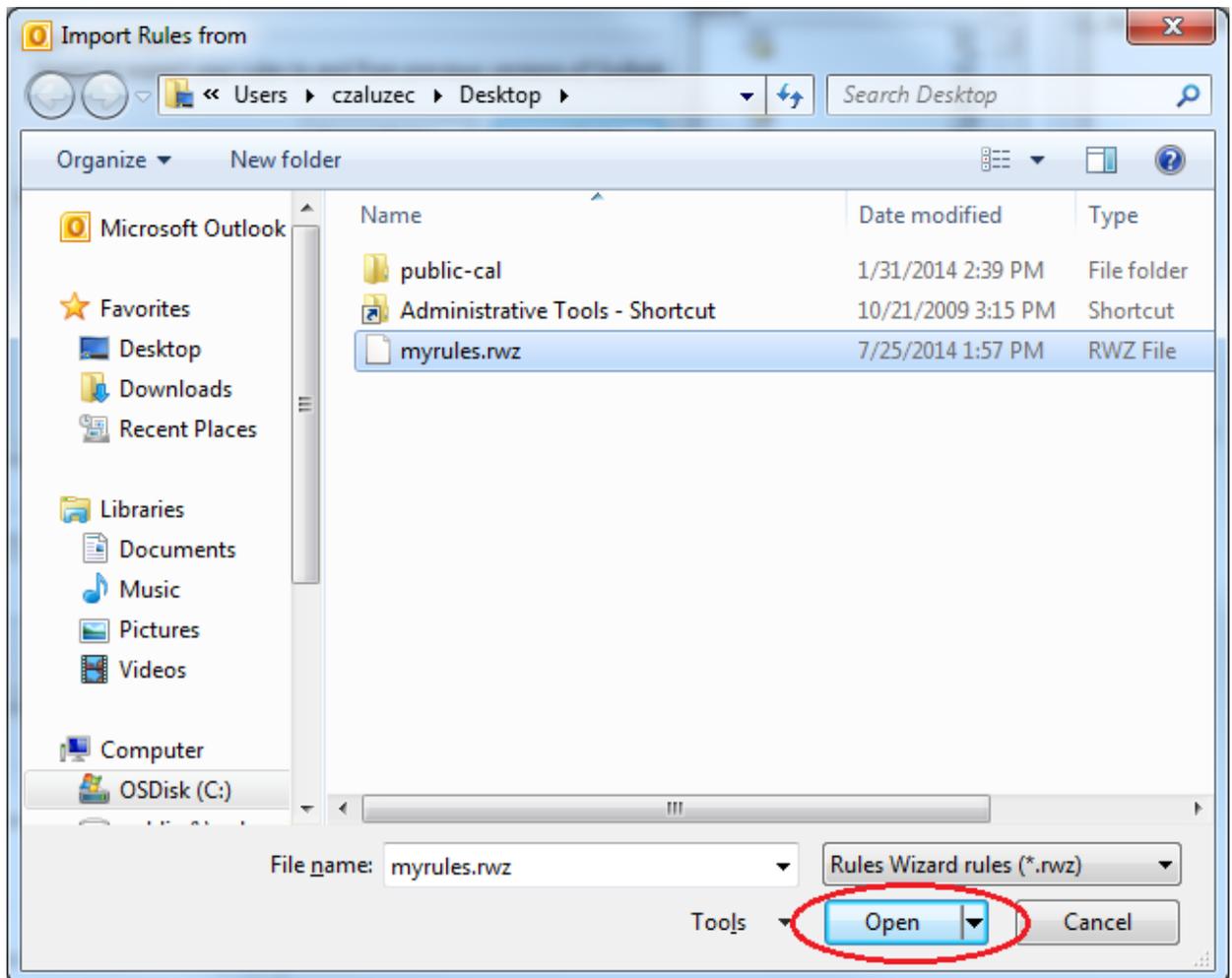

11. If you do not have rules to re-import, then you have completed the transition process. If you do have rules to re-import, . From the "Home" tab, highlight "Rules" and choose "Manage Rules and Alerts".

12. Click the "Options" button, then "Import Rules…"
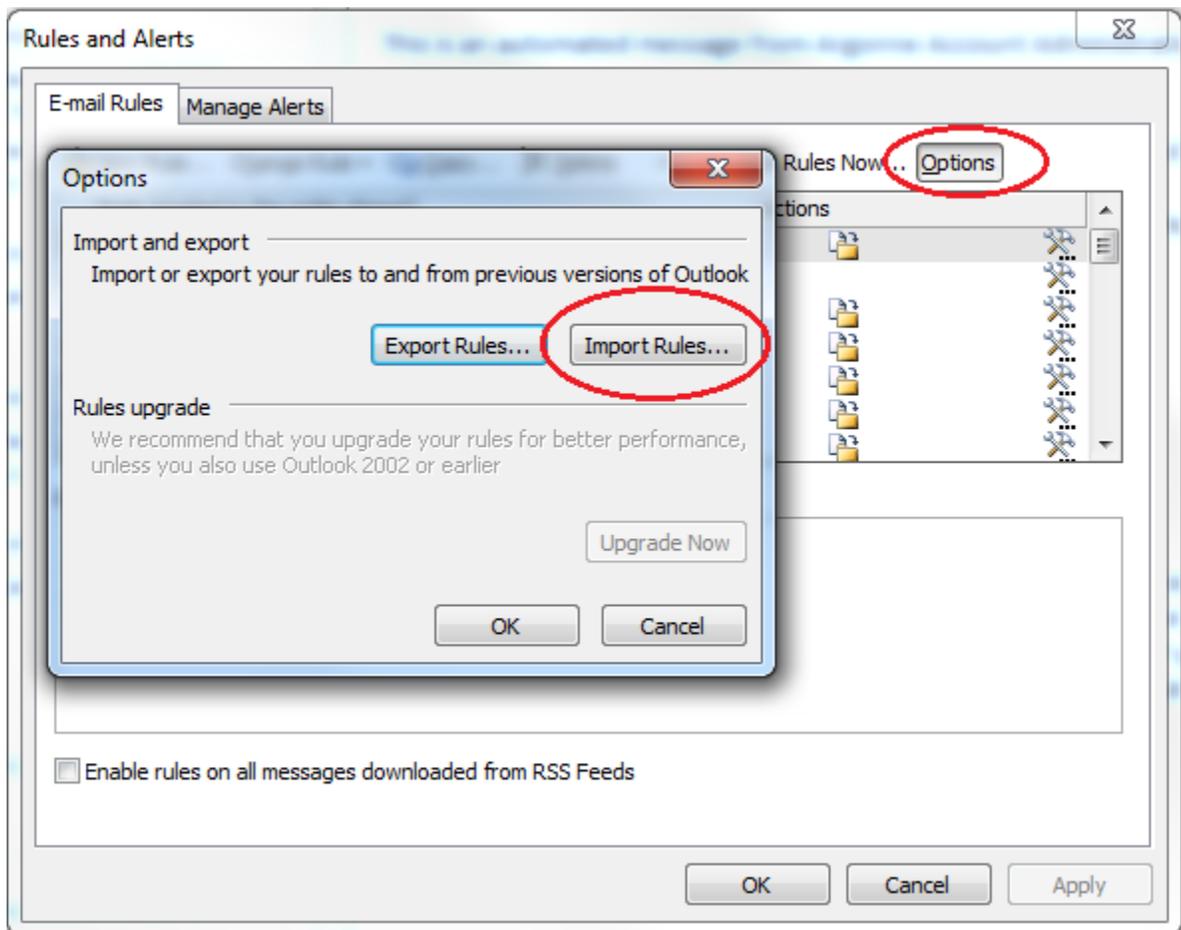
13. Browse to and select the rules file you exported at the beginning of this document. Click "Open" to import your rules.

14. This completes the mailbox transition project.