

USING OUTLOOK TO ACCESS EXCHANGE – OUTLOOK 2003

INTRODUCTION

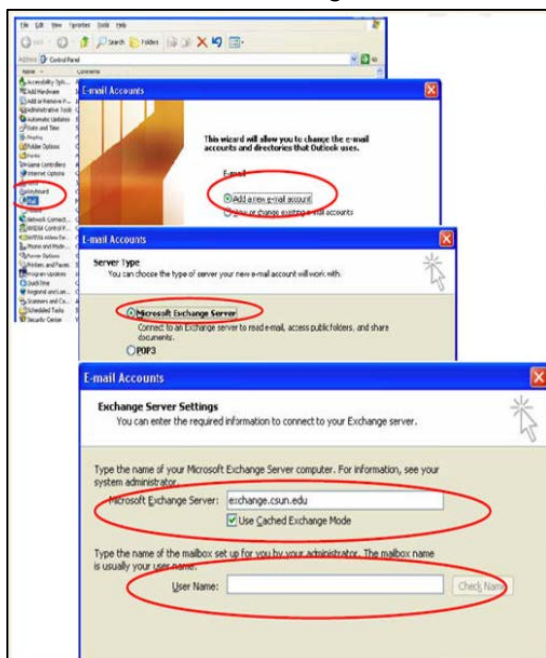
You can create an account in Outlook 2003 to access Microsoft Exchange

VIRTUAL PRIVATE NETWORK (VPN)

To setup an account from an off-campus location, or from the wireless network, you must be connected to the VPN. For more information, visit <http://www.csun.edu/it/services/vpnmain.html>.

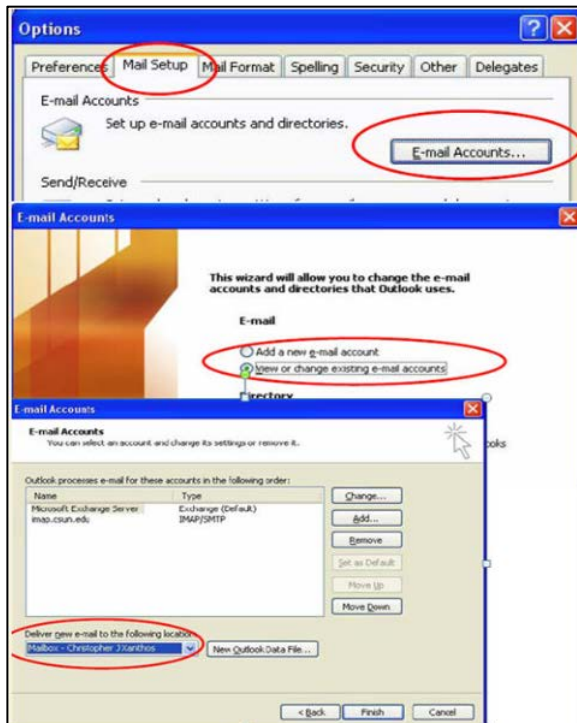
SETUP INSTRUCTIONS

1. Select the **Control Panel** option from the **Start** icon at the bottom left.
2. Select the **Mail** option.
3. Select **Add a new email account** in the **E-mail Accounts** window.
4. Select the **Next** button.
5. Select **Microsoft Exchange Server**.
6. Select **Next**.
7. Type **exchange.csun.edu** in the **Microsoft Exchange Server** field.
8. Check the **Use Cached Exchange Mode** box.
9. In the **User Name** field, type your CSUN User ID (same as you use for the Portal).
10. Select the **Next** button.
11. You will receive a warning, select **Yes**.



12. From your **Start** menu, launch the Outlook application. You can also find it by selecting **All Programs** then **Microsoft Office** from the sub menu.

Note: If your computer is not on campus active directory, you may be prompted for your user ID (csun\your username) and password.
13. Select **Options** from the **Tools** menu.
14. The **Options** dialog box will appear.
15. Select the **E-mail Accounts** button from the **Mail Setup** tab in the **Options** window.
16. Select the box to **View or change existing email accounts** from the **E-mail Accounts** window.
17. Select the **Next** button.
18. Highlight **Microsoft Exchange Server** in the next **E-mail Accounts** window.
19. Select **Mailbox – (your name)** in the **Deliver new e-mail to the following location** drop down.
20. Select **Set as Default** to make Exchange your default email account. This will default all of your mail to be sent via Exchange.
21. Select the **Finish** button.



NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, Room 33).