

OUTLOOK 2010/2007 - USING OUTLOOK TO ACCESS EXCHANGE

INTRODUCTION

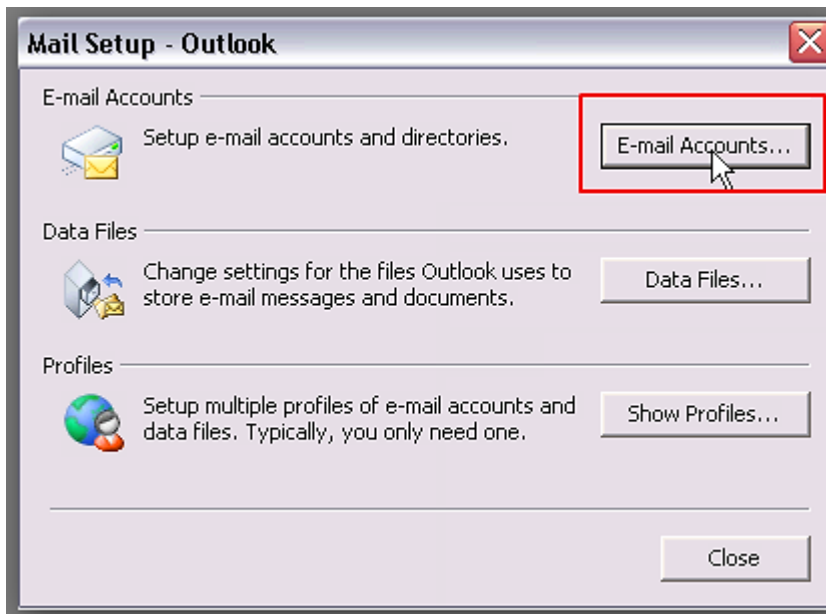
You can create an account in Outlook 2010 or 2007 to access all of the features available in Microsoft Exchange. For more information, visit <http://www.csun.edu/it/services/exchange/benefits.html>.

SETUP INSTRUCTIONS

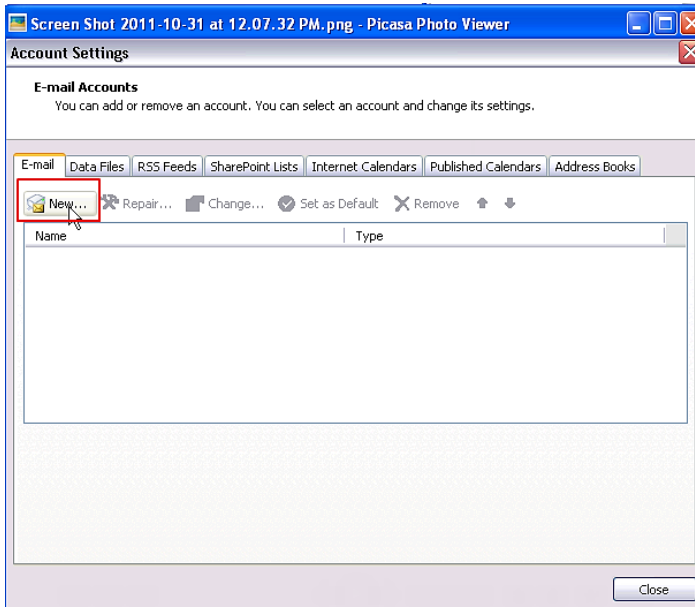
1. From the **Start** menu, select **Control Panel**.
2. Select the **Mail** icon.



3. The **Mail Setup - Outlook** window displays. Select **E-mail Accounts...**



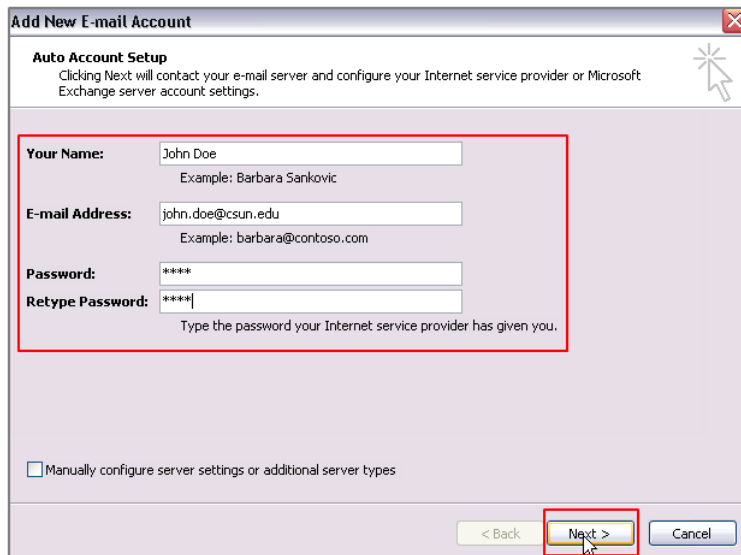
4. In the **Account Settings** window, select **New**.



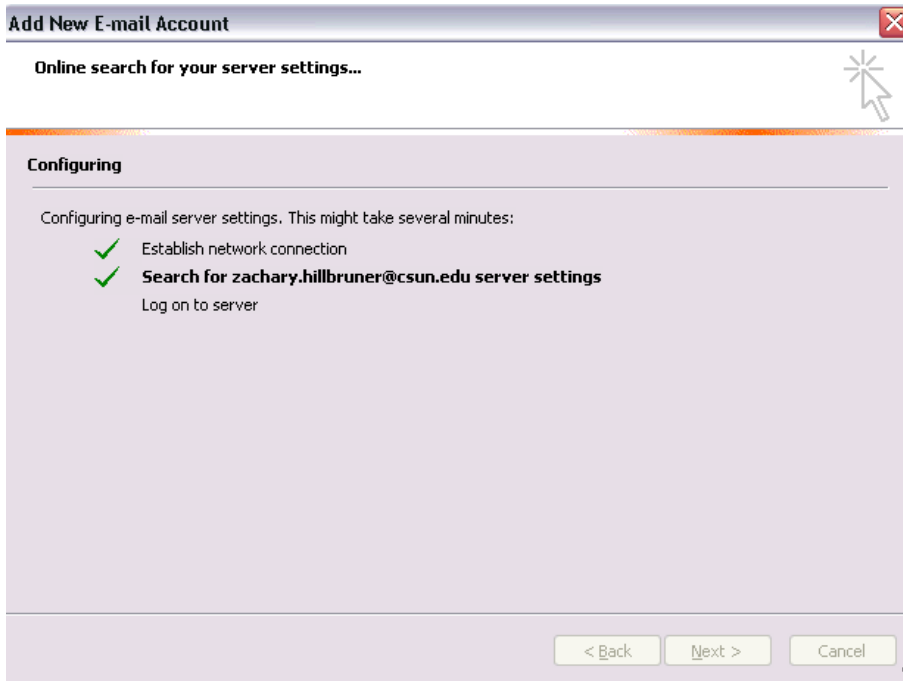
5. In the **Add New E-mail Account** window, do the following:

- Enter your name.
- Enter your CSUN email address (example: john.doe@csun.edu).
- Enter your password (the one you use for the myNorthridge Portal).
- Re-type your password.

6. Select the **Next** button.



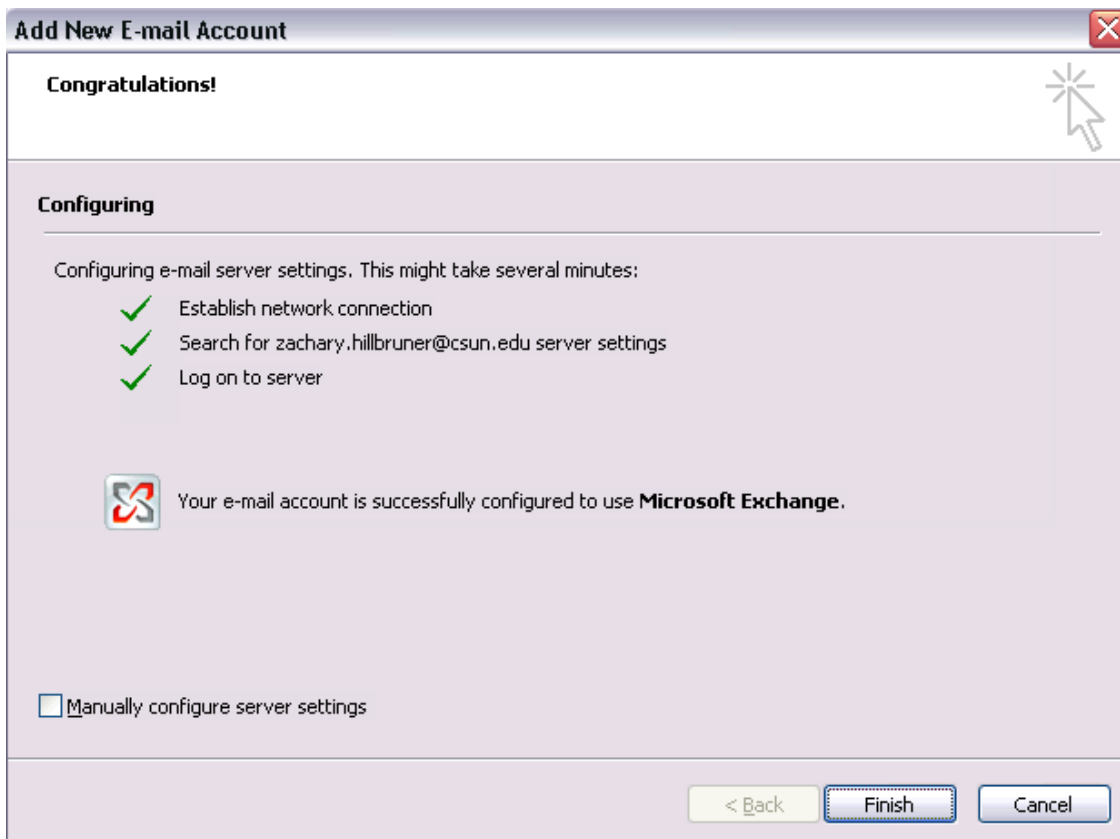
7. The window displays 'Configuring' as it searches for your server settings.



8. If you receive the prompt noted below, enter your email address and password and then select the **OK** button to continue. Otherwise, continue to the next step.



9. Configuration is successful. Select the **Finish** button to complete the set-up process.



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).