

USING OUTLOOK TO ACCESS EXCHANGE – OUTLOOK ANYWHERE

INTRODUCTION

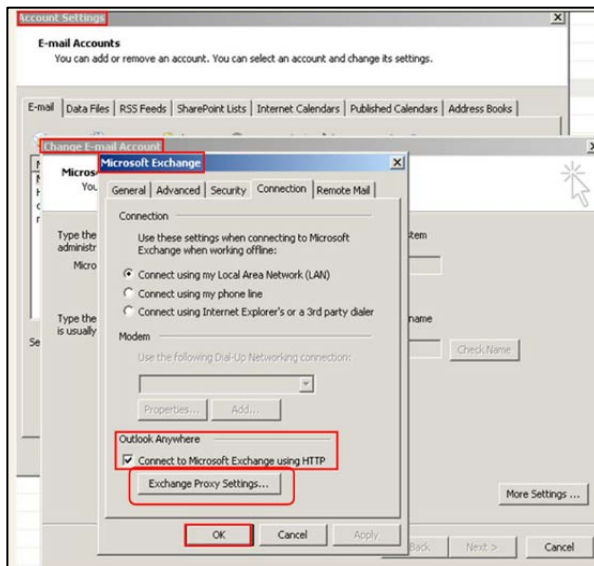
You can create an account in Outlook Anywhere to access Microsoft Exchange.

VIRTUAL PRIVATE NETWORK (VPN)

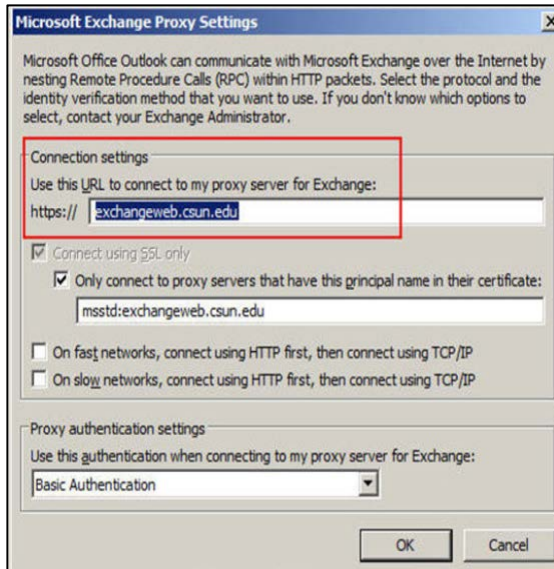
Setting up an account from an off-campus location, or from the wireless network, does not require a VPN connection.

SETUP INSTRUCTIONS

1. Select the **E-MAIL** tab from the **Tools** menu in the **Account Settings** window.
2. Select on the appropriate **Microsoft Exchange** account.
3. Select the **Change** link.
4. Select **More Settings**.
5. Select **Connect to Microsoft Exchange using HTTP** in the **Microsoft Exchange** window on the **Connection** tab located under **Outlook Anywhere**.
6. Select the **Exchange Proxy Settings** button.



- The **Microsoft Exchange Proxy Settings** window appears.



- Type **exchangeweb.csun.edu** under the **Connection Settings** section.
- Select the **OK** button.

Note: Making this change will allow you to access your Outlook email, calendar, contacts, etc. without having to use a VPN client.

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).