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.

![Options dialog box](image)

**NEED HELP?**

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