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.

**Add New E-mail Account**

**Congratulations!**

**Configuring**

Configuring e-mail server settings. This might take several minutes:

- ✔ Establish network connection
- ✔ Search for zachary.hilbruner@csun.edu server settings
- ✔ Log on to server

![Error symbol] Your e-mail account is successfully configured to use **Microsoft Exchange**.

- [ ] Manually configure server settings

**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).