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

8. Type `exchangeweb.csun.edu` under the **Connection Settings** section.

9. 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](http://techsupport.csun.edu)) or in person in (Oviatt Library, Room 33).