Outlook Anywhere: Setting Up Microsoft Outlook 2010 At Home (Windows 7 users)

Note: You should have broadband internet access at home (Cable or DSL) in order for Outlook 2010 to run smoothly.

Step One

Close all applications and restart your computer.

Go to the Start menu in the lower left hand corner. Open the control panel. Once you have opened the Control Panel you will see a dialog box like the one to the right.

Double Click the Mail Icon in the window.
Step Two

When you double click the Mail icon in the Control Panel you will see the dialog box to the right appear.

Click the Show Profile button

Step Three

Click the Add button
Step Four

Enter a name for your profile. We suggest you name the profile “Outlook”

![New Profile dialog box]

Step Five

Select the option to Manually configure server setting at the bottom of the dialog box.

Click the Next button in the lower right corner to continue

![Add New Account dialog box]

Step Six

Select the option for Microsoft Exchange

![Add New Account dialog box with choose service options]

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Step Seven

Enter the information for your server “Outlook.ad.fullerton.edu”

Then enter your campus username in the second text box

Click the Next button in the lower right

Click the More Settings button in the lower right
Step Eight

Enter a name for your mailbox. We suggest you use your campus username.

Enter this in the box below where it says “Exchange Account”.

Then click the “Connection” tab in the upper right corner of the dialog box.
Step Nine

Select the check box that says “Connect to Microsoft Exchange using HTTP”

Click on “Exchange Proxy Settings” button
Step Ten

Configure the settings in this dialog box exactly as you see it to the right.

Click OK to continue

This will bring you back to the previous dialog box. Click Apply to continue

In the dialog box that appears click “Next”

If you are not prompted for Step Eleven close this section and proceed to open your Outlook

Step Eleven

You will be prompted to enter your campus Username and Password.

Enter them here

You will need to add the prefix ad\ before your username.

Eg: ad\dhamblin

Click OK when finished

Step Twelve

You should see a message saying your have successfully configured your profile. Click Finish in the lower right corner.