

How to setup the Outlook 2010 client from home

Exchange 2010 has the ability for you to use the Outlook 2010 client outside of the Los Rios network without needing a VPN connection.

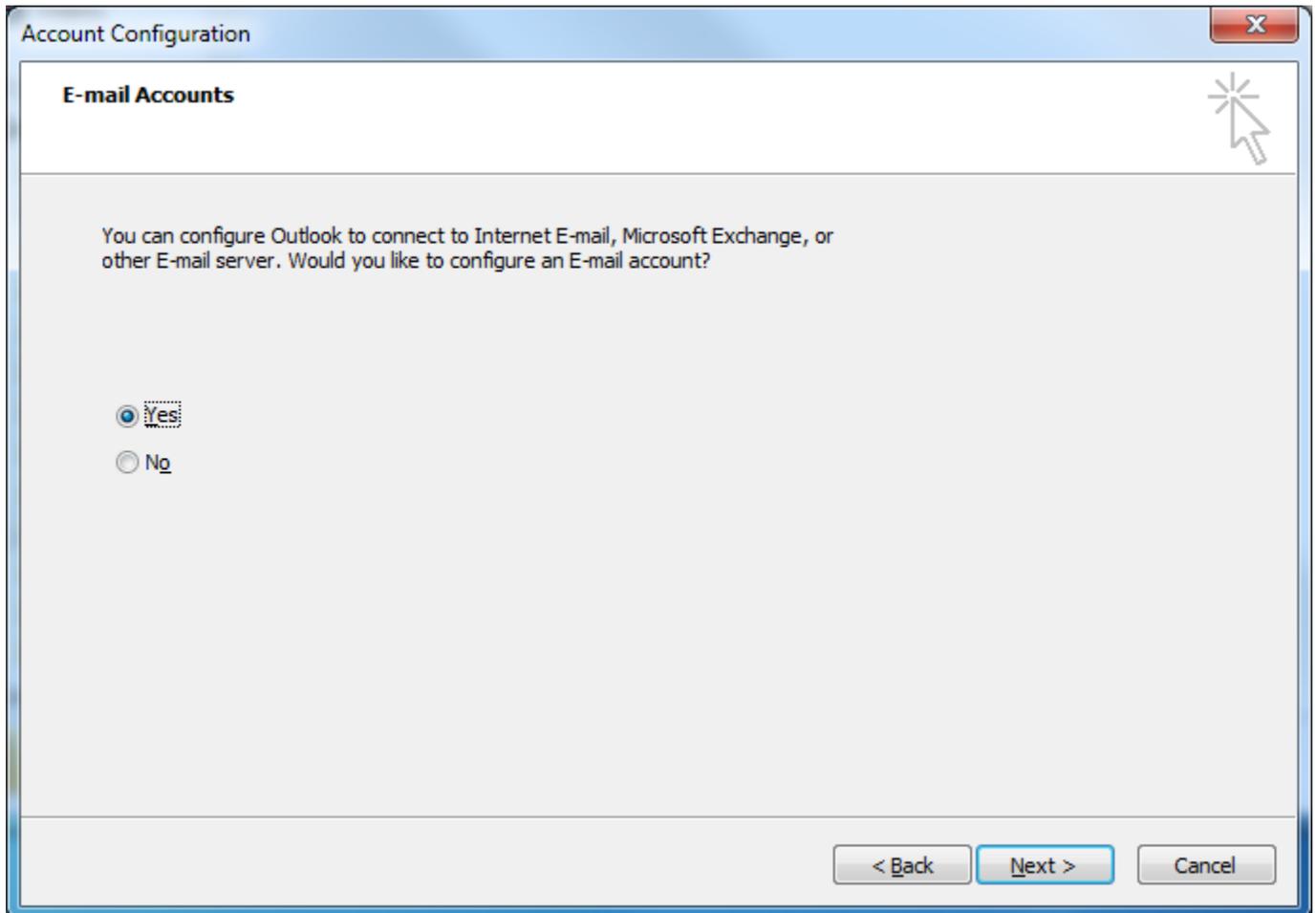
If you have a portable computer that has already connected to Exchange, it will automatically be configured to work from outside of the LRCCD network, but if you create your initial connection from home and want to configure Outlook to connect to your work email, follow the steps below:

1. Start up Outlook.
2. The Outlook Client will startup the new account wizard.



3. Click the "Next >" button.

4. In the "Account Configuration" window, set the radio button to "Yes" and click the "Next >" button.



5. In the "Auto Account Setup" window, set the radio button to "Manually configure server settings or additional server types" and click the "Next >" button.

Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

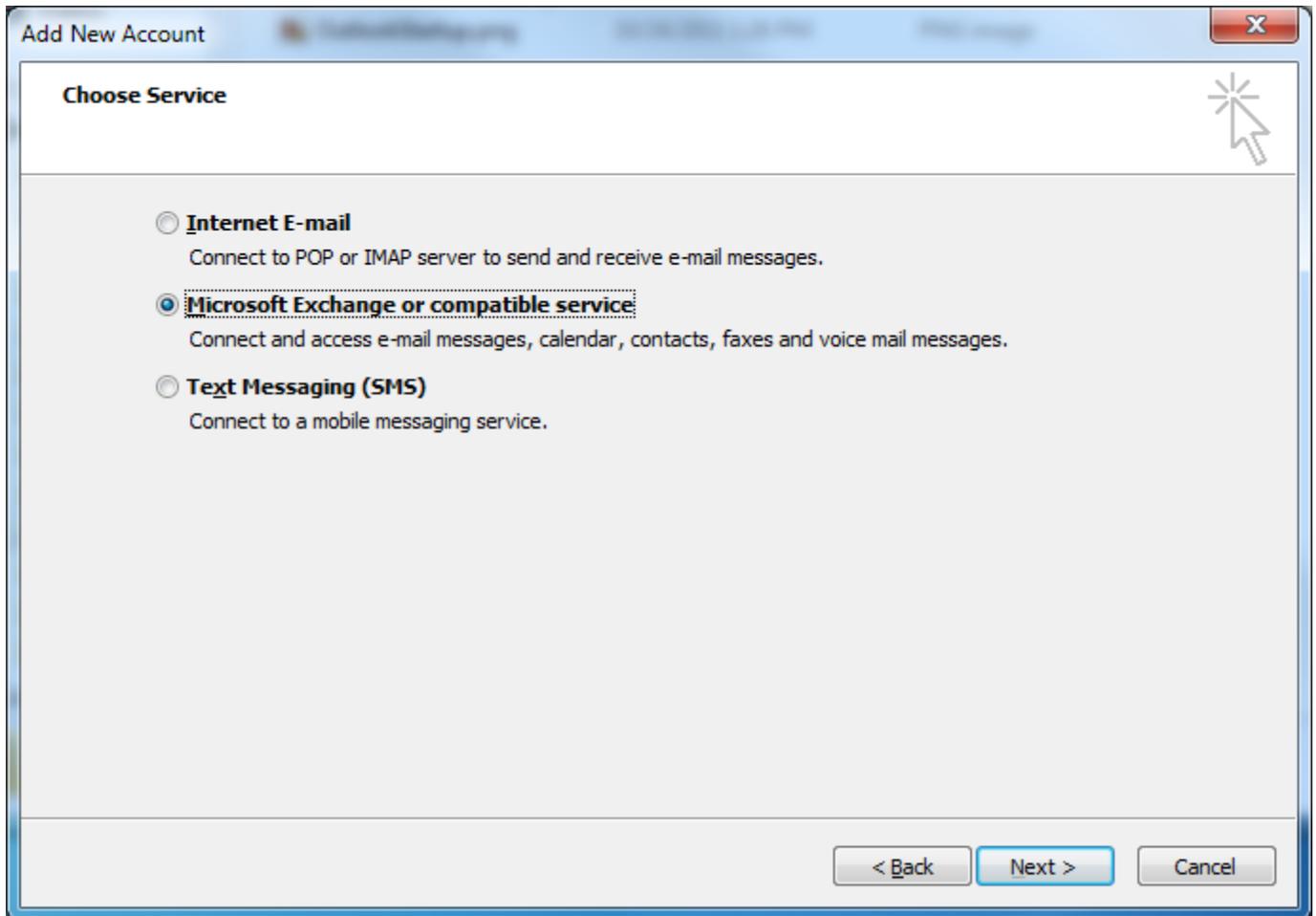
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

6. In the "Choose Service" window, set the radio button to "Microsoft Exchange or compatible service" and click the "Next >" button.



7. In the "Server Settings" window, click the "More Settings..." button.

Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

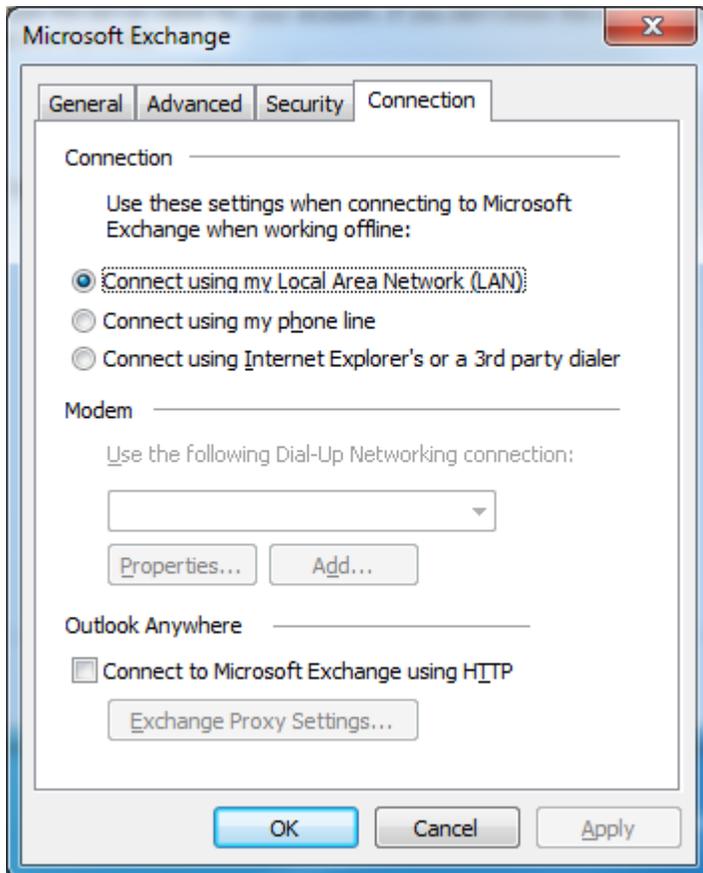
Server:

Use Cached Exchange Mode

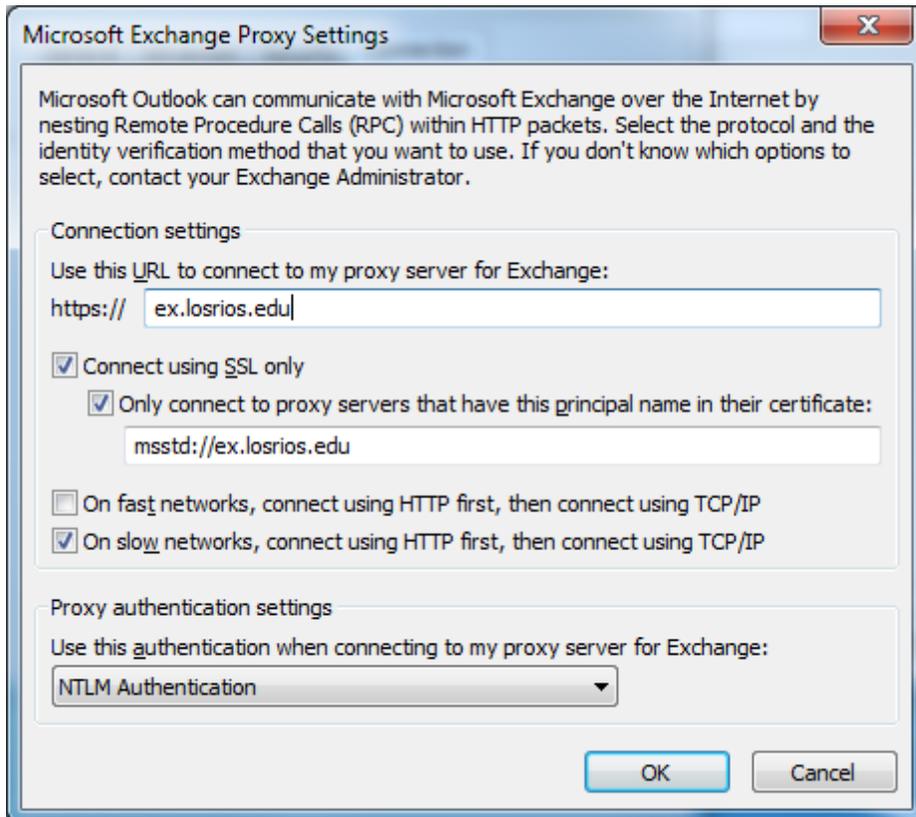
Type the user name for your account.

User Name:

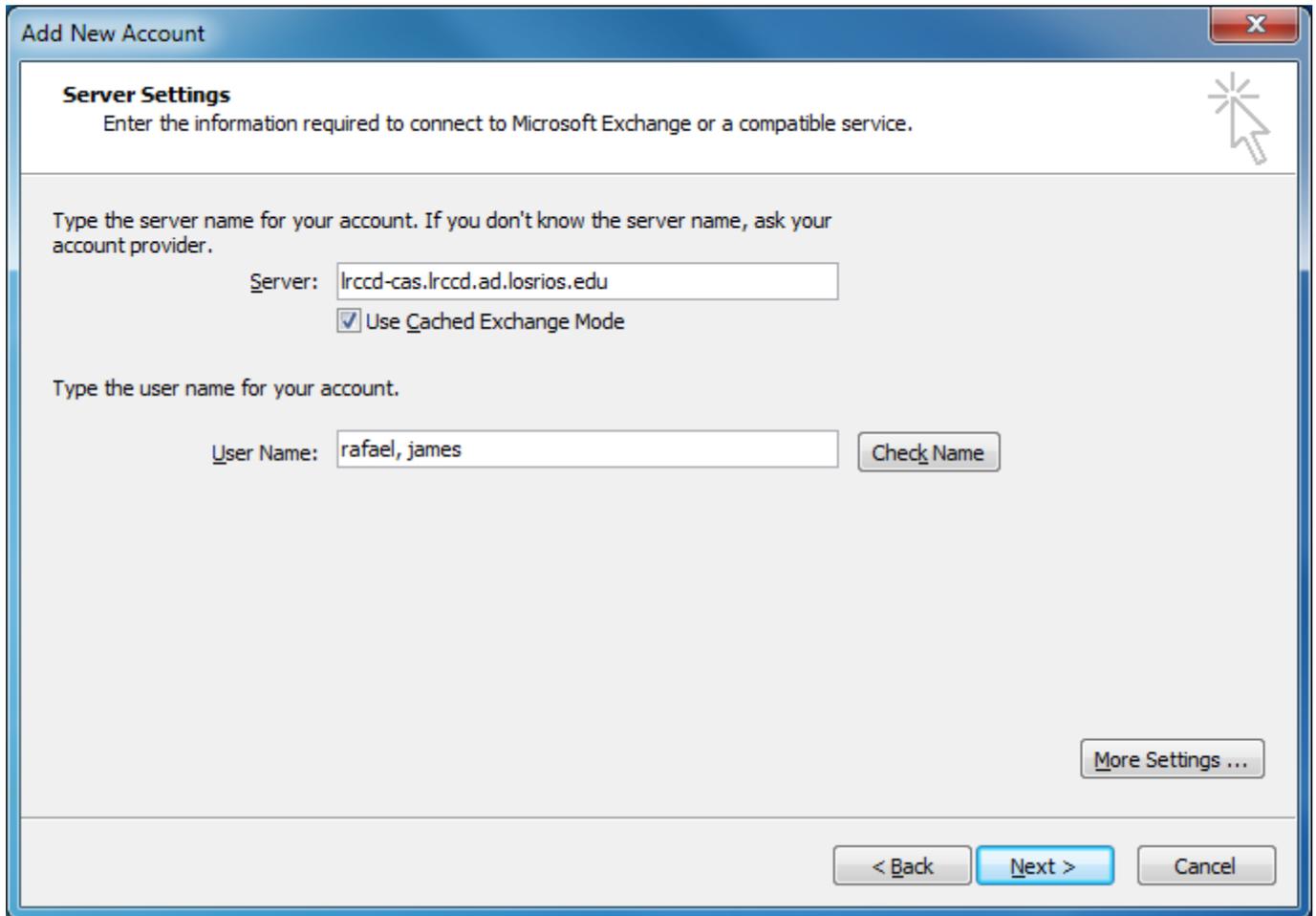
8. In the "More Settings" window, click the "Connections" tab.



- Put a check mark in the "Connect to Microsoft Exchange using HTTP" box, and click on the "Exchange Proxy Settings..." button.
- In the "Microsoft Exchange Proxy Settings" window fill in the fields as follows and click the "OK" button.



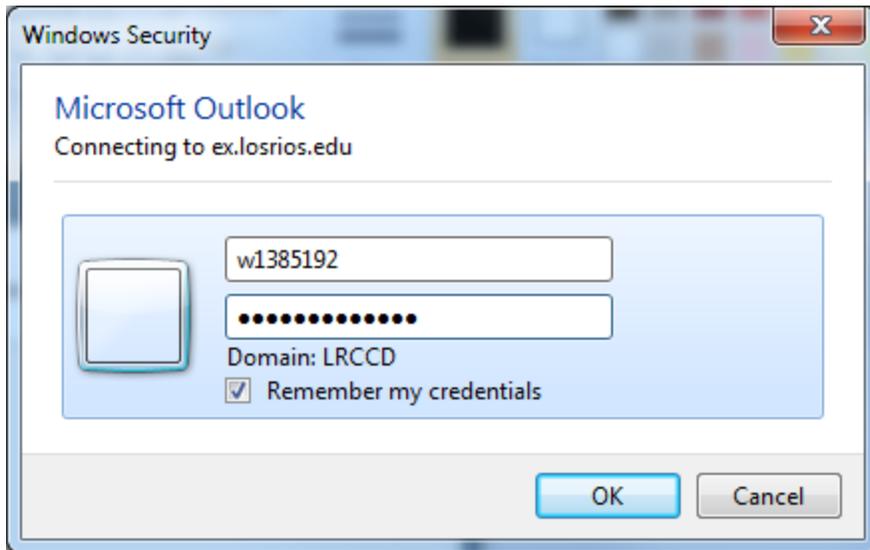
11. Click "OK" to get out of the "More Settings" window.
12. In the "Server Settings" window, fill in the "Server" field with "lrccd-cas.lrccd.ad.losrios.edu" and the "User Name" field with your name (see below for an example).



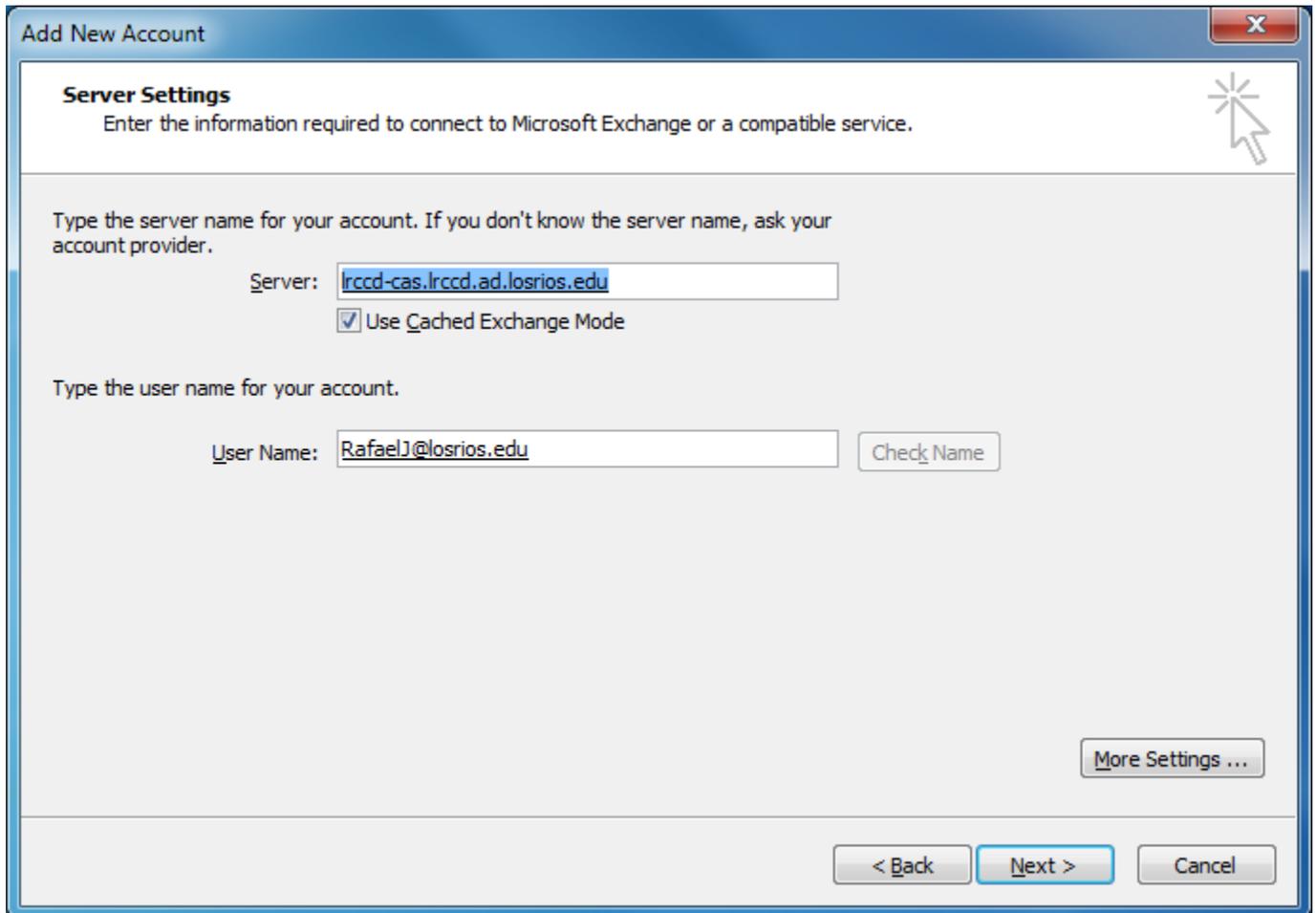
The screenshot shows a Windows-style dialog box titled "Add New Account" with a close button (X) in the top right corner. The main content area is titled "Server Settings" and contains the instruction: "Enter the information required to connect to Microsoft Exchange or a compatible service." Below this, there are two sections of input fields. The first section is for the server name, with the text "Type the server name for your account. If you don't know the server name, ask your account provider." followed by a "Server:" label and a text box containing "lrccd-cas.lrccd.ad.losrios.edu". Below the text box is a checked checkbox labeled "Use Cached Exchange Mode". The second section is for the user name, with the text "Type the user name for your account." followed by a "User Name:" label and a text box containing "rafael, james". To the right of the text box is a "Check Name" button. At the bottom right of the main area is a "More Settings ..." button. At the very bottom of the dialog are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

13. Click the "Check Name" button.

14. A window will pop up asking for your credentials. Fill in your work username and password and click the "OK" button.

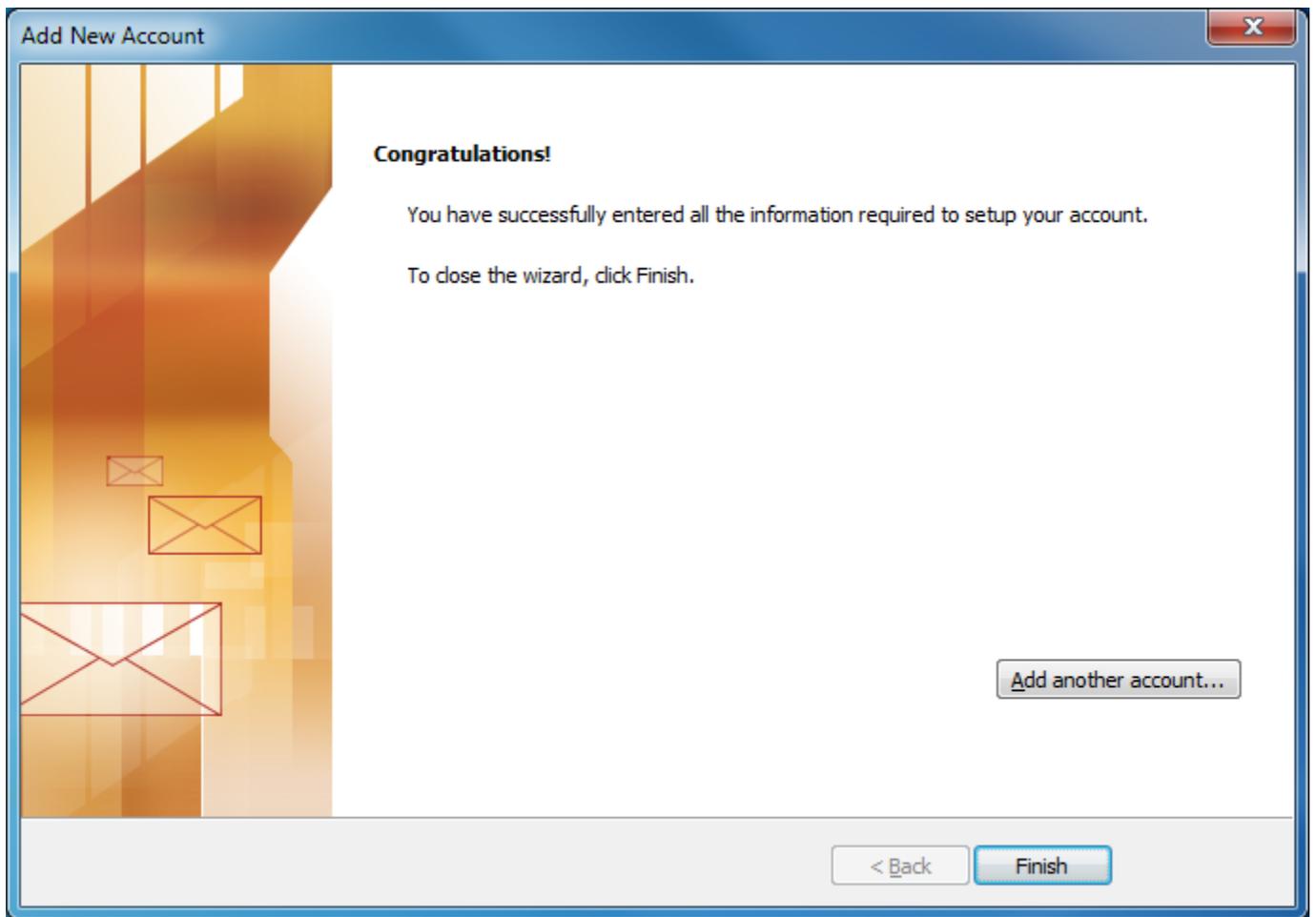


15. You will again be returned to the "Server Settings" window. The "Server" and "User Name" fields will be underlined to denote that it has resolved your name. Click the "Next >" button.



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16. In the "Congratulations" window, simple click the "Finish" button.



17. Outlook will automatically start and start synching your work email.