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.

Account Configuration	×
E-mail Accounts	× X
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?	
< <u>B</u> ack <u>N</u> ext >	Cancel

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.

Auto Account Setup Connect to other s	erver types.	ž
🖱 E-mail <u>A</u> ccount		
Your Name;		
	Example: Ellen Adams	
<u>E</u> -mail Address:		
	Example: ellen@contoso.com	
Password:		
Retype Password;		
	Type the password your Internet service provider has given you,	
Text Messaging (9	MS)	
rianually configur	e server settings or additional server types	
	< <u>B</u> ack Next >	Cancel

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

Add New Account	×
Choose Service	ž
Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.	
Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
Text Messaging (SMS) Connect to a mobile messaging service.	
< <u>B</u> ack Next >	Cancel

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

Add New Account	
Server Settings Enter the info	mation required to connect to Microsoft Exchange or a compatible service.
Type the server na account provider.	ne for your account. If you don't know the server name, ask your Server: ✓ Use Cached Exchange Mode
Type the user name	for your account.
U	er Name: Ched <u>k</u> Name
	More Settings
	< <u>Back</u> <u>N</u> ext > Cancel

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

Microsoft Exchange		
General Advanced Security Connection		
Connection		
Use these settings when connecting to Microsoft Exchange when working offline:		
Connect using my Local Area Network (LAN)		
Connect using my phone line		
Connect using Internet Explorer's or a 3rd party dialer		
Modem		
Use the following Dial-Up Networking connection:		
Properties Add		
Outlook Anywhere		
Connect to Microsoft Exchange using HTTP		
Exchange Proxy Settings		
OK Cancel Apply		

9. Put a check mark in the "Connect to Microsoft Exchange using HTTP" box, and click on the "Exchange Proxy Settings..." button.

10. In the "Microsoft Exchange Proxy Settings" window fill in the fields as follows and click the "OK" button.

Microsoft Exchange Proxy Settings		
Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.		
Connection settings		
Use this <u>U</u> RL to connect to my proxy server for Exchange:		
https:// ex.losrios.edu		
Connect using <u>S</u> SL only		
Only connect to proxy servers that have this principal name in their certificate:		
msstd://ex.losrios.edu		
On fast networks, connect using HTTP first, then connect using TCP/IP		
☑ On slow networks, connect using HTTP first, then connect using TCP/IP		
Proxy authentication settings		
Use this <u>a</u> uthentication when connecting to my proxy server for Exchange:		
NTLM Authentication		
OK Cancel		

11. Click "OK" to get out of the "More Settings" window.

12. In the "Server Settings" window, fill in the "Server" field with "Irccdcas.Irccd.ad.losrios.edu" and the "User Name" field with your name (see below for an example).

Add New Account		X
Server Settings Enter the information rec	juired to connect to Microsoft Exchange or a compatible servi	ice.
Type the server name for your account provider.	account. If you don't know the server name, ask your	
<u>S</u> erver:	Irccd-cas.Irccd.ad.Iosrios.edu	
	Use Cached Exchange Mode	
Type the user name for your a	ccount.	
<u>U</u> ser Name:	rafael, james C	Chec <u>k</u> Name
		More Settings
	<	Back Next > 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.

Windows Security	×
Microsoft C Connecting to)utlook ex.losrios.edu
	w1385192 •••••• Domain: LRCCD Remember my credentials
	OK Cancel

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.

Add New Account		×
Server Settings Enter the information re	quired to connect to Microsoft Exchange or a compatible service.	×.
Type the server name for you account provider.	r account. If you don't know the server name, ask your	
<u>S</u> erver:	Irccd-cas.Irccd.ad.Iosrios.edu ▼ Use <u>C</u> ached Exchange Mode	
Type the user name for your a	account.	
<u>U</u> ser Name:	RafaelJ@losrios.edu Chedk	lame
		More Settings
	< <u>B</u> ack	Next > Cancel

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



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