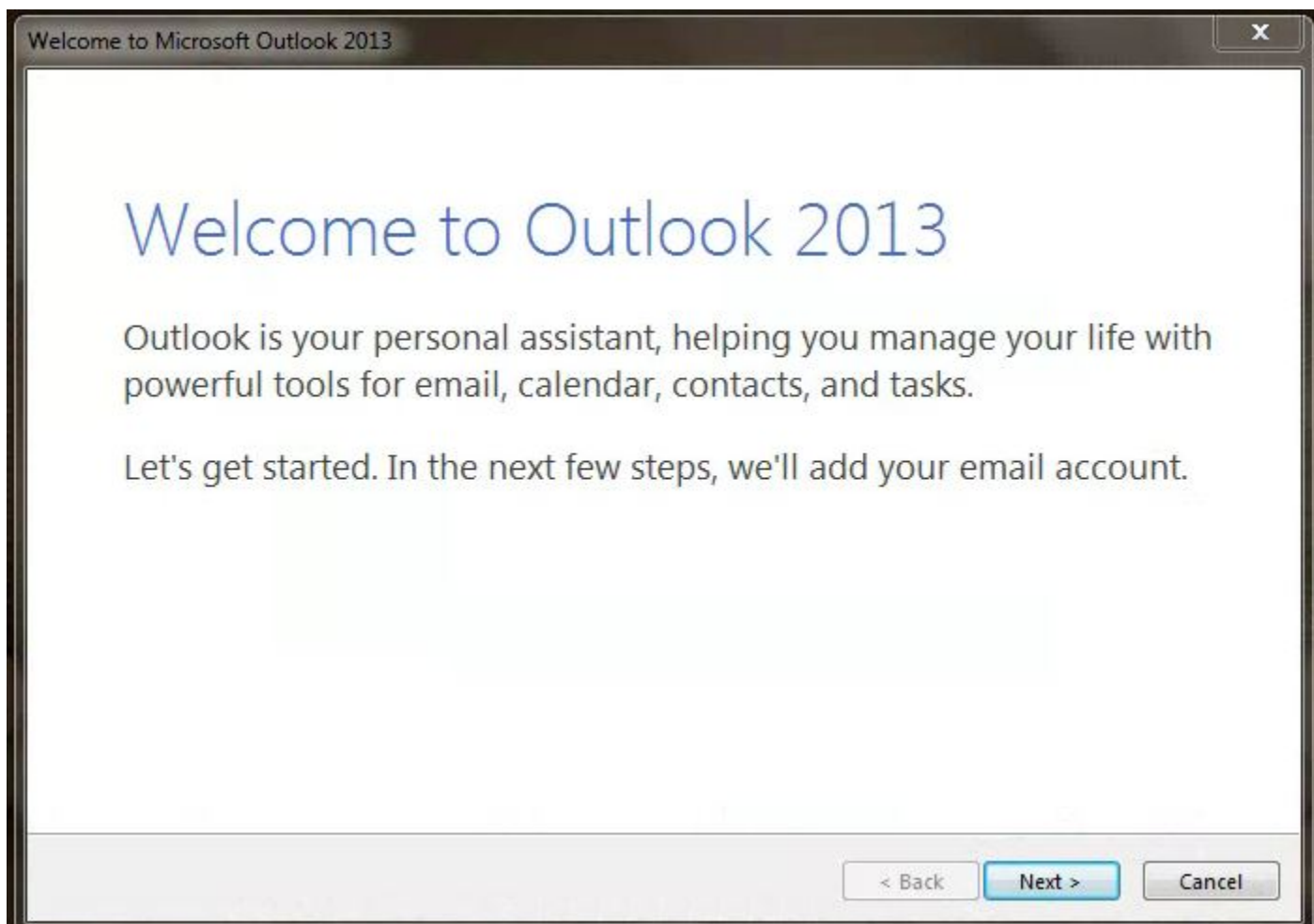


## How to setup the Outlook 2013 client from home

Exchange 2013 has the ability for you to use the Outlook 2013 client outside of the Los Rios network without needing a VPN connection.

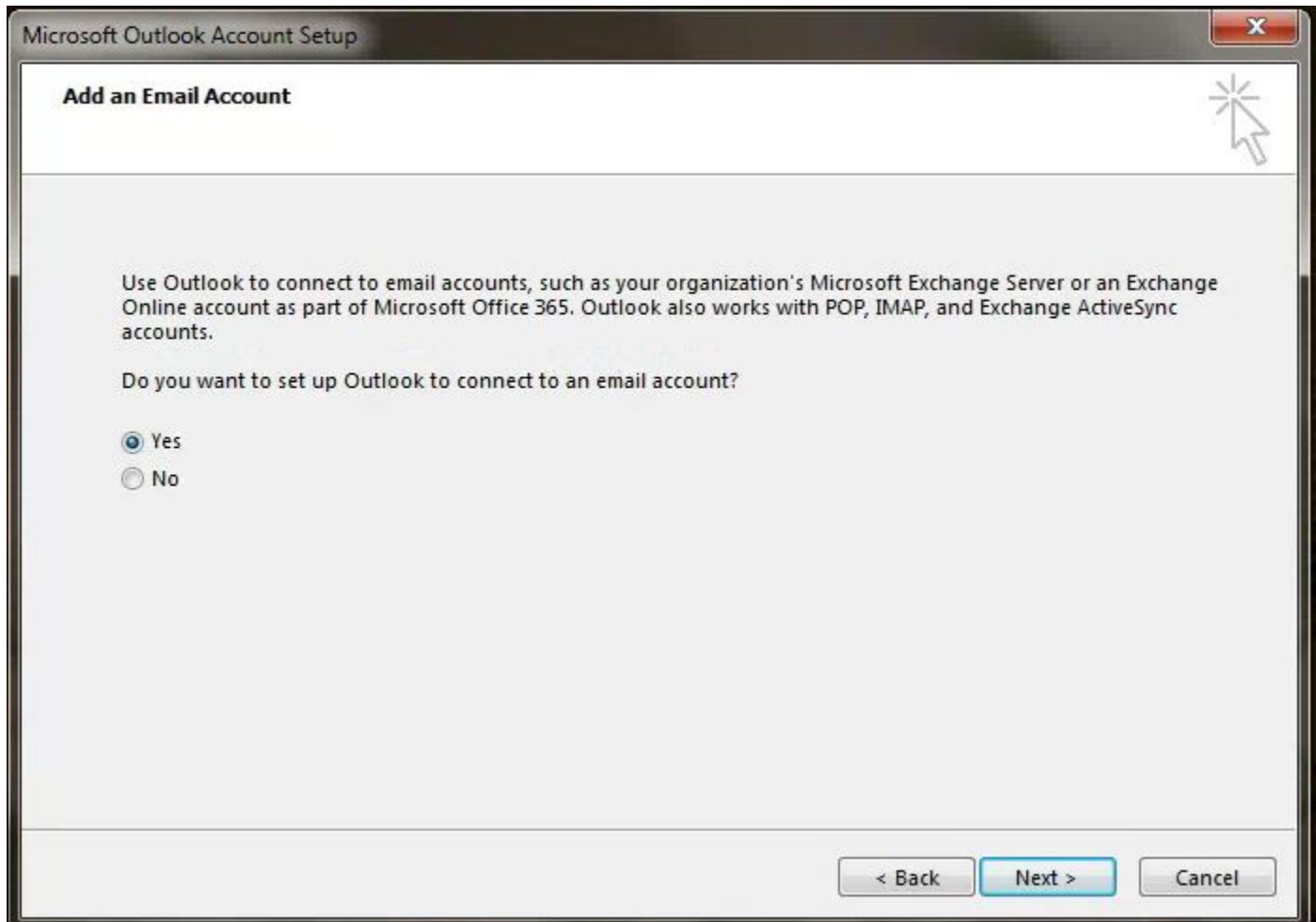
If you have a portable computer that has already connected to Exchange, it will automatically be configured to work from outside of the LRCCD network, but if you create your initial connection from home and want to configure Outlook to connect to your work email, follow the steps below:

1. Start up Outlook.
2. The Outlook Client will startup the a welcome screen.



3. Click the "Next >" button.

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



5. In the "Add Account" window, set the radio button to "E-Mail Account", fill your info, and click the "Next >" button.

**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**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.

**Manual setup or additional server types**

< Back   **Next >**   Cancel

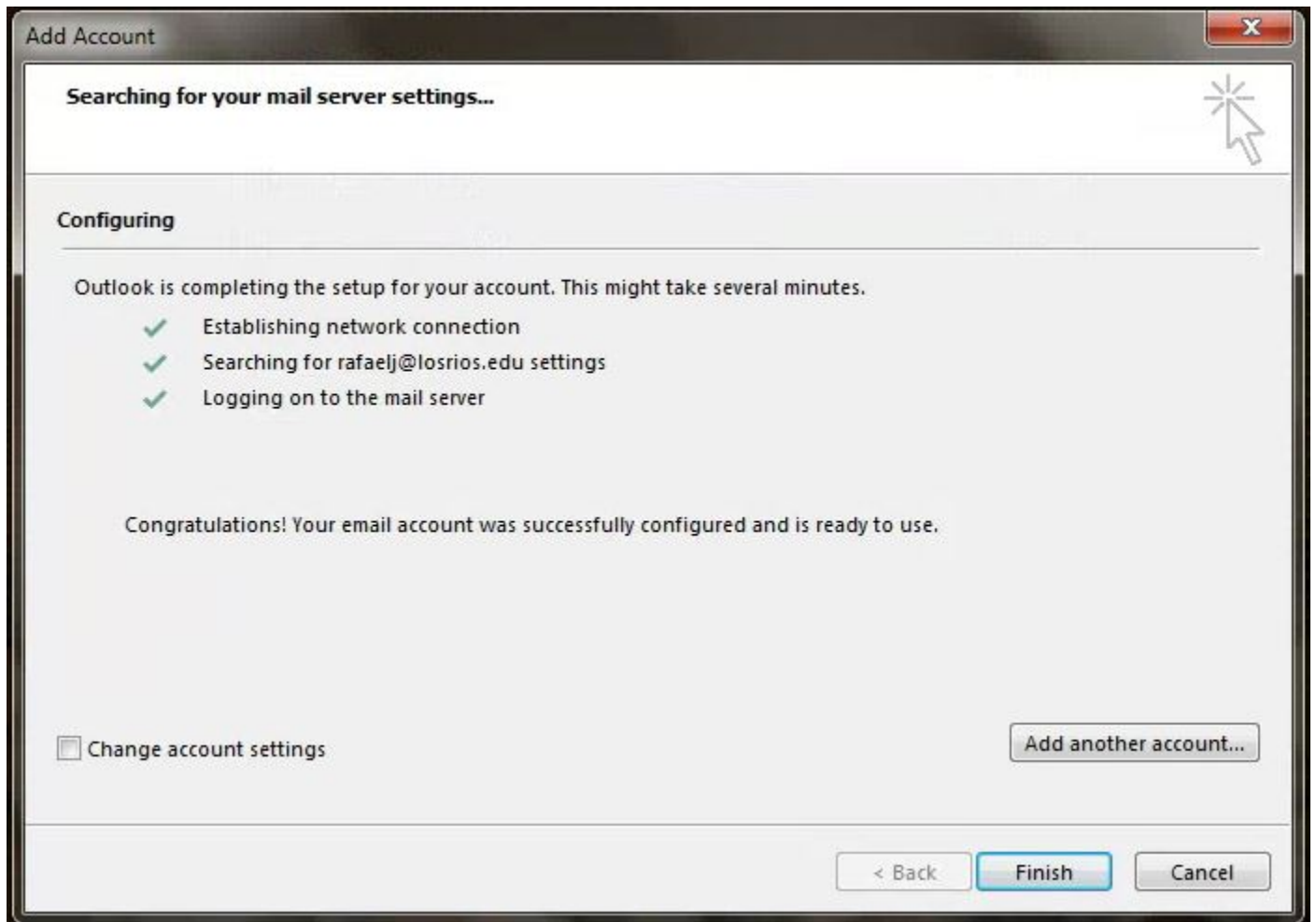
6. It will start searching for your mail server. If you logged into the PC with something other than your work credentials, it will then ask for your work credential. Enter them and click OK.



7. It will return to searching for your mail server. it may ask for your credentials again. This time they may be your email rather than your username. Click on the "Use Another Account" choice and fill in your work credentials. Finish by clicking OK.



8. Configuration will complete and you will get the "Finish" screen. Click "Finish".



9. Outlook will then startup.