Outlook Configuration for Exchange Account

**First Time set-up**

1. Open Outlook, if the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **Next**. Then, on the **E-mail Accounts** page, click **Next** to set up an email account.

2. In the account configuration page, select **Yes**, and then **Next**.
3. On Auto Account Setup, select Manually configure server settings or additional types and click Next.

4. In the Choose Service page, select Microsoft Exchange or compatible service and click Next.
5. On the **Server Settings**, uncheck the **Use Cached Exchange Mode** and input the following server address: `dhx7mbx.campus.csudh.edu`

6. Enter CSUDH **Username** and click **Next**.

7. Click **More Settings**, and then click the **Connection** tab
8. Under **Outlook Anywhere**, select the **Connect to Microsoft Exchange using HTTP** check box.

![Microsoft Exchange](image)

Note: If the Outlook Anywhere section is not available, your computer is probably not running Windows XP Service Pack 2 or later.

9. To specify a proxy server, click **Exchange Proxy Settings**.

![Microsoft Exchange Proxy Settings](image)

10. Click **OK**.

11. If prompted, login with your **CSUDH credentials**.

12. Once the fields are filled out, you will select **Ok**. You will be taken back to the **Server Settings** page. Select **Next** and **Finish** on the Congratulations page.