How to Set up Outlook 2010 in Win 7

Instruction procedures of how to setup of how to setup Microsoft Outlook 2010 with Pasadena exchange email on a Window 7 machine. Please make sure you have internet access before you follow these procedures.



Go to Start Menu and Click on Control Panel

The Control Panel Window will be displayed



Change "View by" to Small icons, and click on Mail icon *The Mail Setup Dialog Box will be displayed*

—
E-mail Accounts
Data Files
Show Profiles
Close

Click on E-mail Accounts... The Account Setting dialog will pop up

Acc	ount Set	tings	;											×
E-n	E-mail Accounts You can add or remove an account. You can select an account and change its settings.													
E-mail	Data F	iles	RSS Fee	ds Shar	ePoint Lists	Interr	net Calend	ars	Publish	ed Ca	alendars	Address	Books	
S N	lew	🛠 Re	epair	Chan	ge 📀	Set as D	efault	X Re	move	+	+			
Nam	e N						Туре							
													C	lose

In the E-mail tab, click on New... icon. The Add New Account dialog will pop up

dd New Account Auto Account Setup Connect to other s	erver 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 (S Manually configur	e server settings or additional server types	
	< Back Next >	Cancel

Select Manually configure server setting or additional server types, and click on Next

Add New Account	
Choose Service	×
 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 Text Messaging (SMS) Connect to a mobile messaging service. Other Connect to a server type shown below. Fax Mail Transport 	s. I voice mail messages.
	< Back Next > Cancel

Select Microsoft Exchange Server or compatible service and click on Next

Add New Account			×
Server Settings Enter the information rec	uired to connect to Microsoft Exchange or a compatible	service.	×
Type the server name for your account provider.	account. If you don't know the server name, ask your	1	
Server:	outlook.pcc.local		
	Use Cached Exchange Mode		
Type the user name for your a	ccount.		
User Name:	helpdesk	Check Name	
			More Settings
	(< Back	Next > Cancel

Type in **Outlook.pcc.local** in **Server** field.

Type in Your Lancerpoint Username in Username field. For example, I input helpdesk.

Check box Use Cached Exchanged Mode

Click on More Settings...

Wait for this process to complete. There may be a delay.

Add New Account		X
Server Settings Enter the information re	Microsoft Exchange General Advanced Security Connection	× ×
Type the server name for you account provider. Server:	Connection Use these settings when connecting to Microsoft Exchange when working offline: Connect using my Local Area Network (LAN) Cannect using my phone line	
Type the user name for your	 Connect using my prone line Connect using Internet Explorer's or a 3rd party dialer 	
User Name:	Modem Use the following Dial-Up Networking connection: Properties Add Outlook Anywhere Connect to Microsoft Exchange using HTTP Exchange Proxy Settings	More Settinas
	OK Cancel Apply	Next > Cancel

Click on Connection tab, and check box on Connect to Microsoft Exchange using HTTP

Click on Exchange Proxy Settings...



Enter exchange.pasadena.edu in https:// box

From the drop-down list select **Basic Authentication**, and click on **Ok**

Add New Account		X
Server Settings Enter the information re	Microsoft Exchange General Advanced Security Connection	×
Type the server name for you account provider. Server:	Connection Use these settings when connecting to Microsoft Exchange when working offline: Connect using my Local Area Network (LAN)	
Type the user name for your	 Connect using my phone line Connect using Internet Explorer's or a 3rd party dialer 	
User Name:	Modem Use the following Dial-Up Networking connection:]
	Exchange Proxy Settings OK Cancel Apply	More Settings Next > Cancel

Click on Ok

Add New Account		X
Server Settings Enter the information rec	uired to connect to Microsoft Exchange or a compatible	service.
Type the server name for your account provider.	account. If you don't know the server name, ask your	
Server:	outlook.pcc.local	
	Use Cached Exchange Mode	
Type the user name for your a	ccount.	
User Name:	helpdesk	Check Name
		More Setungs
		< Back Next > Cancel

Windows Security	у	23
Microsoft C Connecting to	Dutlook HelpDesk@pasadena.edu	
	pcc.local\helpdesk ••••••• Image: Constraint of the second secon	ncel

Window Security Screen will pop up

Enter pcc.local/your lancerpoint username For Example: I input pcc.local/helpdesk

Enter your Lancerpoint Password

Check on Remember my credentials box and click on Ok



If Mail Delivery Location message pops up, click on Ok

Add New Account	×
	Congratulations! You have successfully entered all the information required to setup your account.
	To close the wizard, dick Finish.
	Add another account
	< Back Finish

Click on **Finish**

Account Settings							
E-mail Accounts You can add or remove an account. You can select an account and change its settings.							
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books							
🧐 New 🔆 Repair 🚰 Change 📀 Set as Default 🗙 Remove 🎓 🛡							
Name Type							
HelpDesk@pasadena.edu Microsoft Exchange (send from this account by default)							
Selected account delivers new messages to the following location:							
Change Folder HelpDesk@pasadena.edu\Inbox							
]						
Close]						

Double check if the email address is correct. Then click on Close



Click on Close



Go to Start Menu and click on All Programs



Click on Microsoft Office Folder then Click on Microsoft Outlook 2010



Check box Don't Ask me about this website again and Click on Allow



Congratulations, your Microsoft Outlook 2010 is setup with Pasadena exchange email