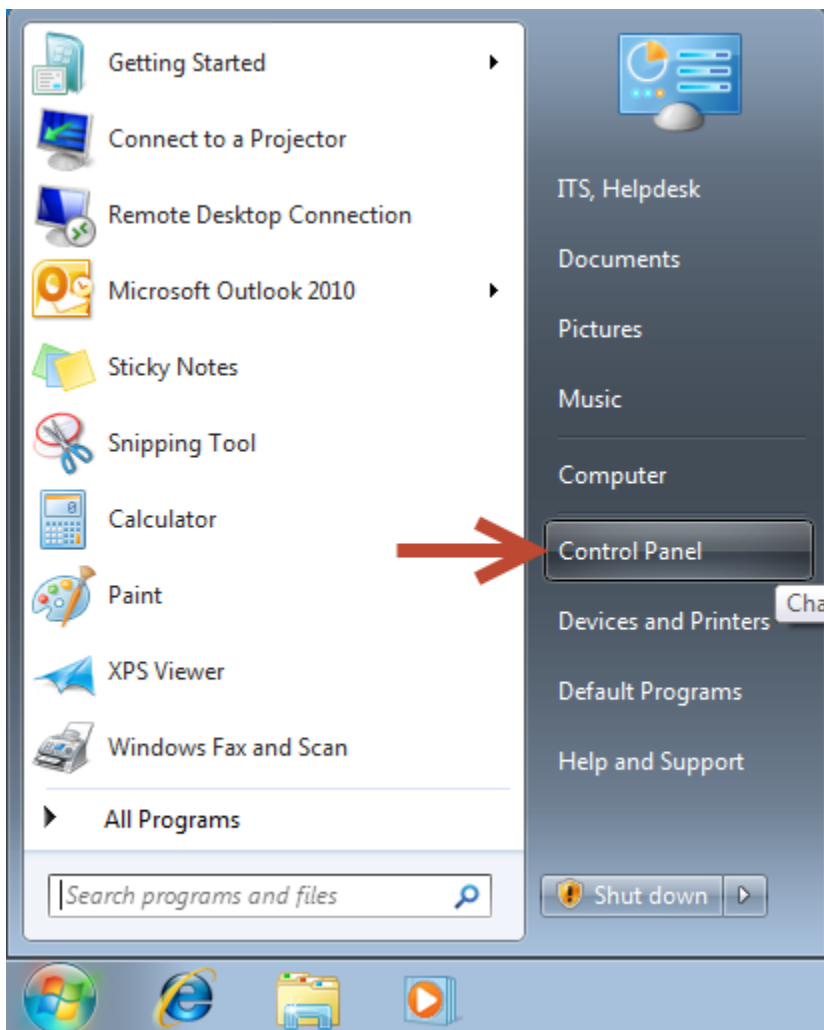


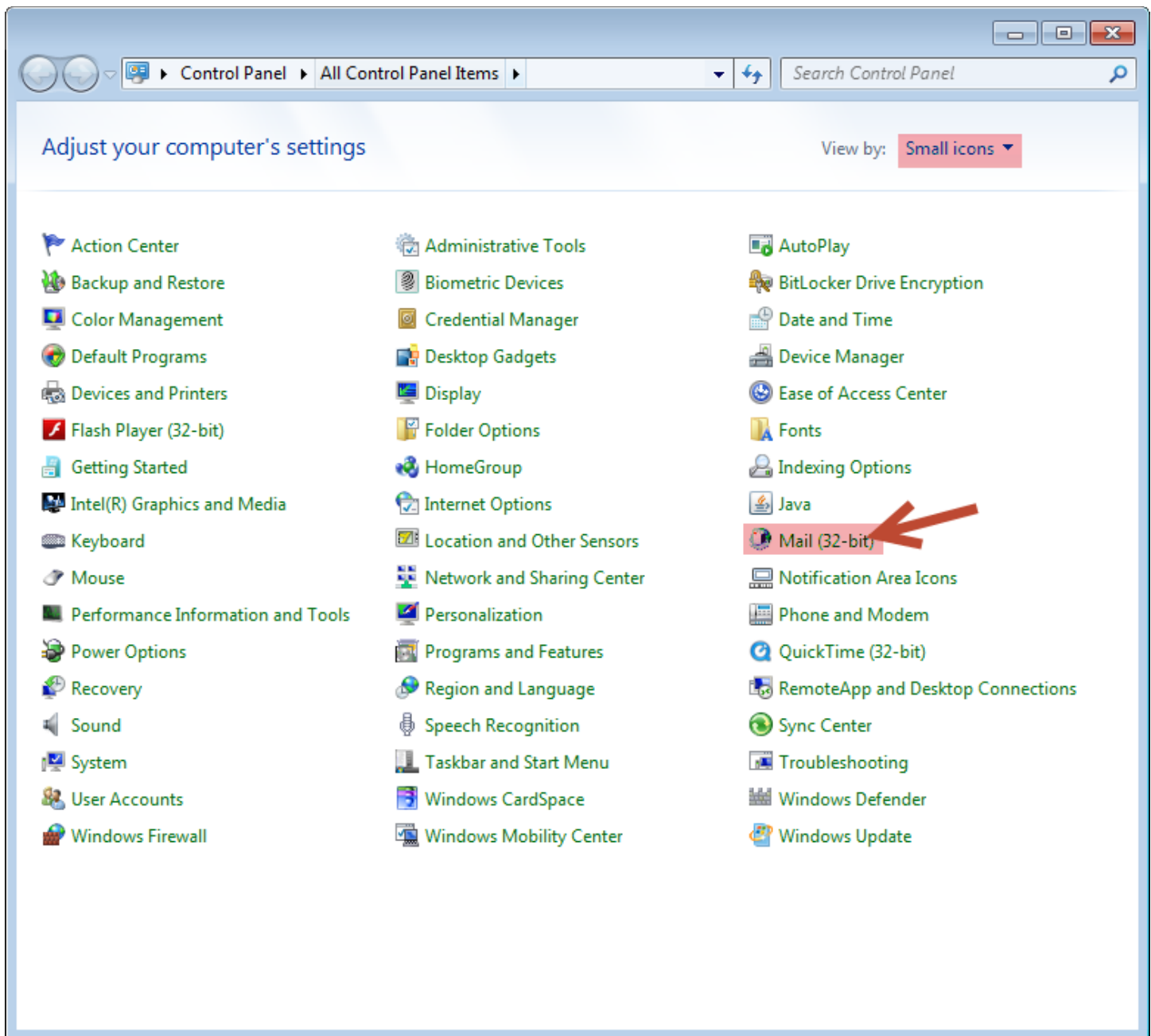
# How to Set up Outlook 2010 in Win 7

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.**

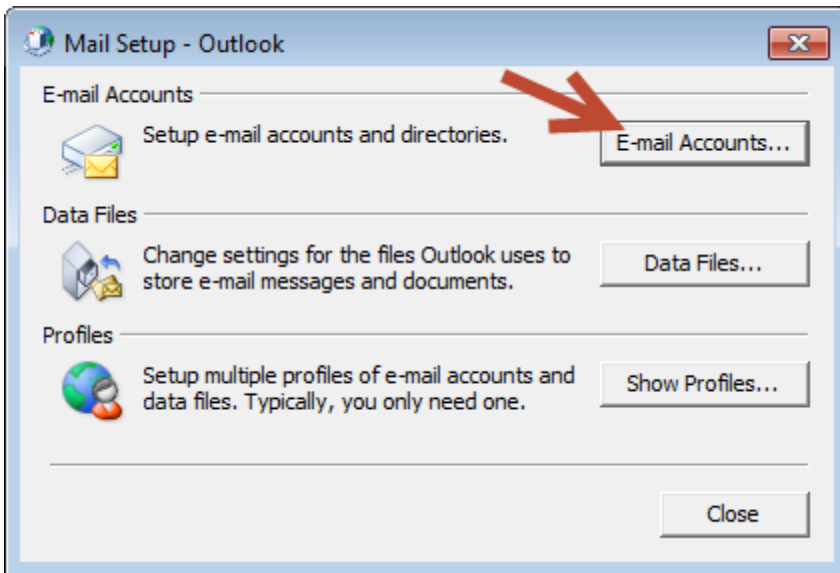


**Go to Start Menu and Click on Control Panel**

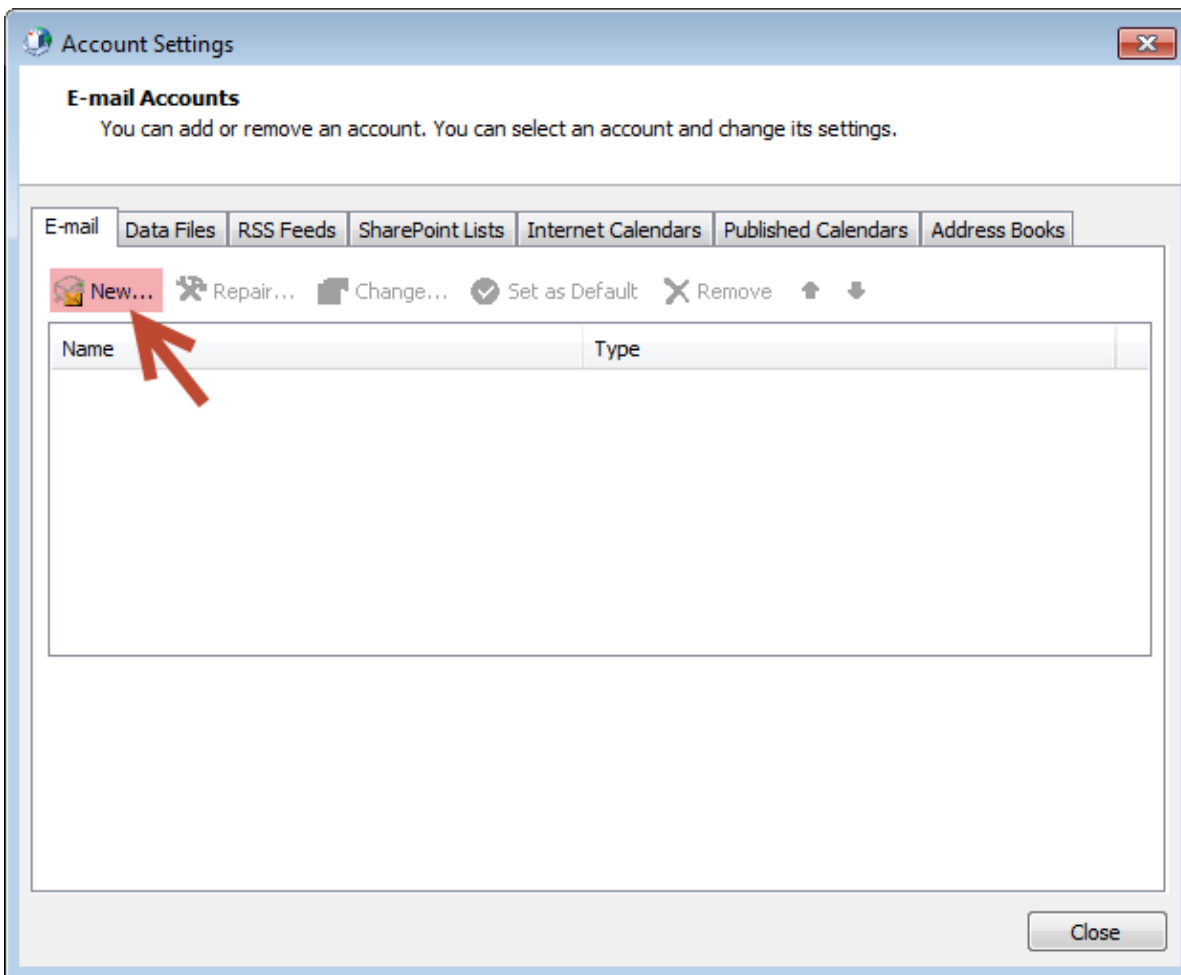
*The Control Panel Window will be displayed*



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



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



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

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account' and the subtitle is 'Auto Account Setup' with the instruction 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected and highlighted with a pink background. Below the options are input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

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

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account' and the subtitle is 'Choose Service'. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Microsoft Exchange or compatible service' option is selected and highlighted with a pink background. Below the options are descriptions for each service. Under the 'Other' option, there is a text box containing 'Fax Mail Transport'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

Select **Microsoft Exchange Server or compatible service** and click on **Next**

**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: outlook.pcc.local

Use Cached Exchange Mode

Type the user name for your account.

User Name: helpdesk

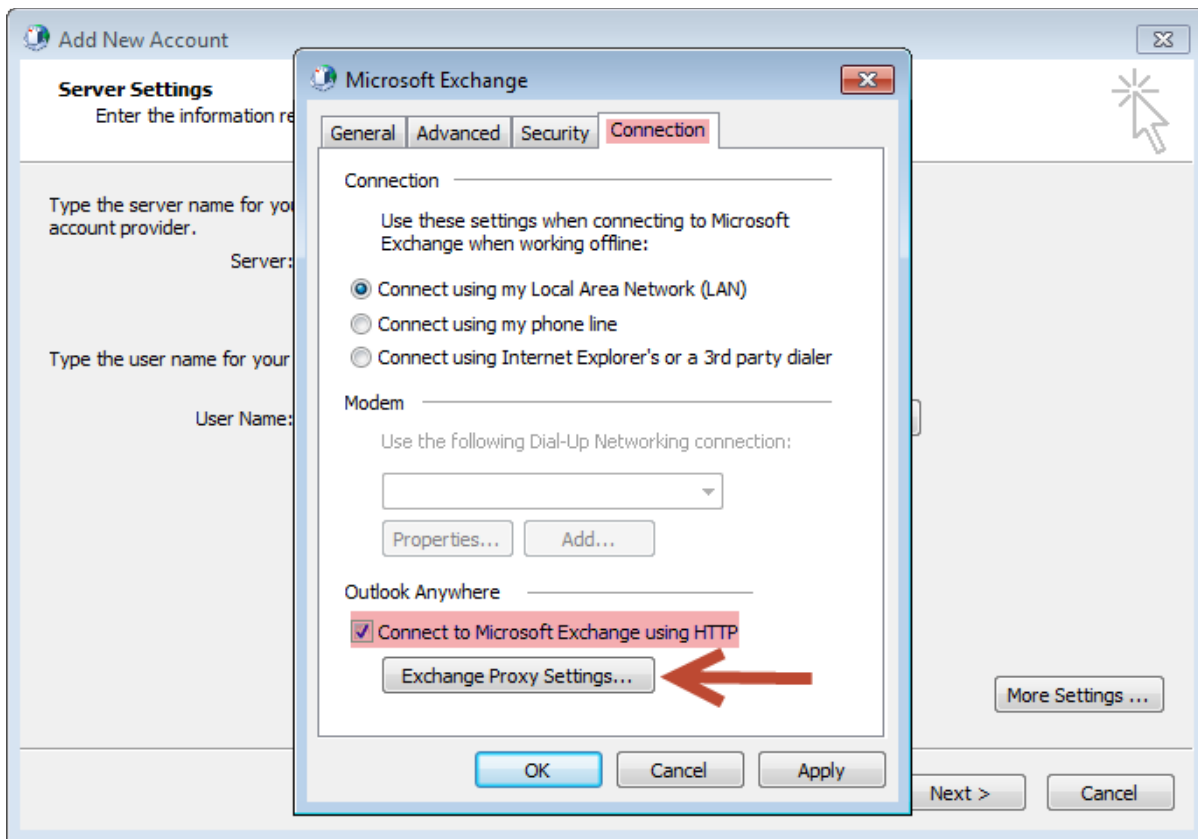
Type in **Outlook.pcc.local** in **Server** field.

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

Check box **Use Cached Exchanged Mode**

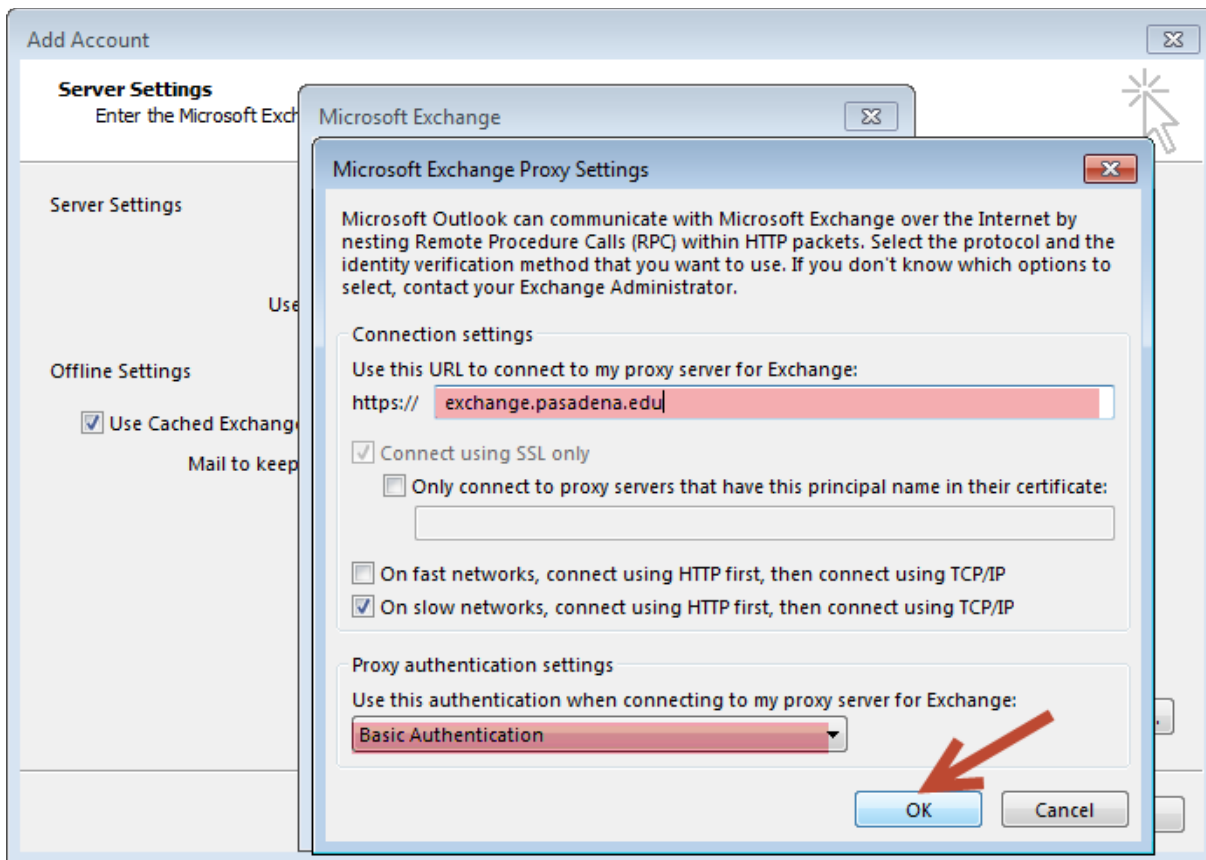
Click on **More Settings...**

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



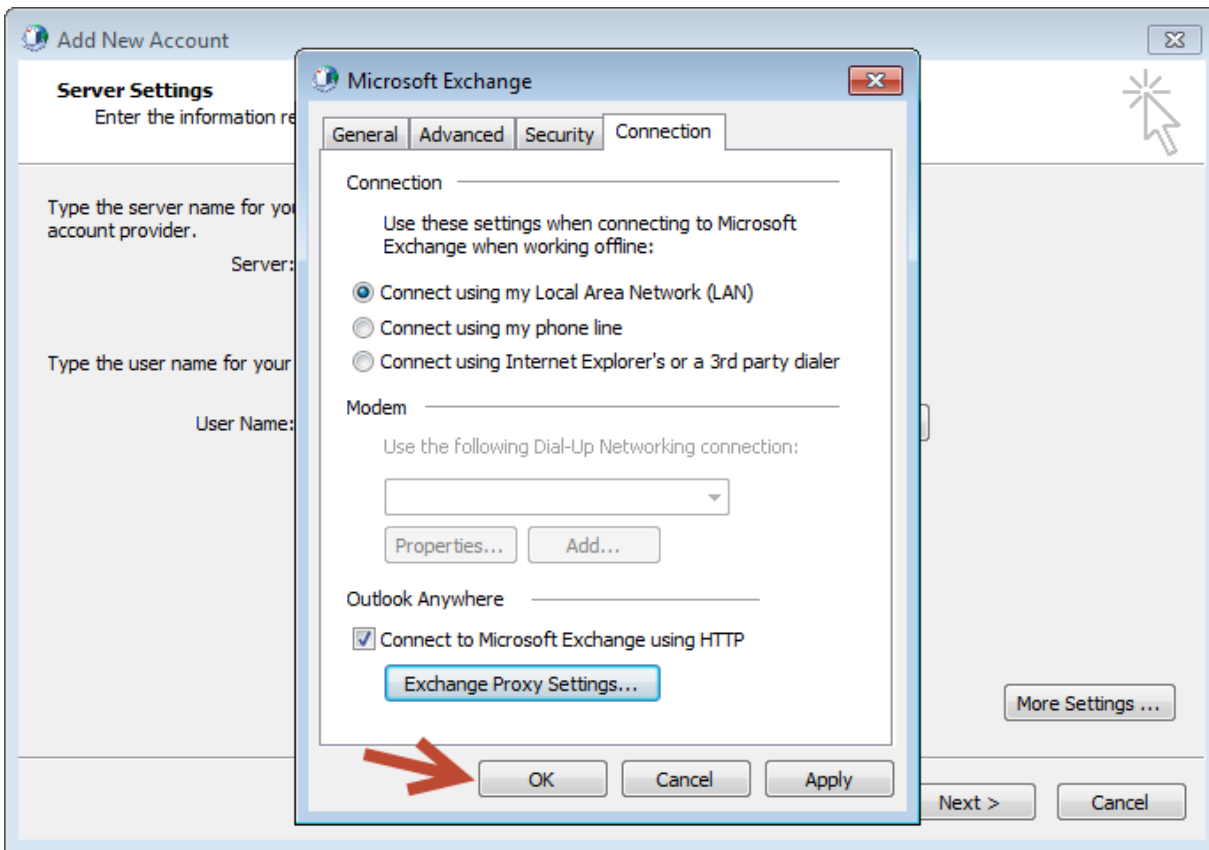
Click on **Connection** tab, and check box on **Connect to Microsoft Exchange using HTTP**

Click on **Exchange Proxy Settings...**

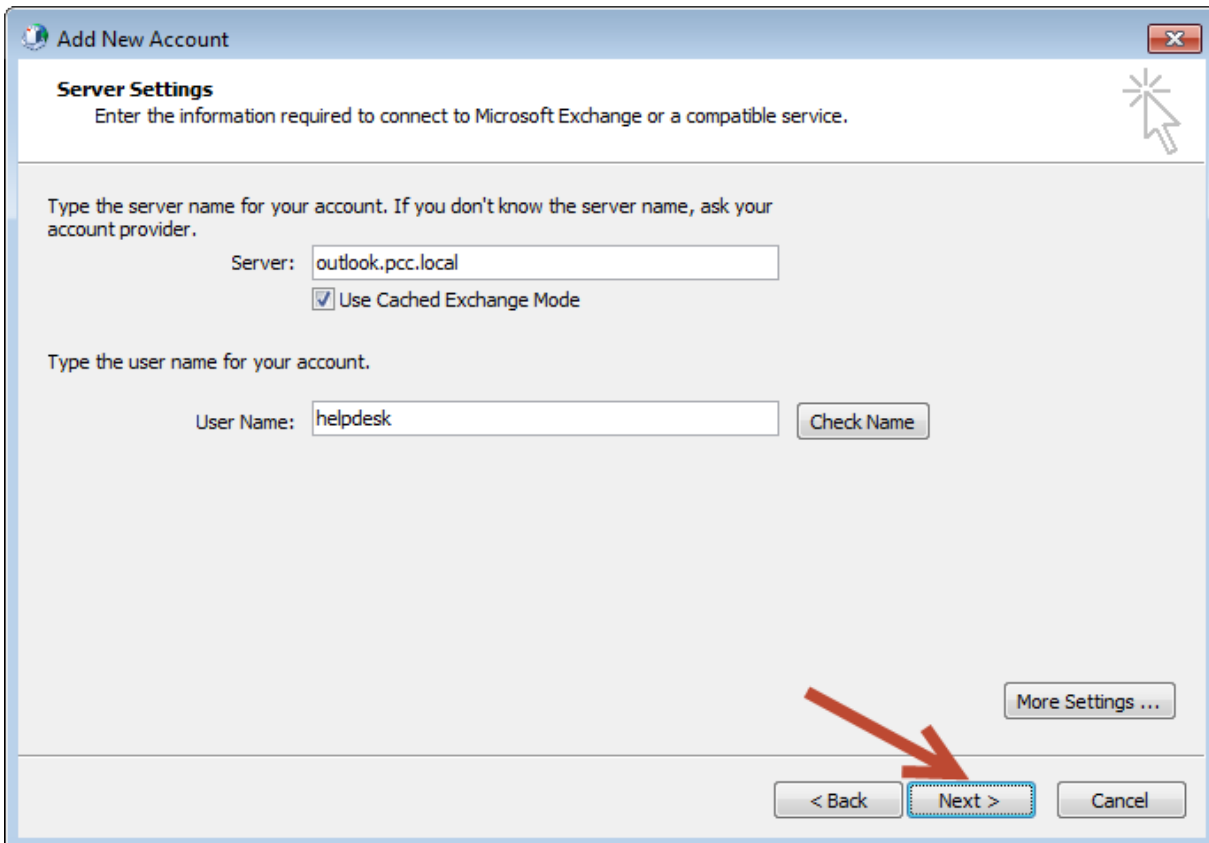


Enter **exchange.pasadena.edu** in **https://** box

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

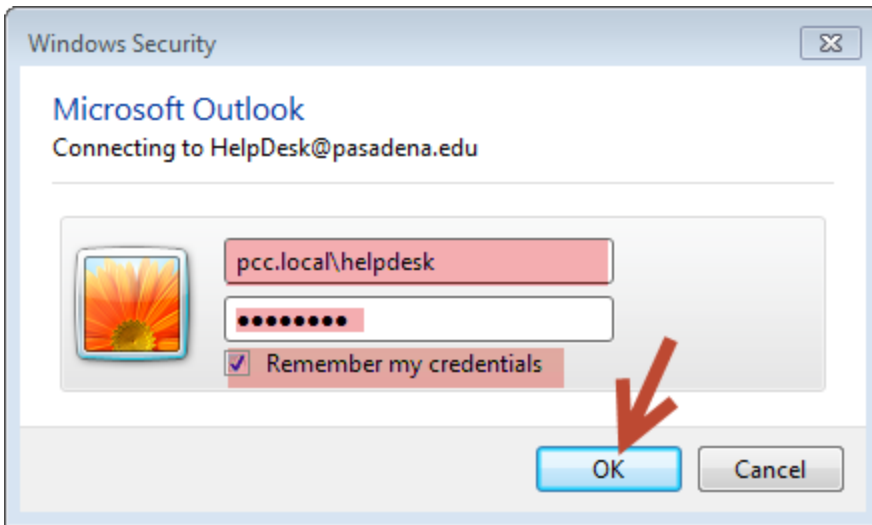


Click on **Ok**



Click on **Next**



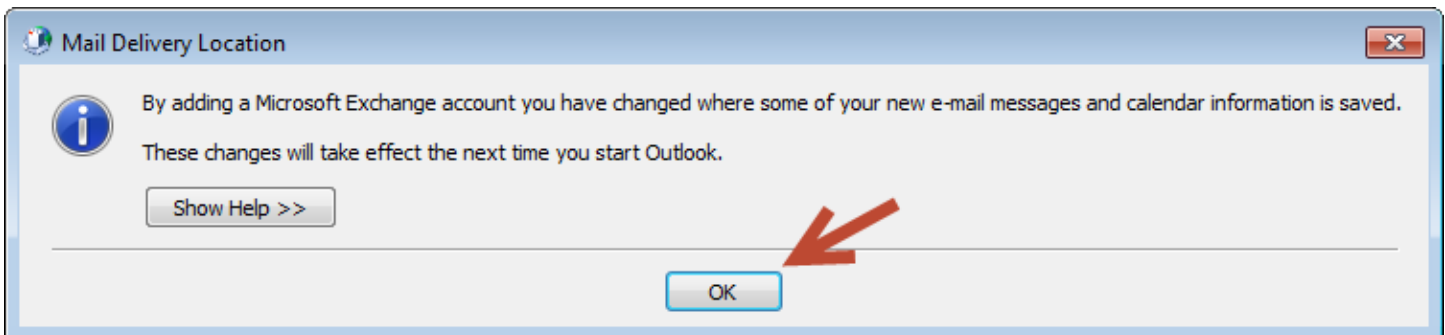


*Window Security Screen will pop up*

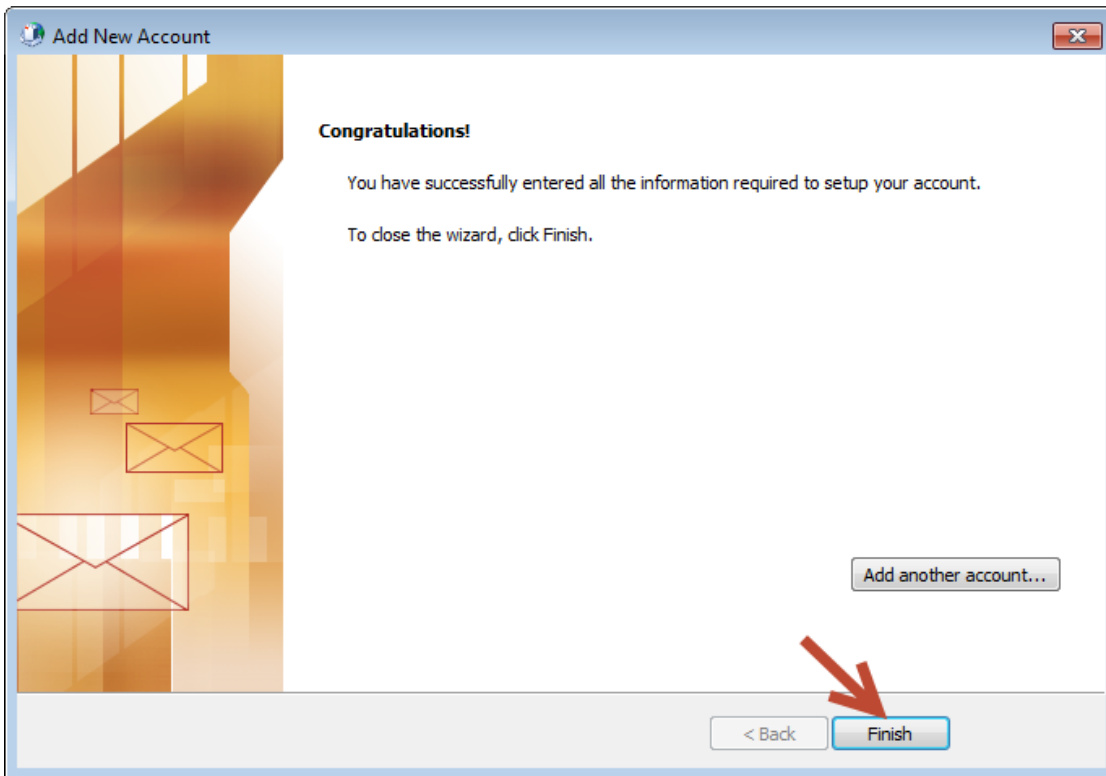
**Enter *pcc.local\your lancerpoint username* For Example: I input pcc.local\helpdesk**

**Enter your *Lancerpoint Password***

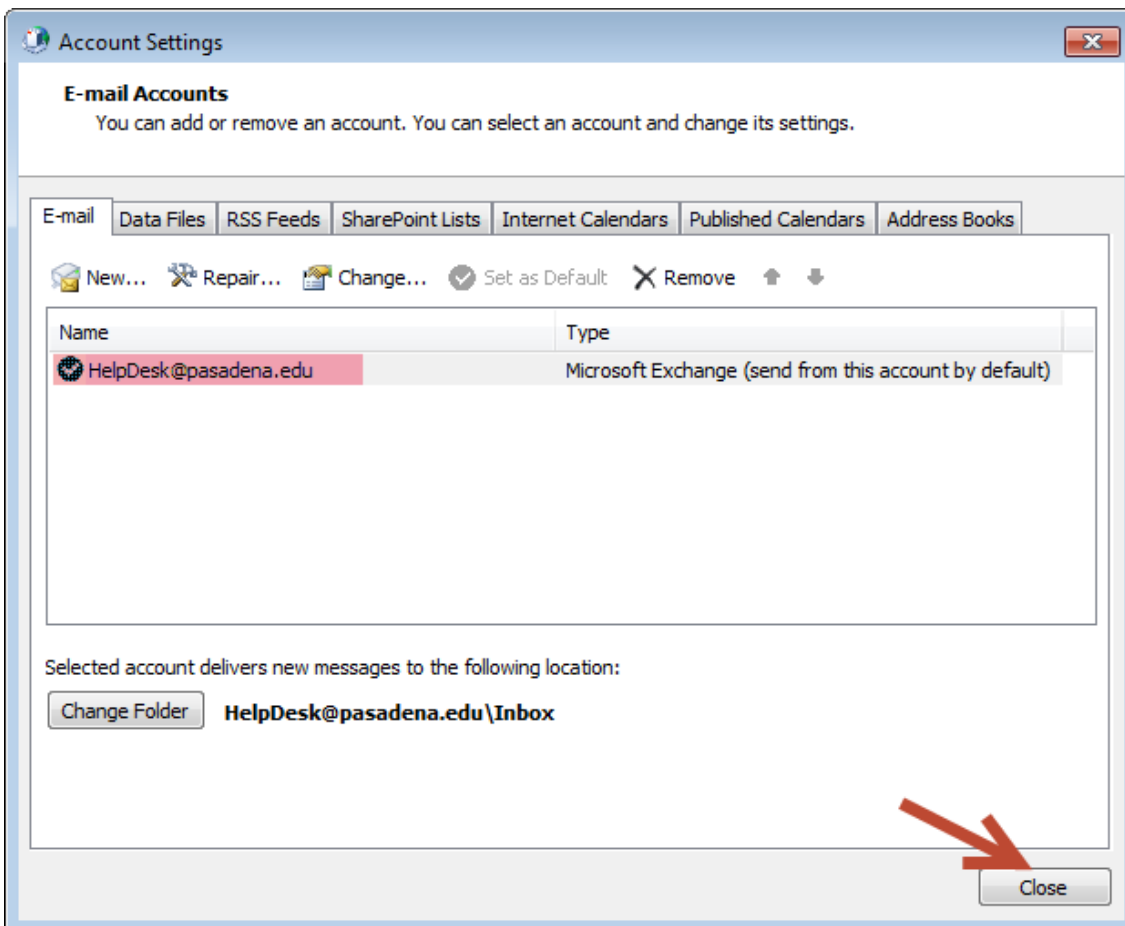
**Check on *Remember my credentials* box and click on *Ok***



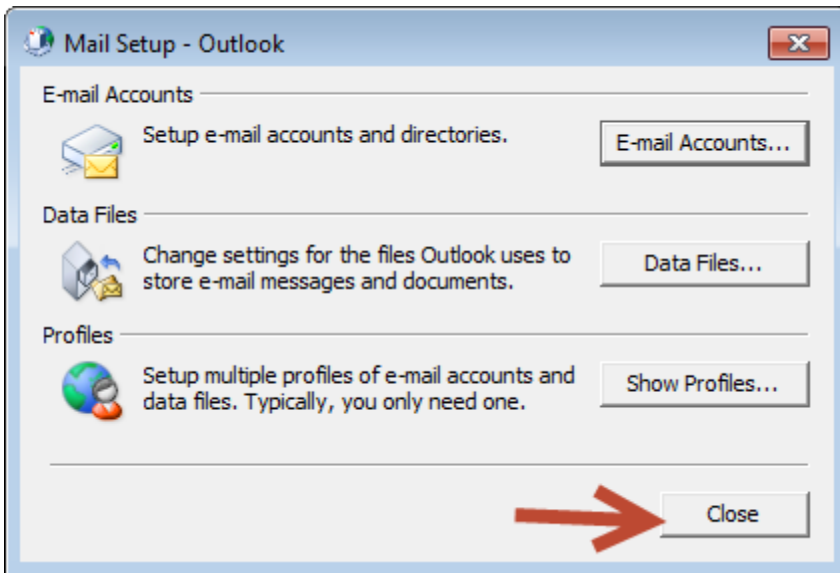
**If Mail Delivery Location message pops up, click on *Ok***



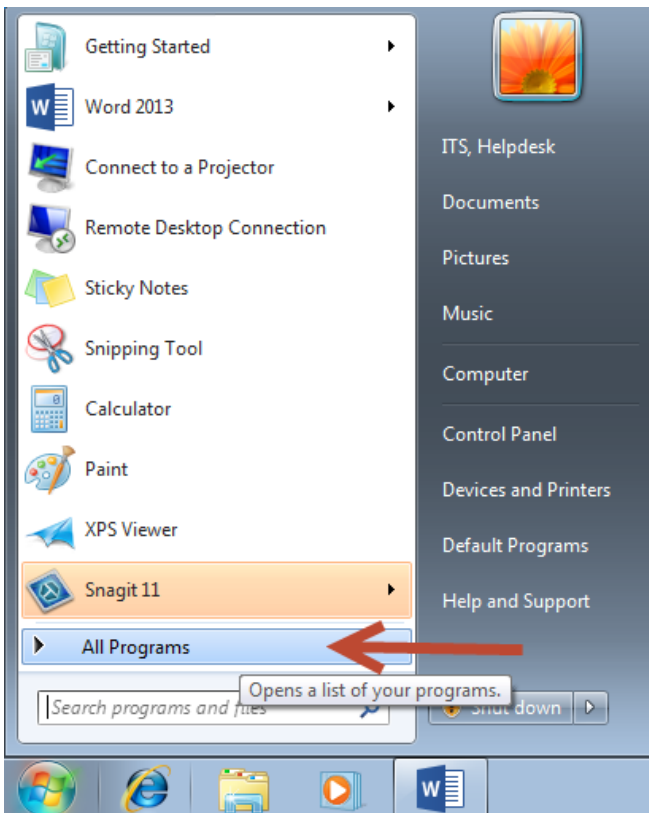
Click on **Finish**



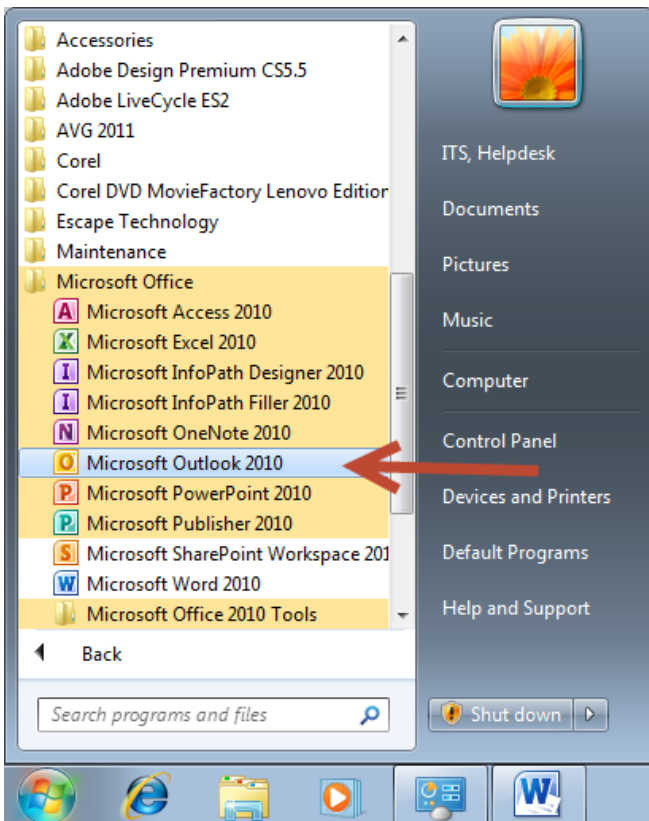
Double check if the email address is correct. Then click on **Close**



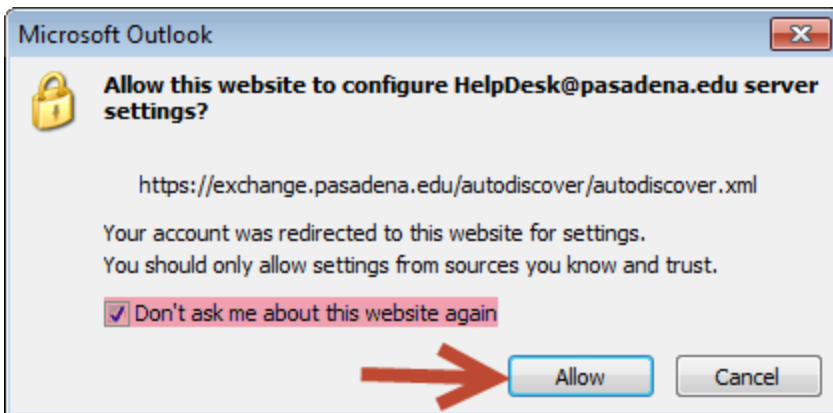
Click on **Close**



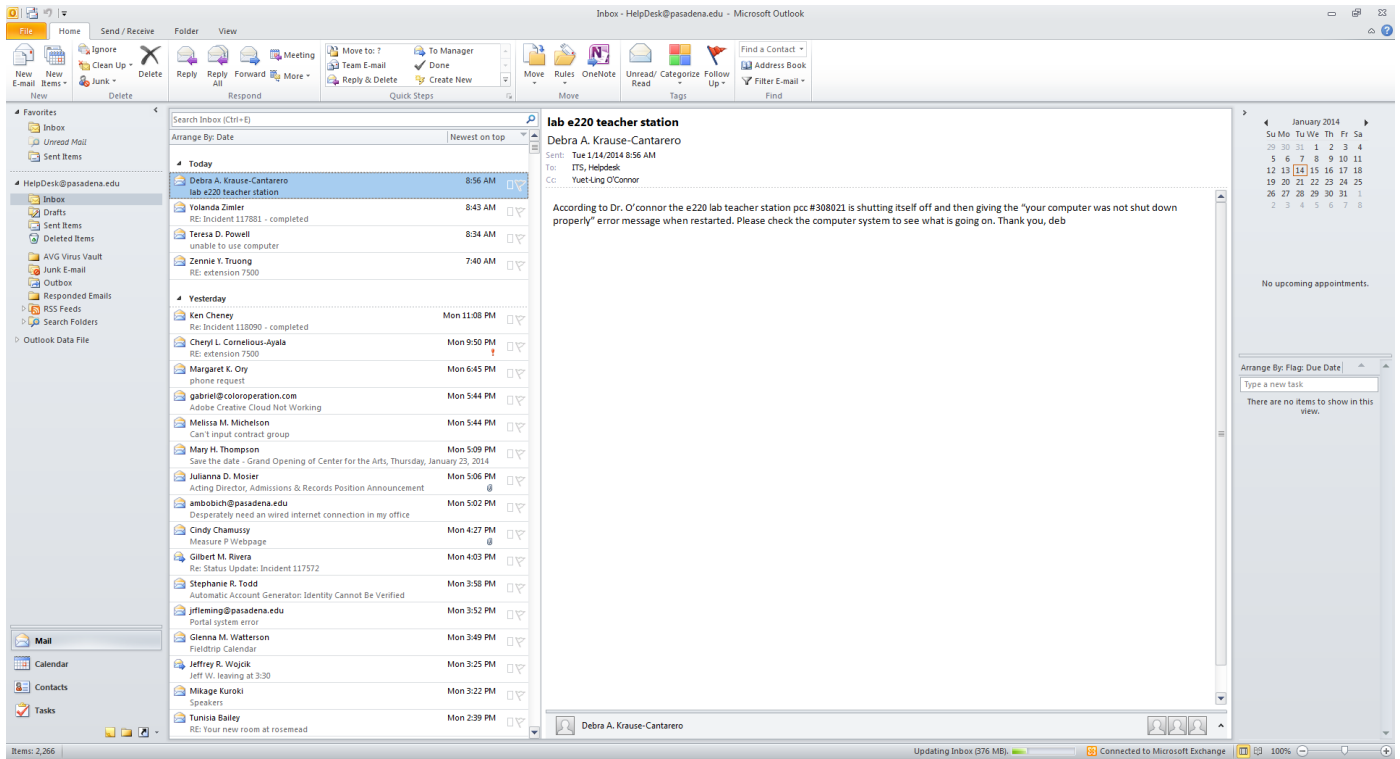
Go to **Start Menu** and click on **All Programs**



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**