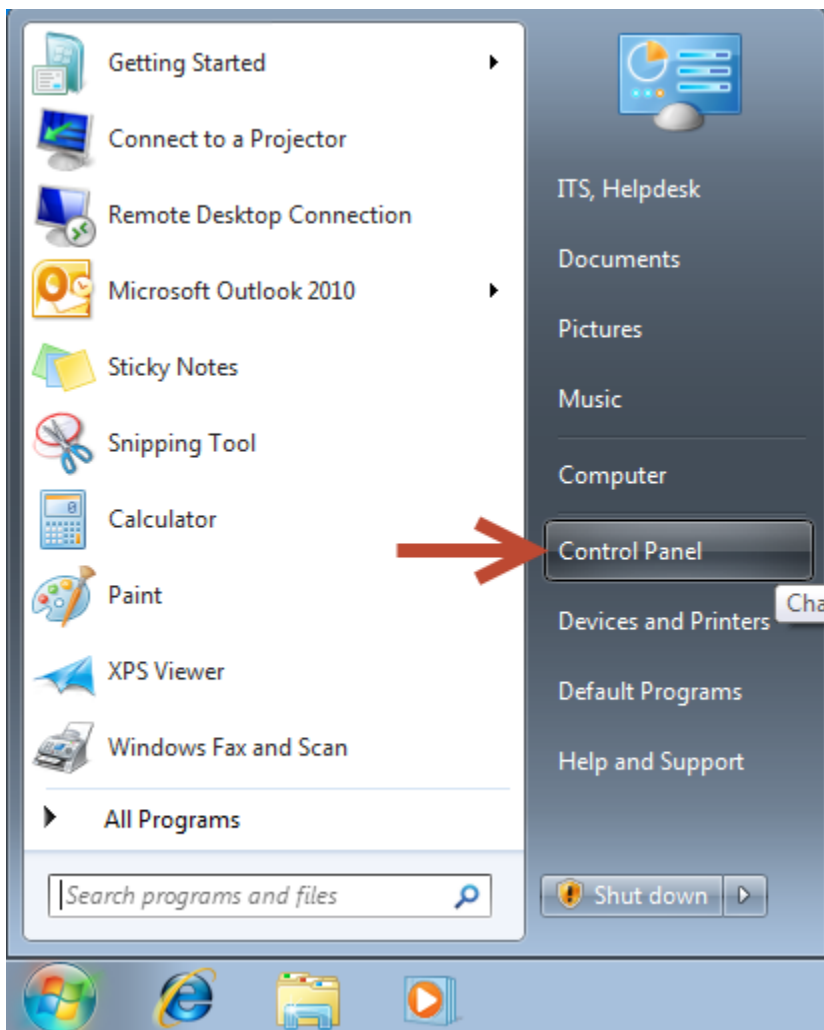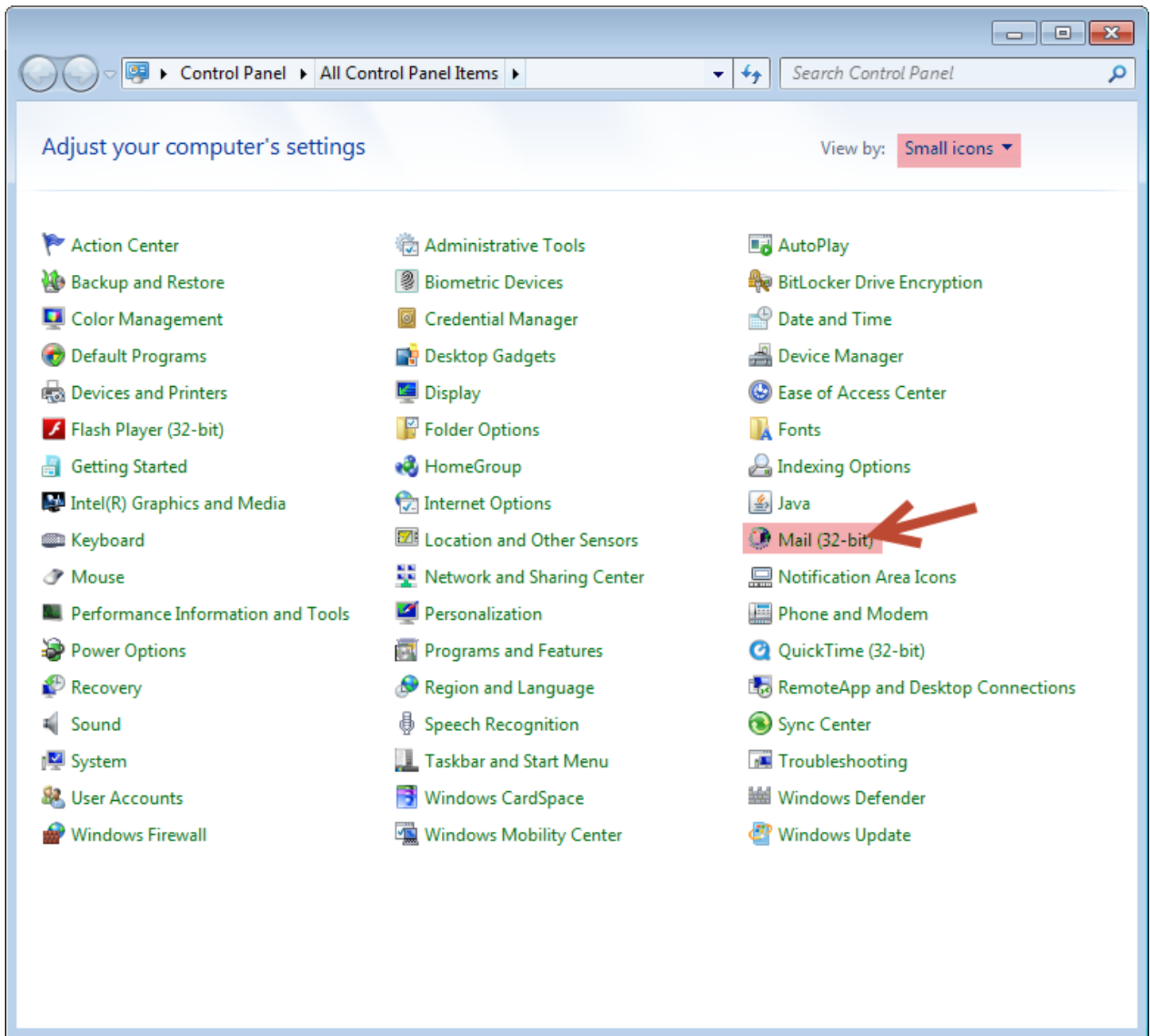# How to Set up Outlook 2013 in Win 7

Instruction procedures of how to setup Microsoft outlook 2013 with Pasadena exchange email on a Window 7 machine. Please make sure you have internet access before you follow these procedures.
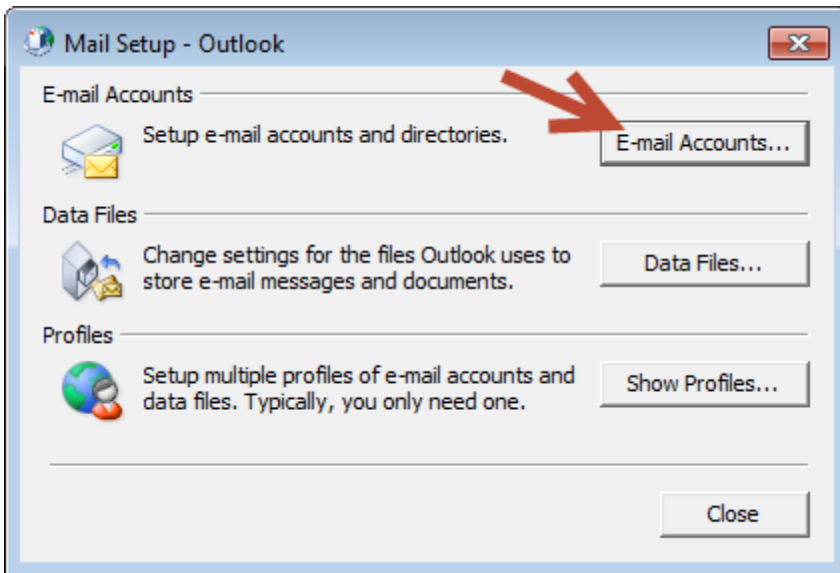

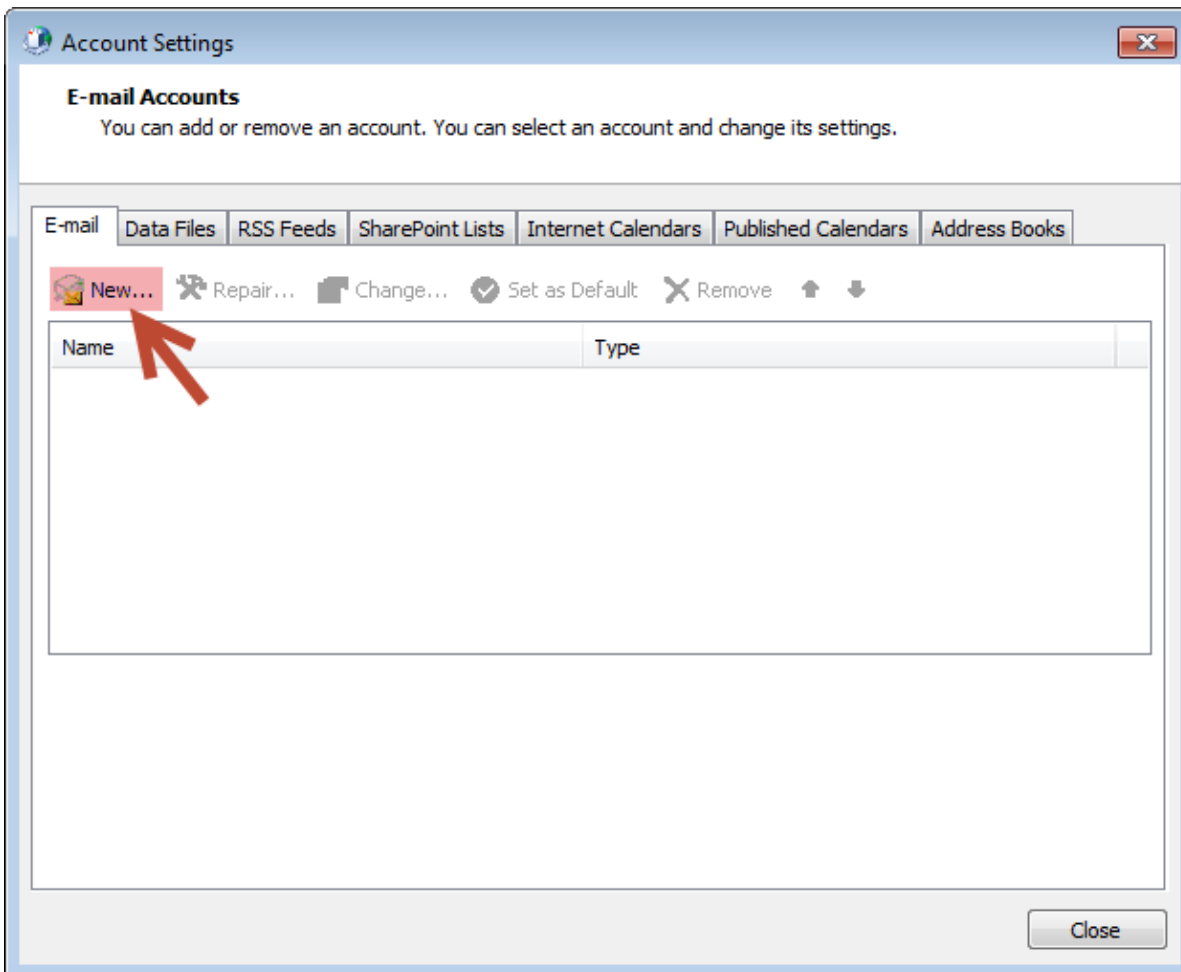**Go to Start Menu and Click on Control Panel**
The Control Panel Window will be displayed

|**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*
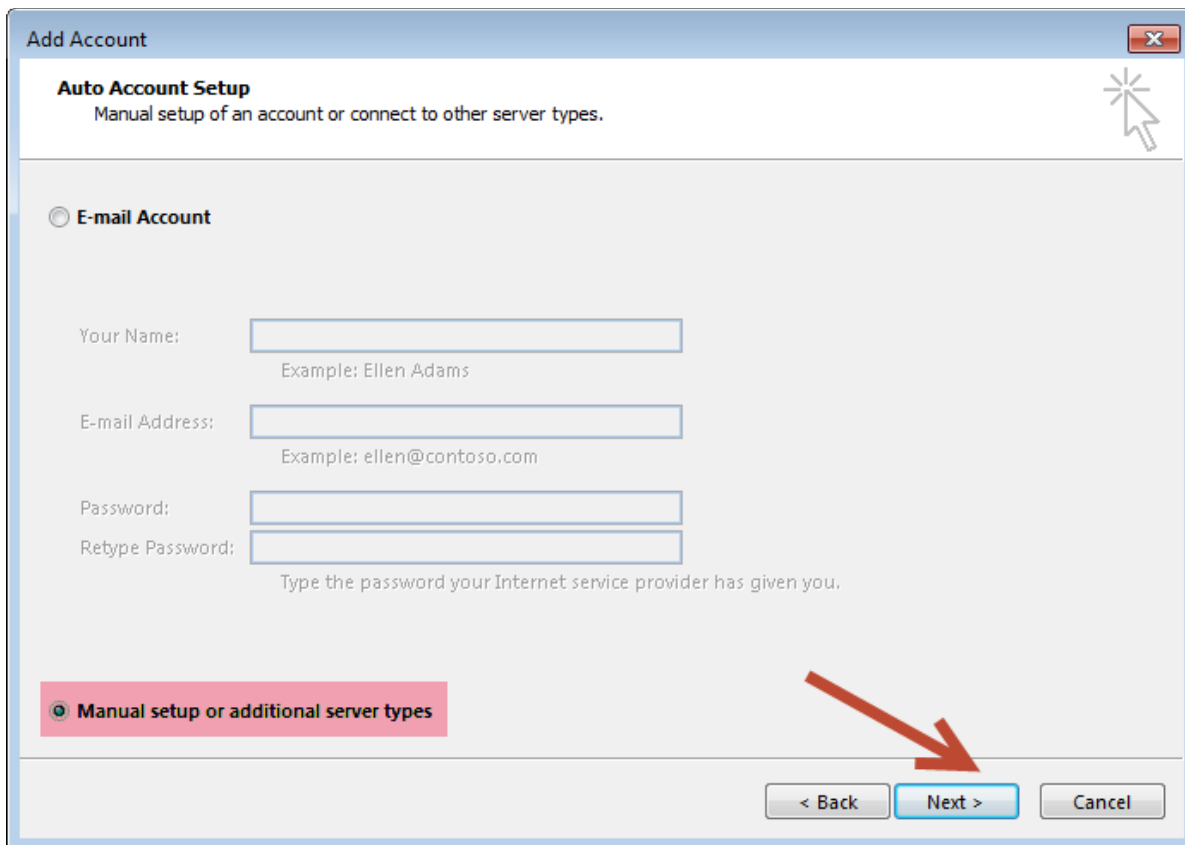
Select Manual Setup or Additional server types, and click on Next
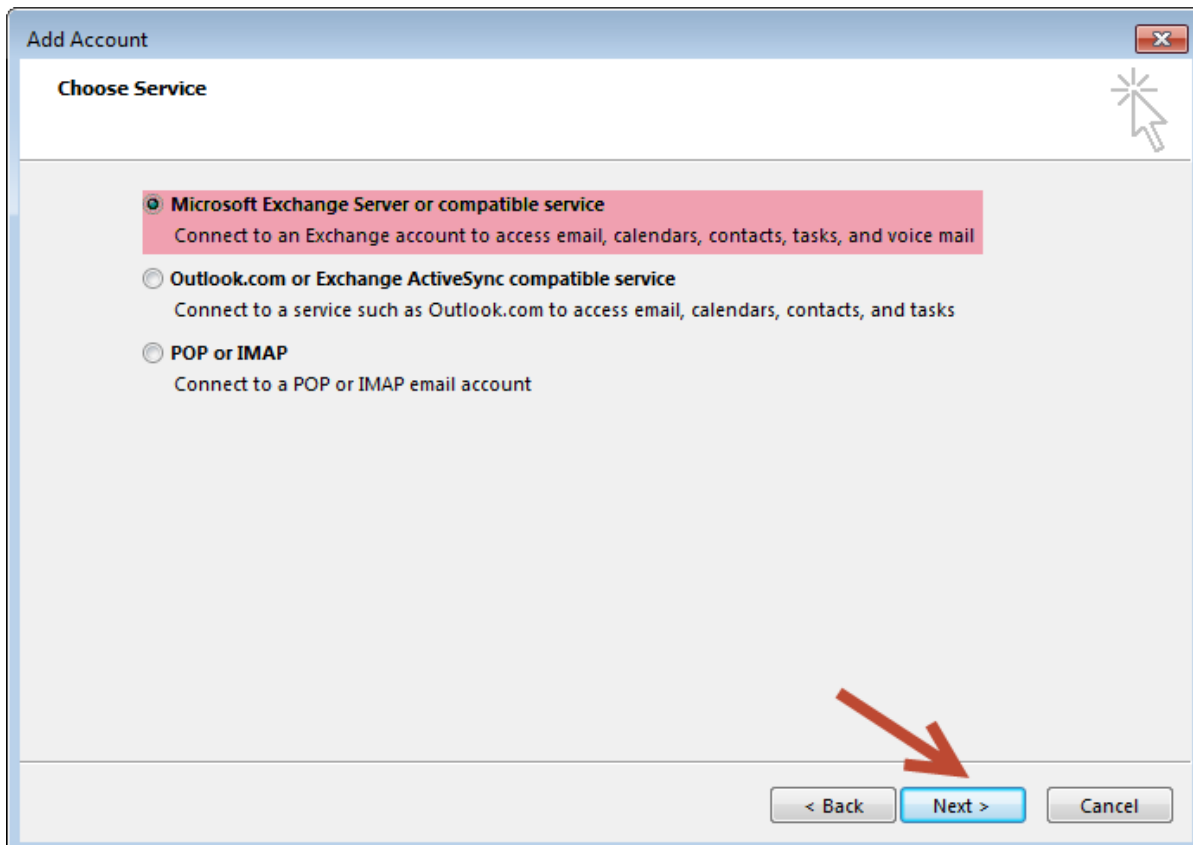
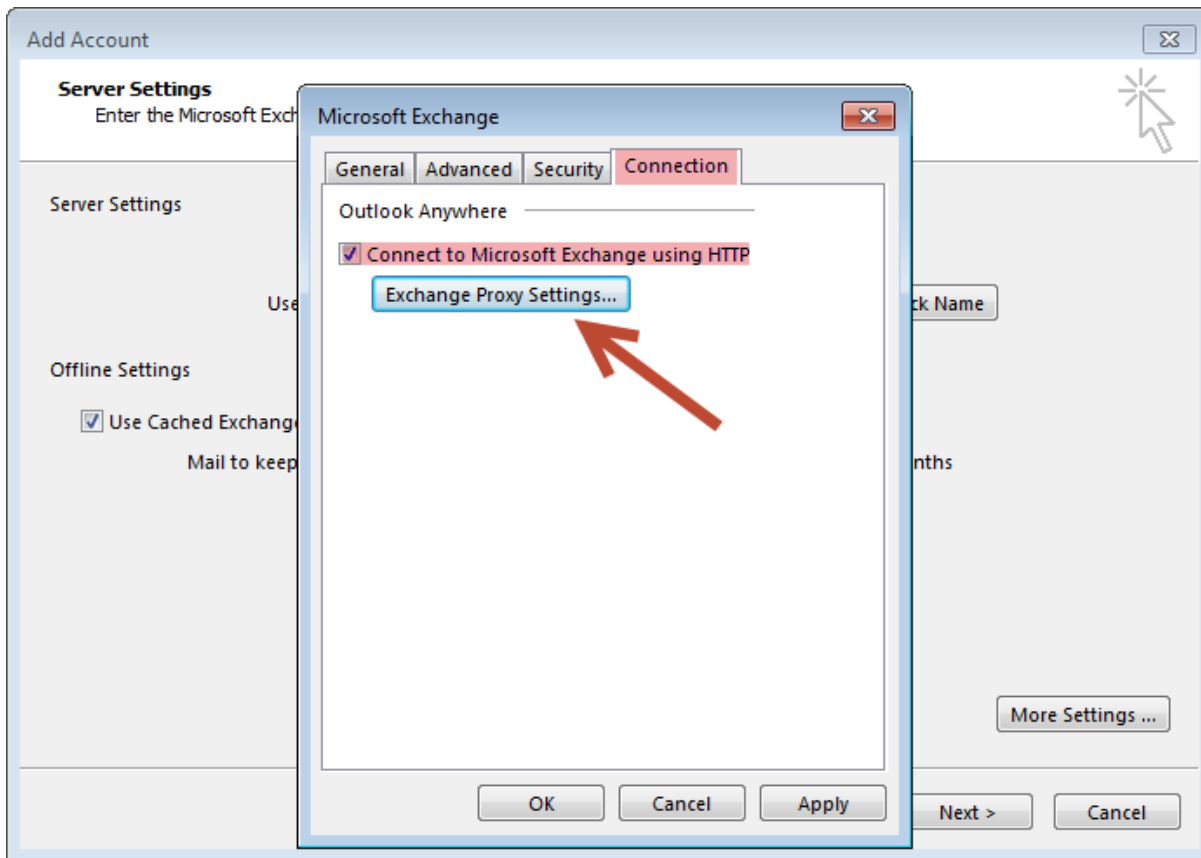**Select Microsoft Exchange Server or compatible service and click on Next**
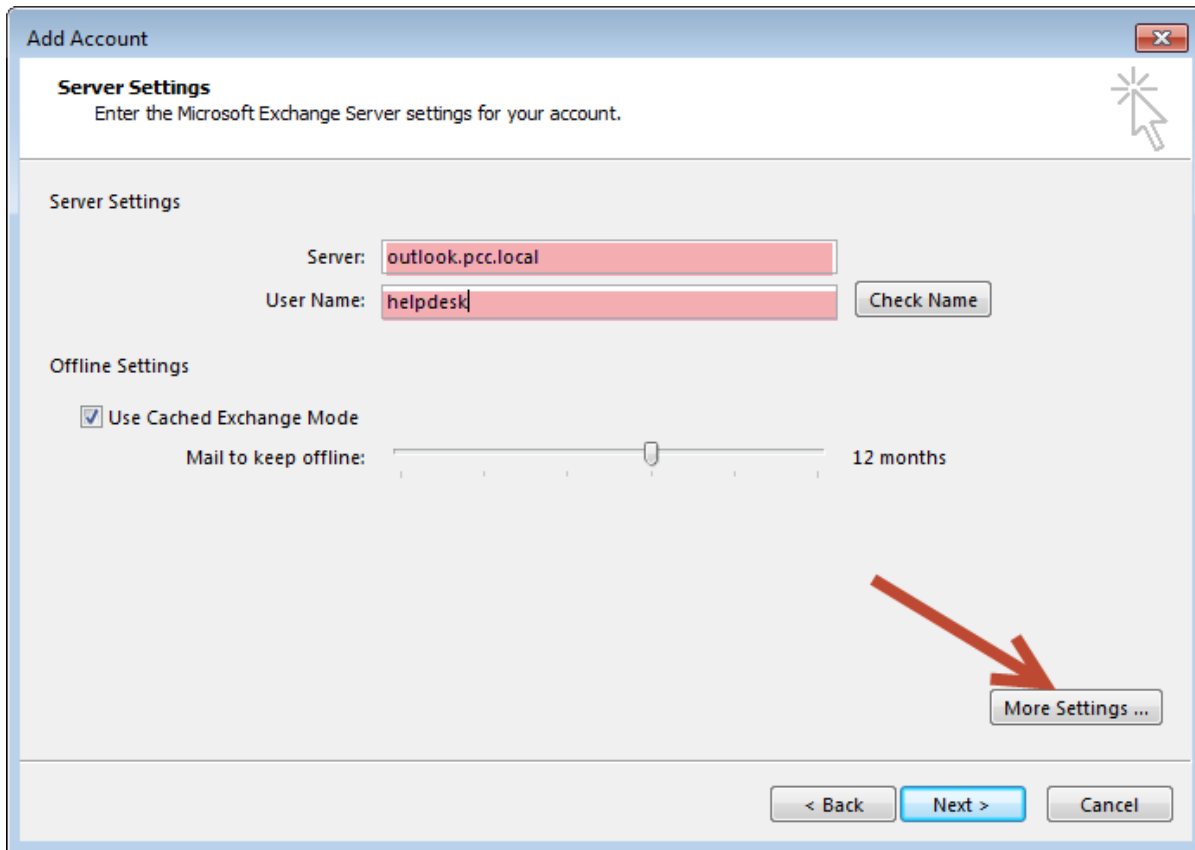
Type in Outlook.pcc.local in Server field.

Type in Your Lancerpoint Username in Username Field. For example, I input helpdesk.
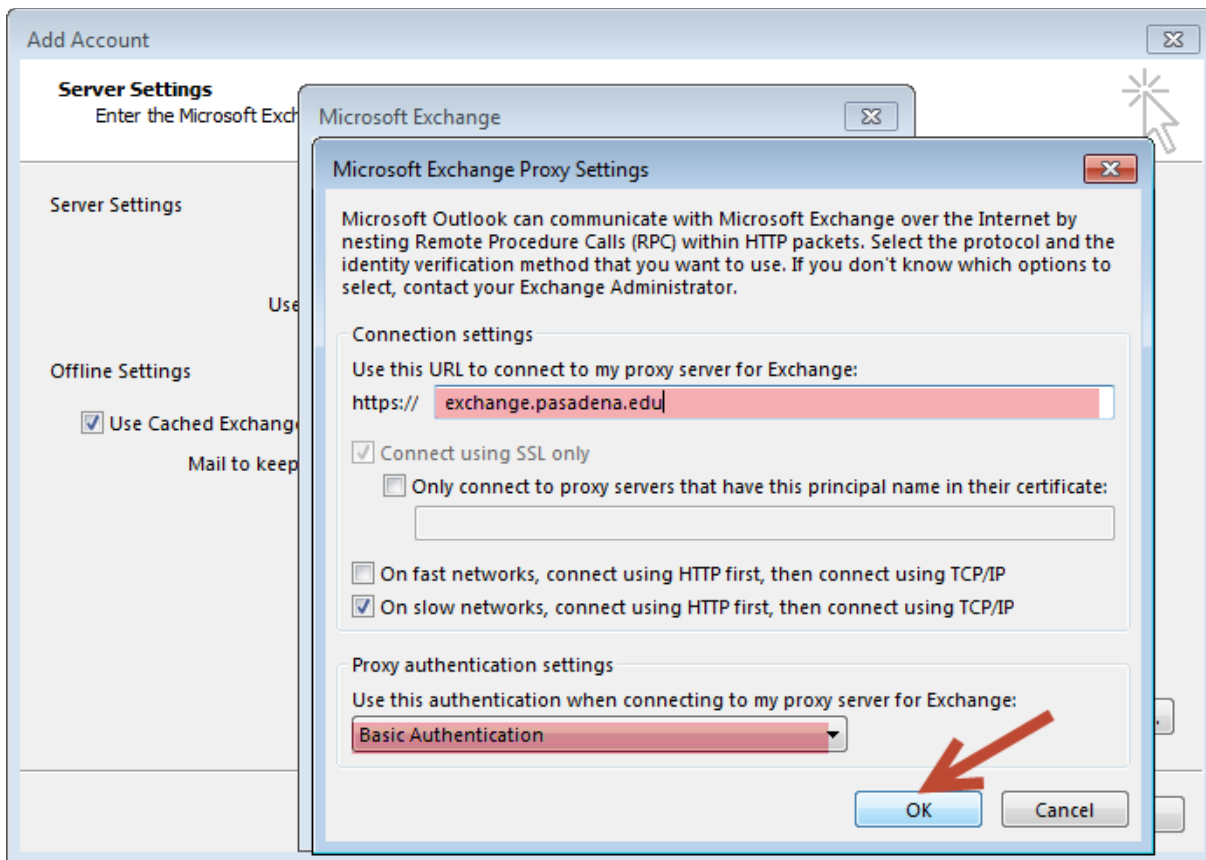
Check box Use Cached Exchanged Mode

Click on More Settings…
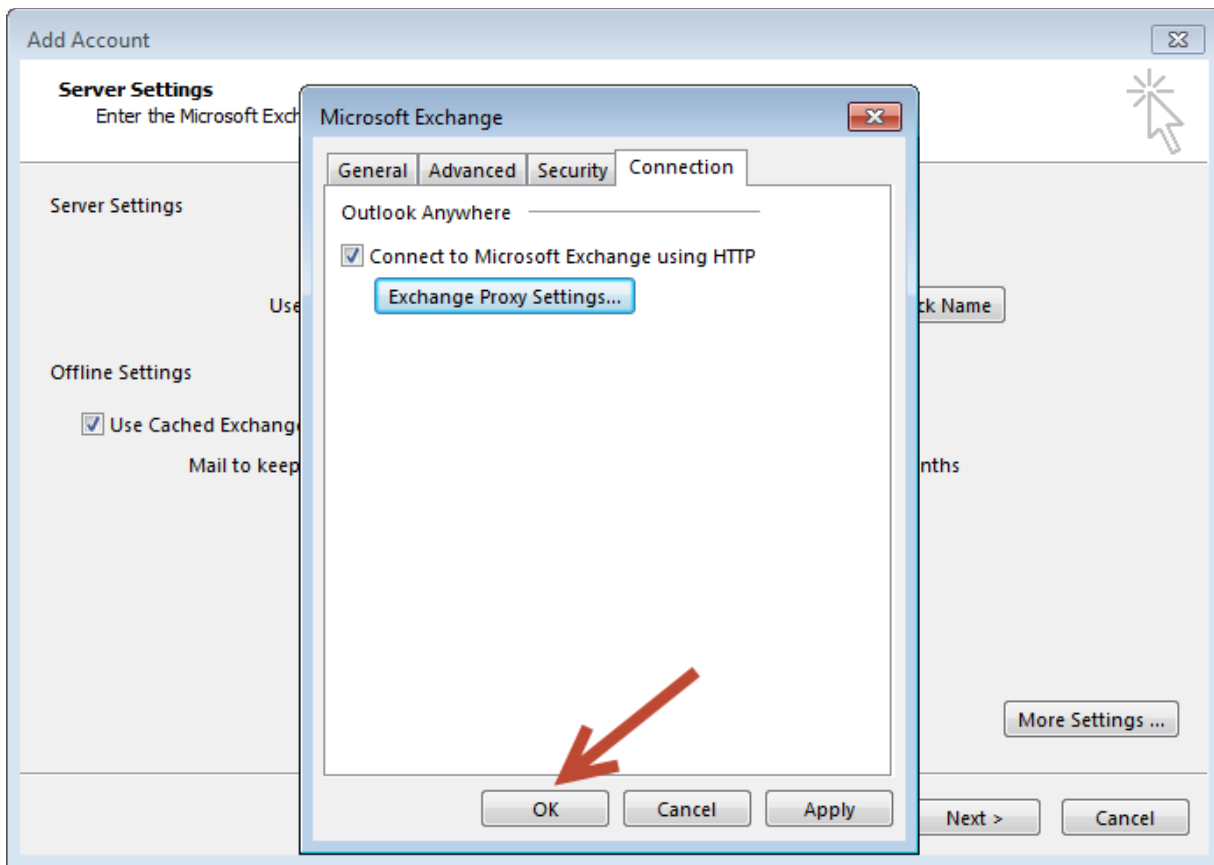*Wait for this process to complete. There may be a delay.*

Click on **Connection** tab, and check mark on **Connect to Microsoft Exchange using HTTP**
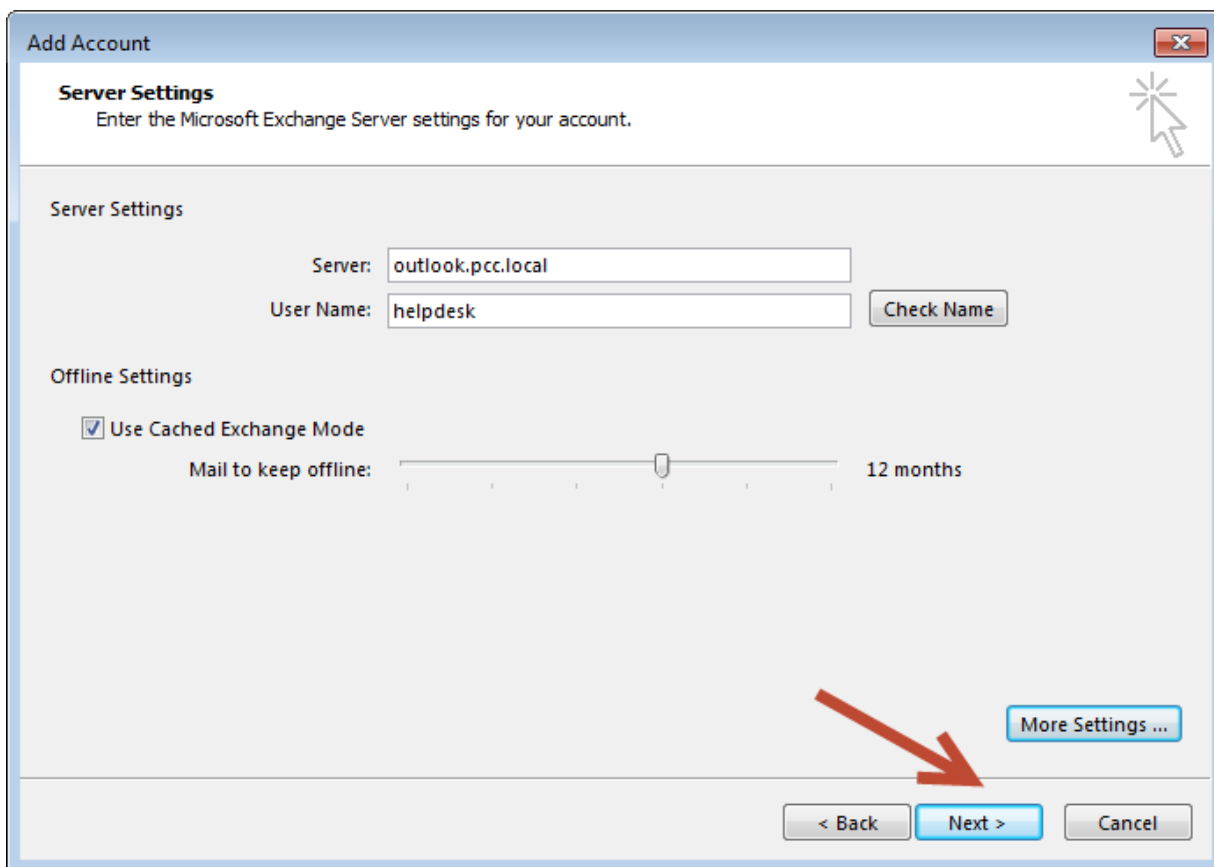
Click on **Exchange Proxy Settings**
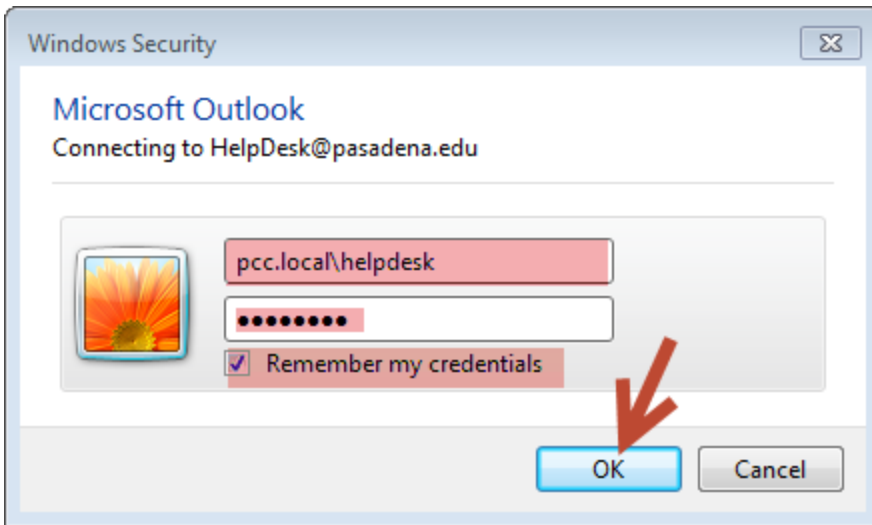
Enter exchange.pasadena.edu in https:// box

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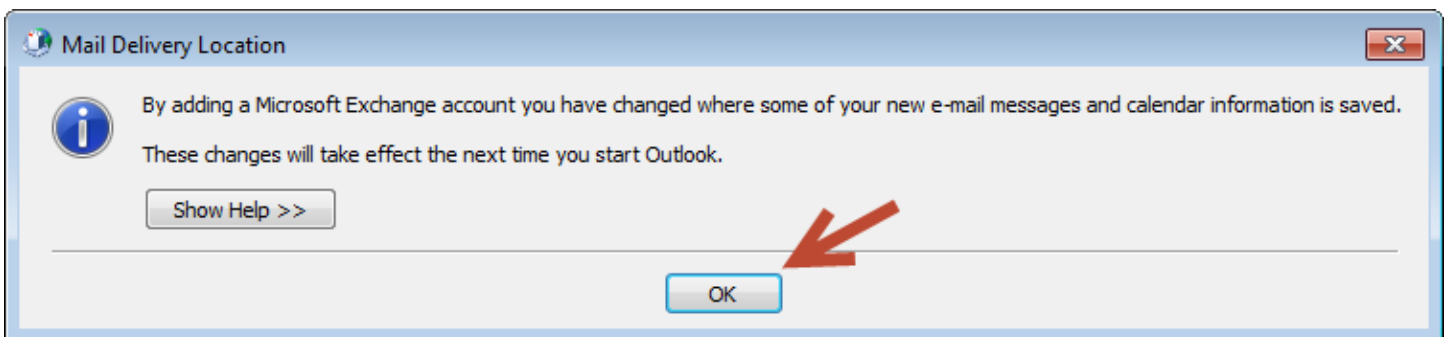
Click on Ok

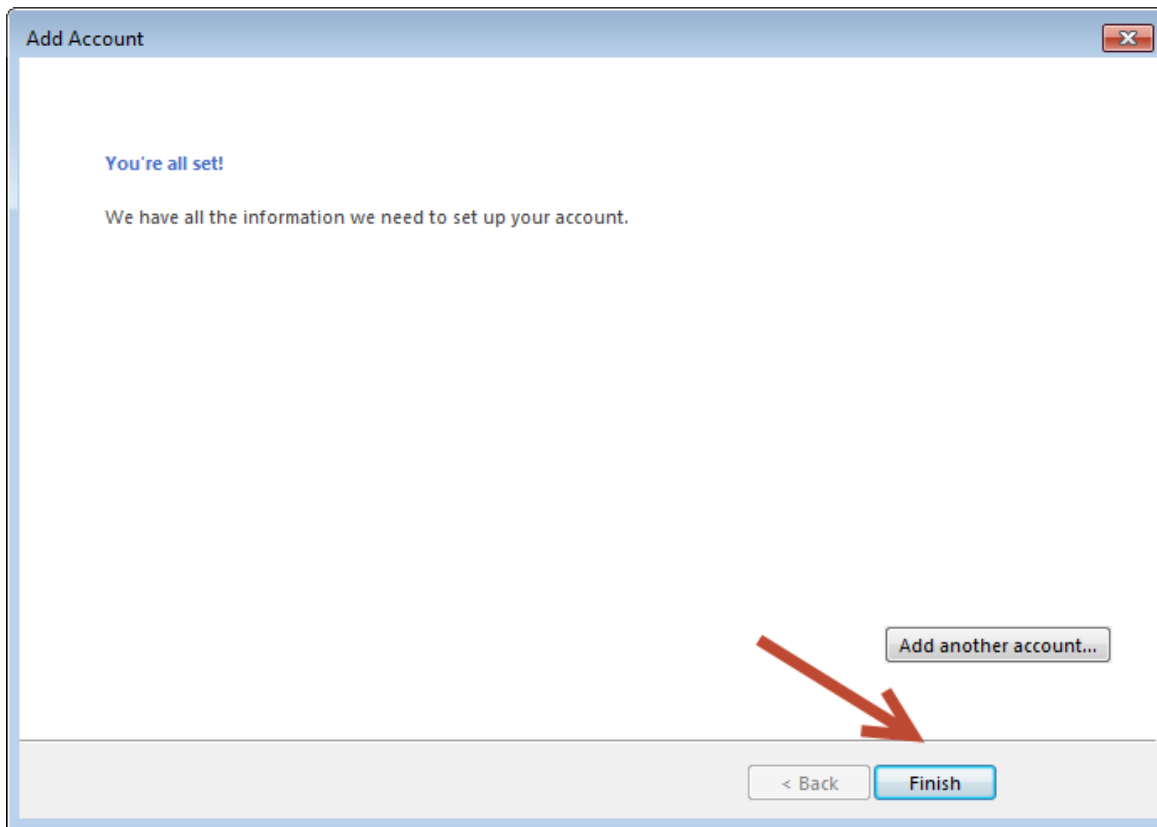**Click on Next**

Window Security Screen will pop up

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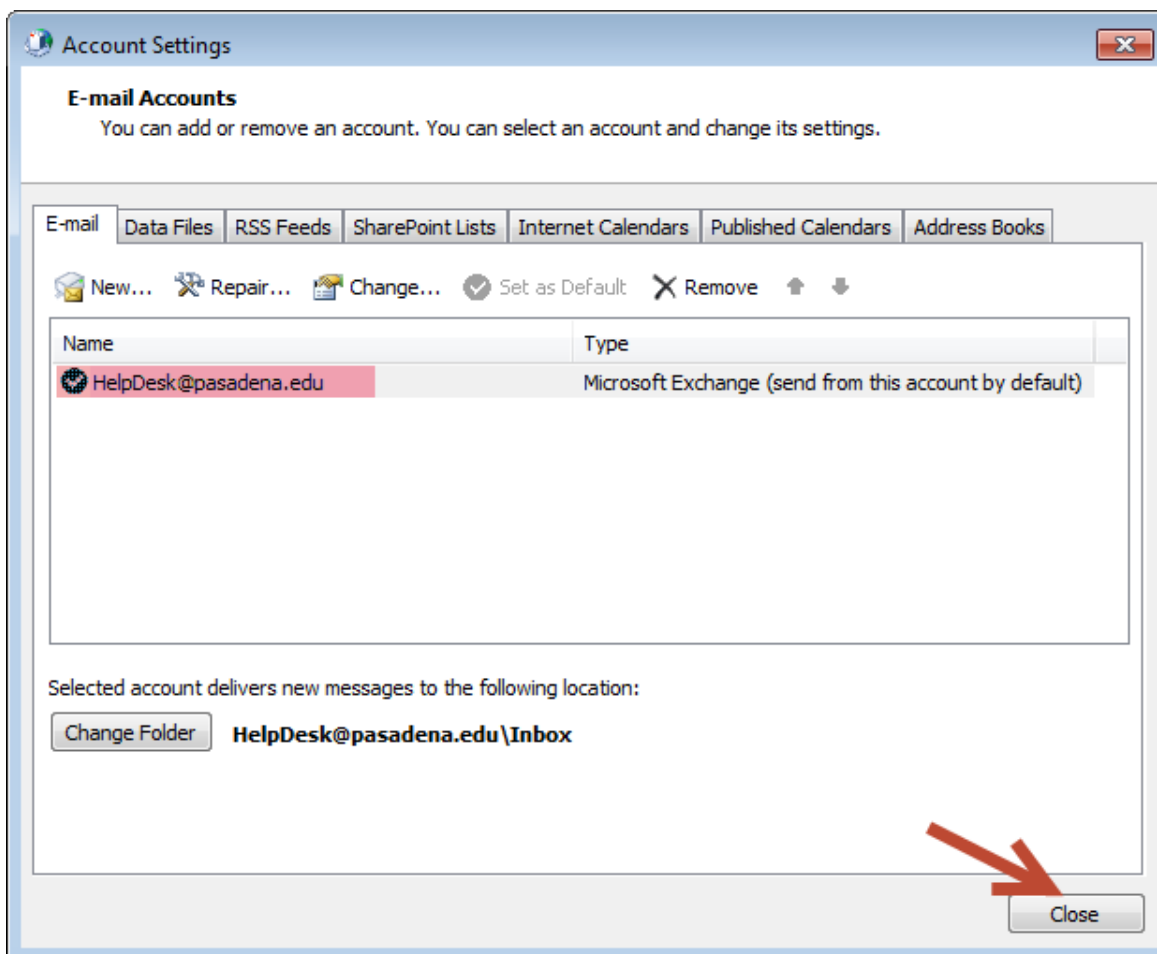
Enter your Lancerpoint Password

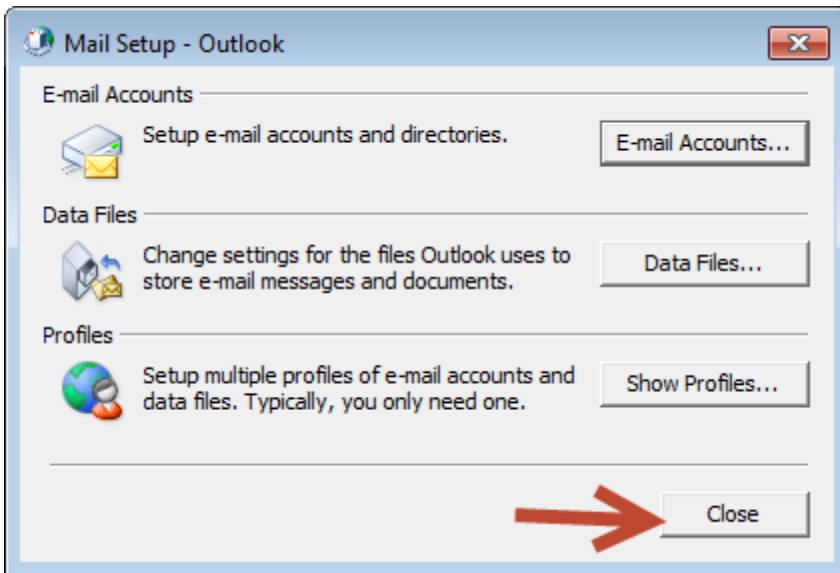**Check on Remember my credentials box and click on Ok**

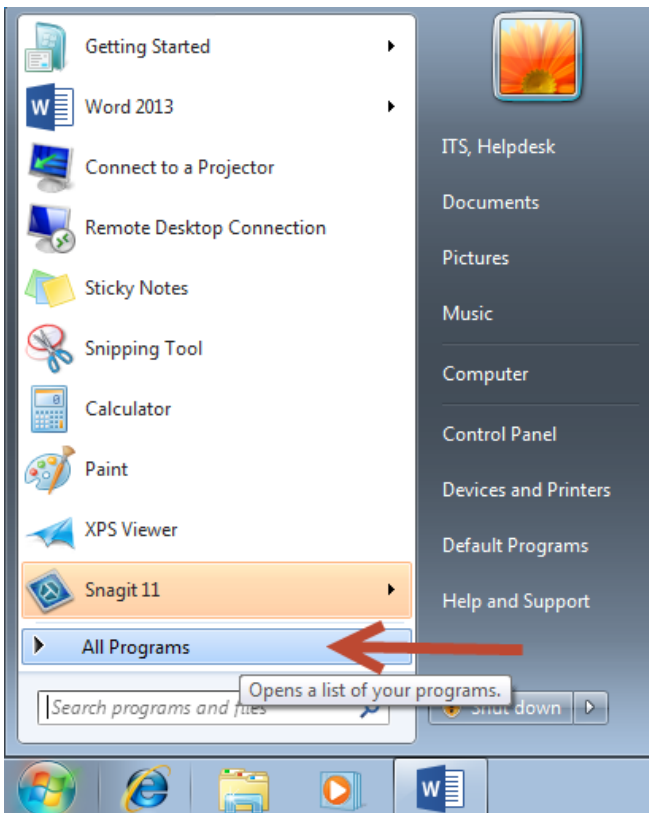
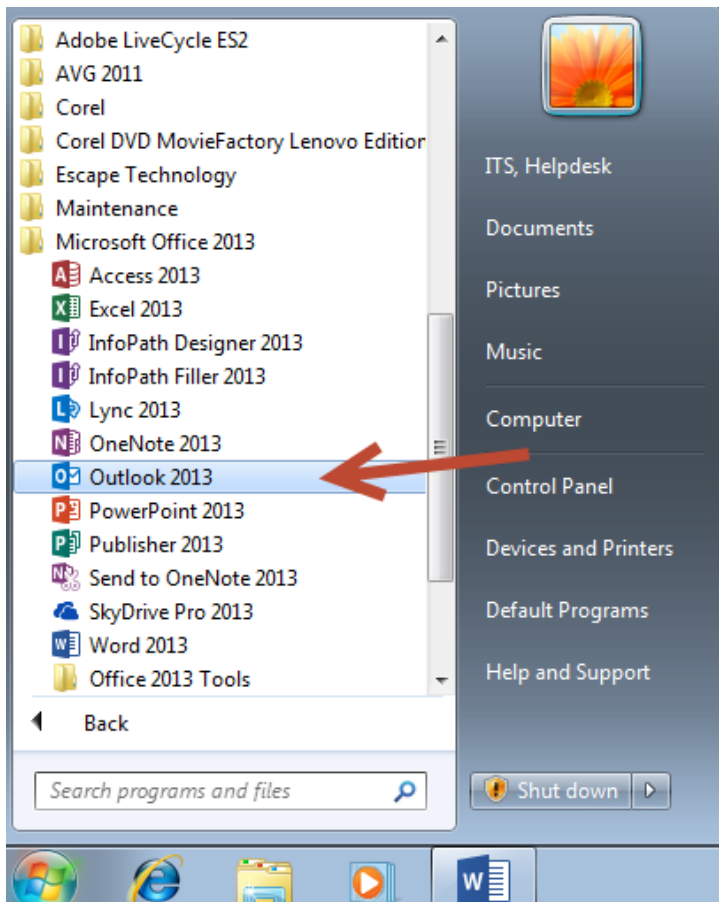**If Mail Delivery Location message pops up, click on Ok**

Click on Finish

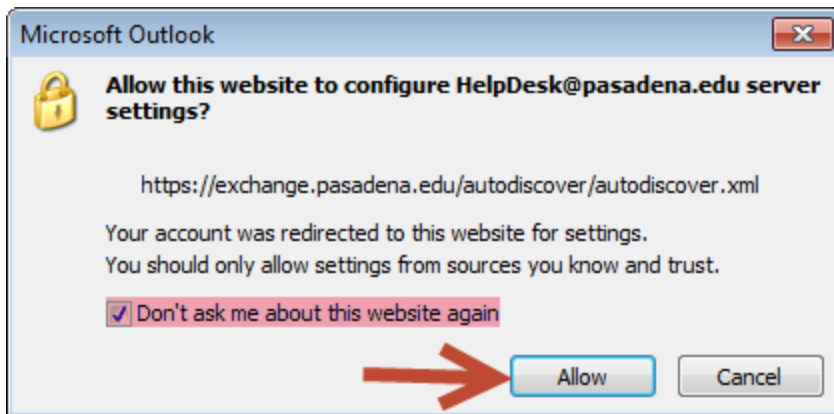**Double check if the email address is correct. Then click on Close**

Click on Close

Go to Start Menu and click on All Programs

Click on Microsoft Office 2013 Folder then Click on Outlook 2013

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

Congratulations, your Microsoft Outlook 2013 is setup with Pasadena exchange email