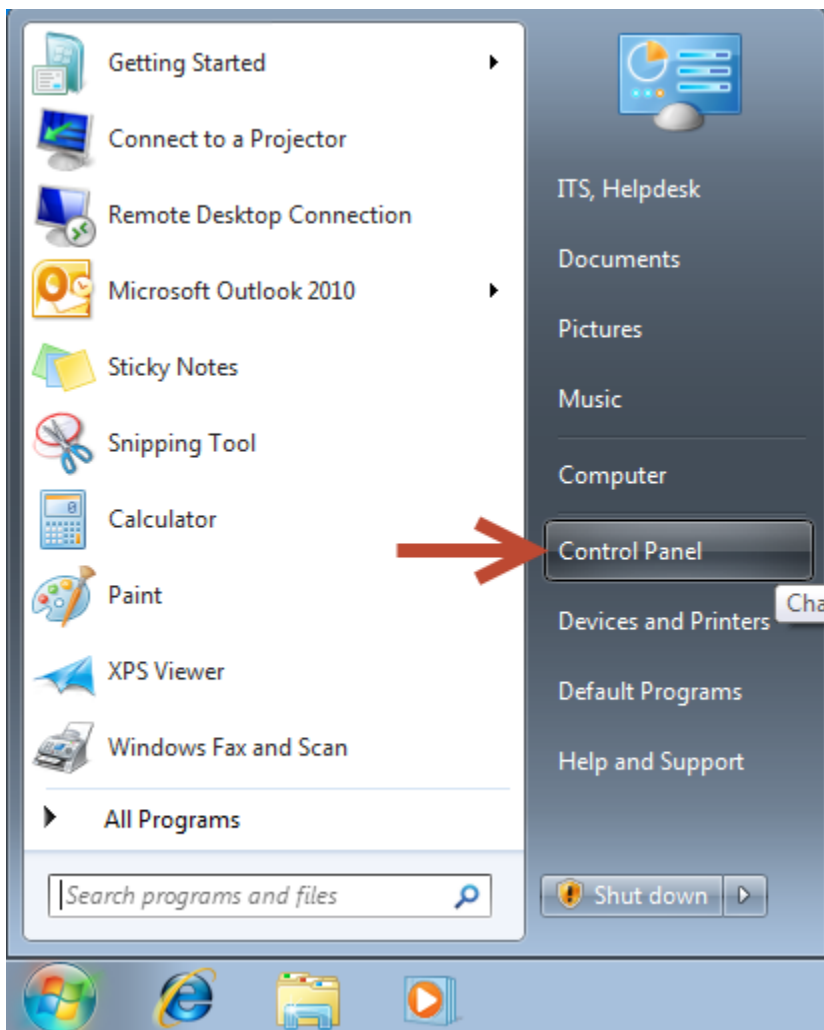


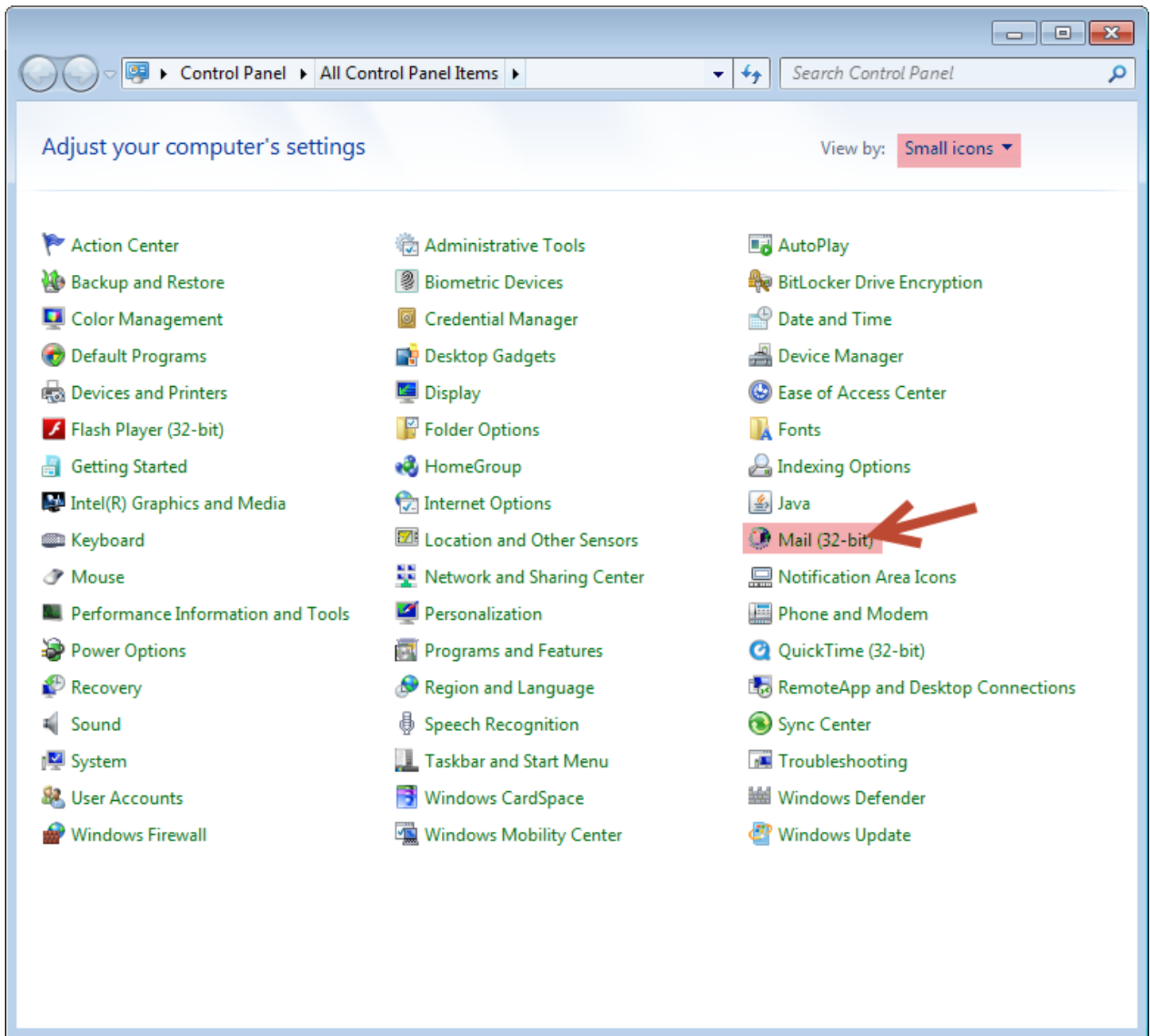
How to Set up Outlook 2013 in Win 7

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.

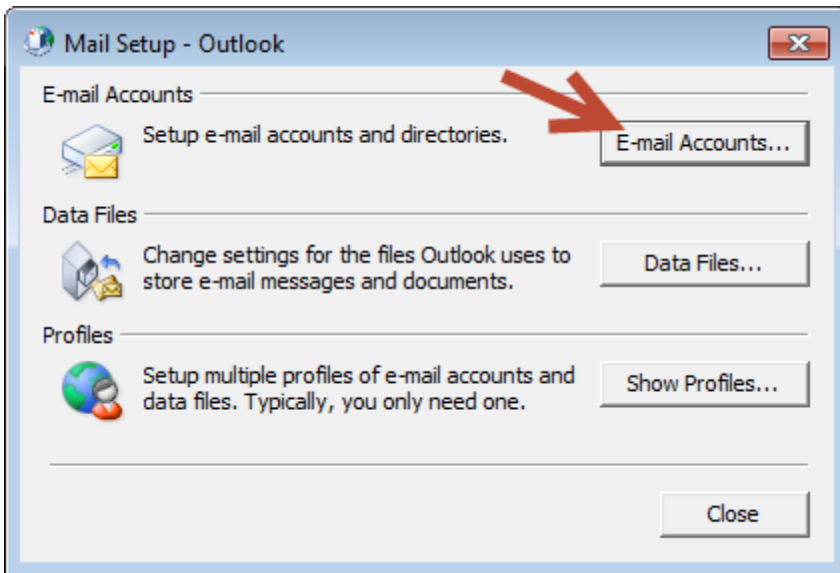


Go to Start Menu and Click on Control Panel

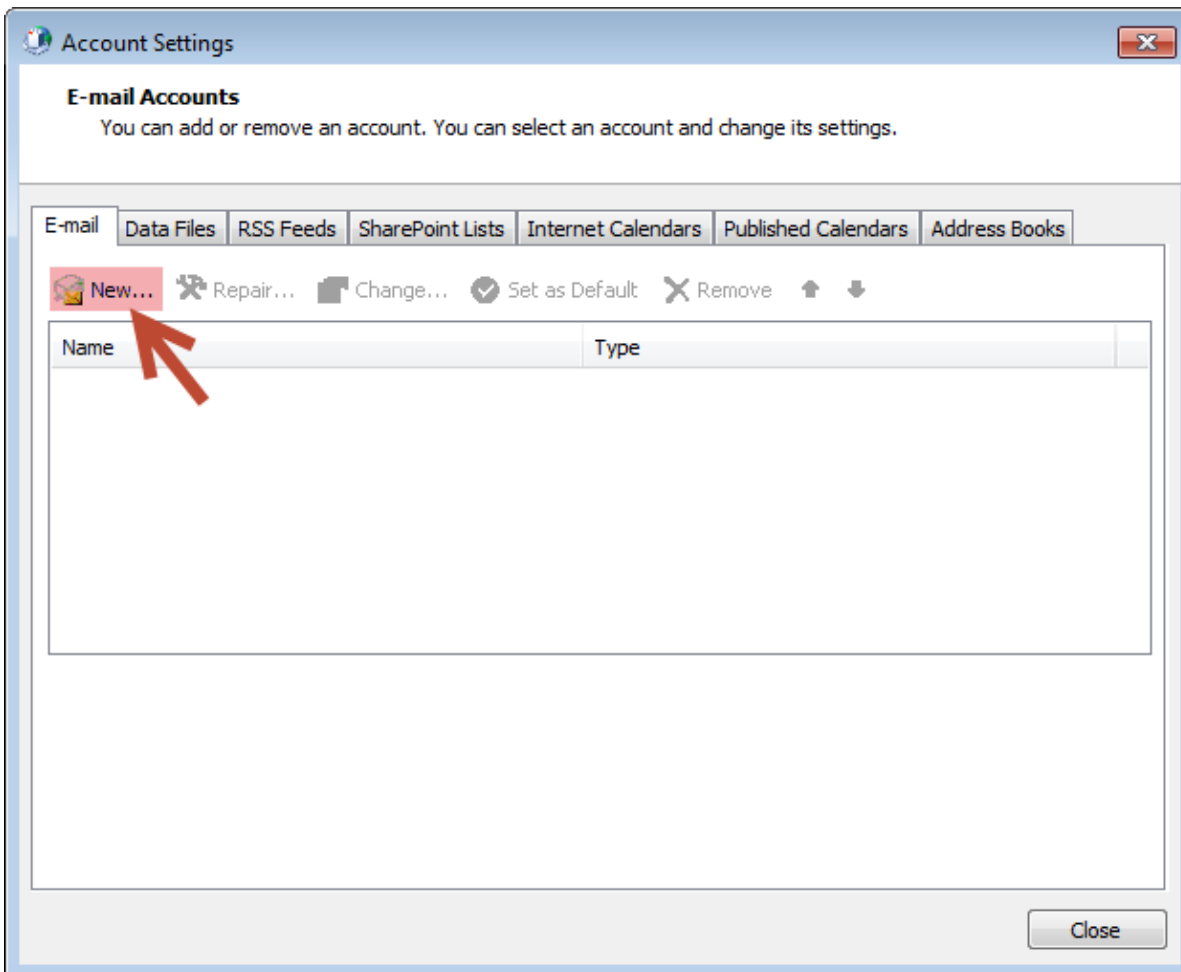
The Control Panel Window will be displayed



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

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

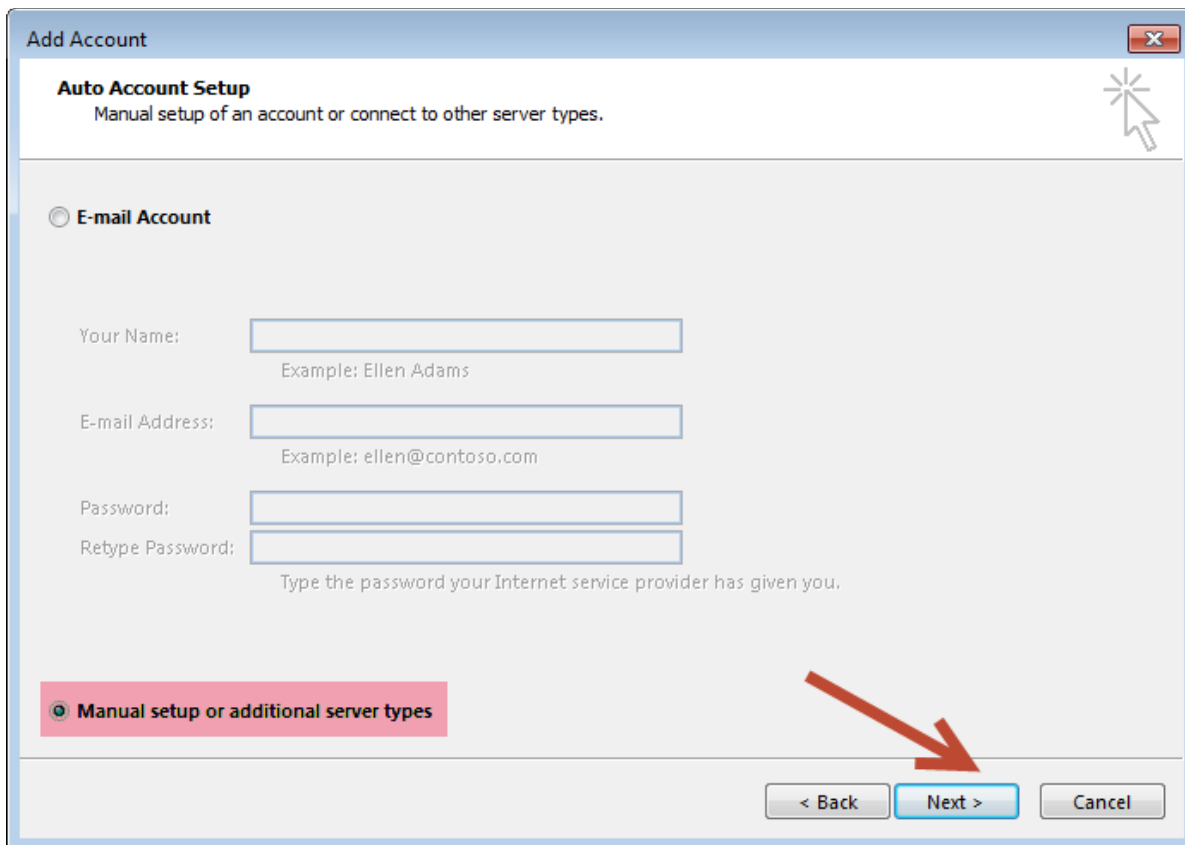
Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel



Select **Manual Setup or Additional server types**, and click on **Next**

Add Account

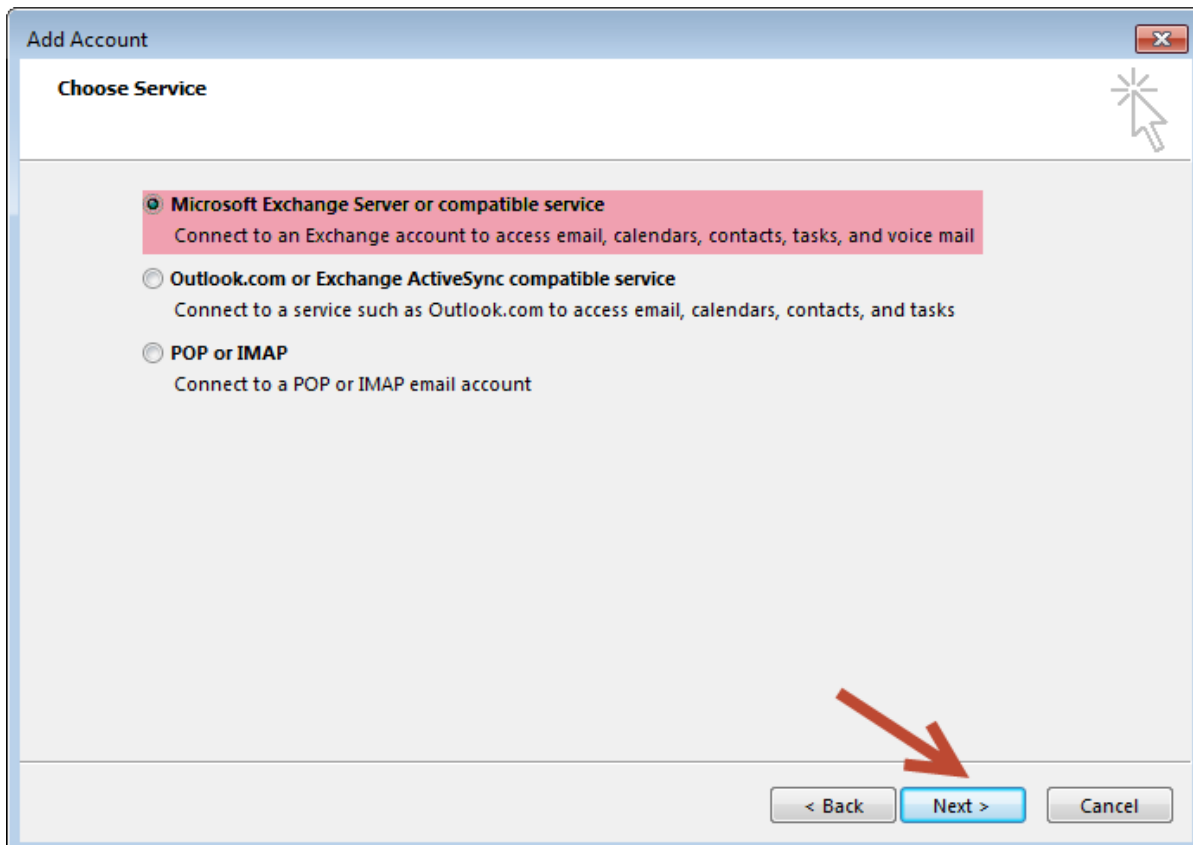
Choose Service

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

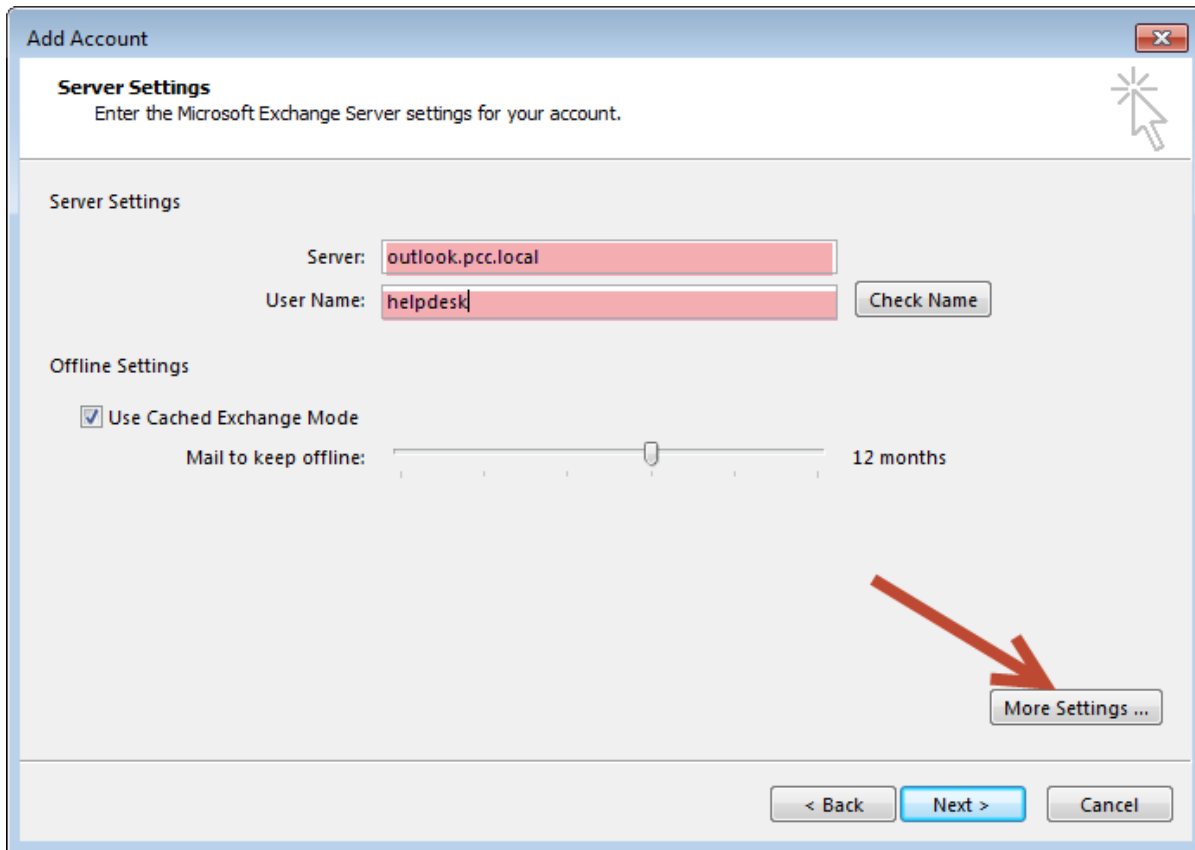
Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back **Next >** Cancel



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



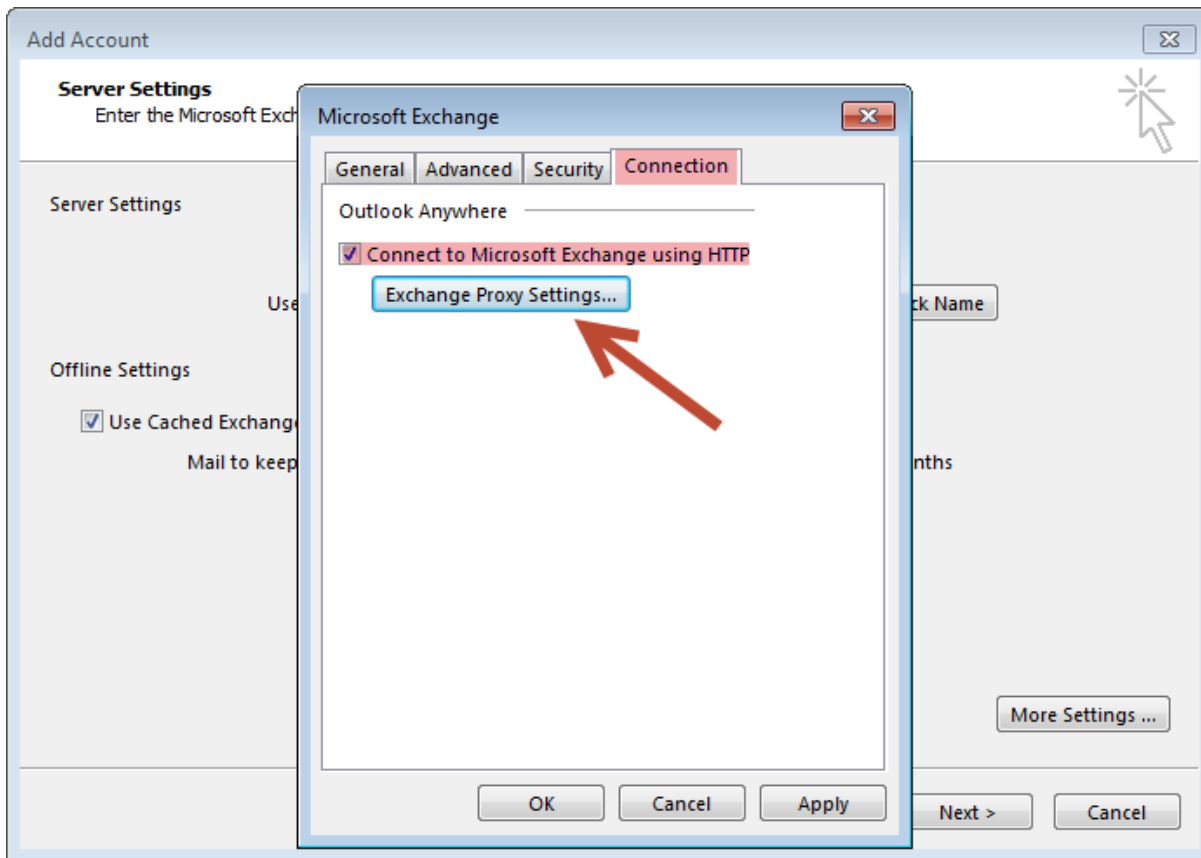
Type in **Outlook.pcc.local** in **Server** field.

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

Check box **Use Cached Exchanged Mode**

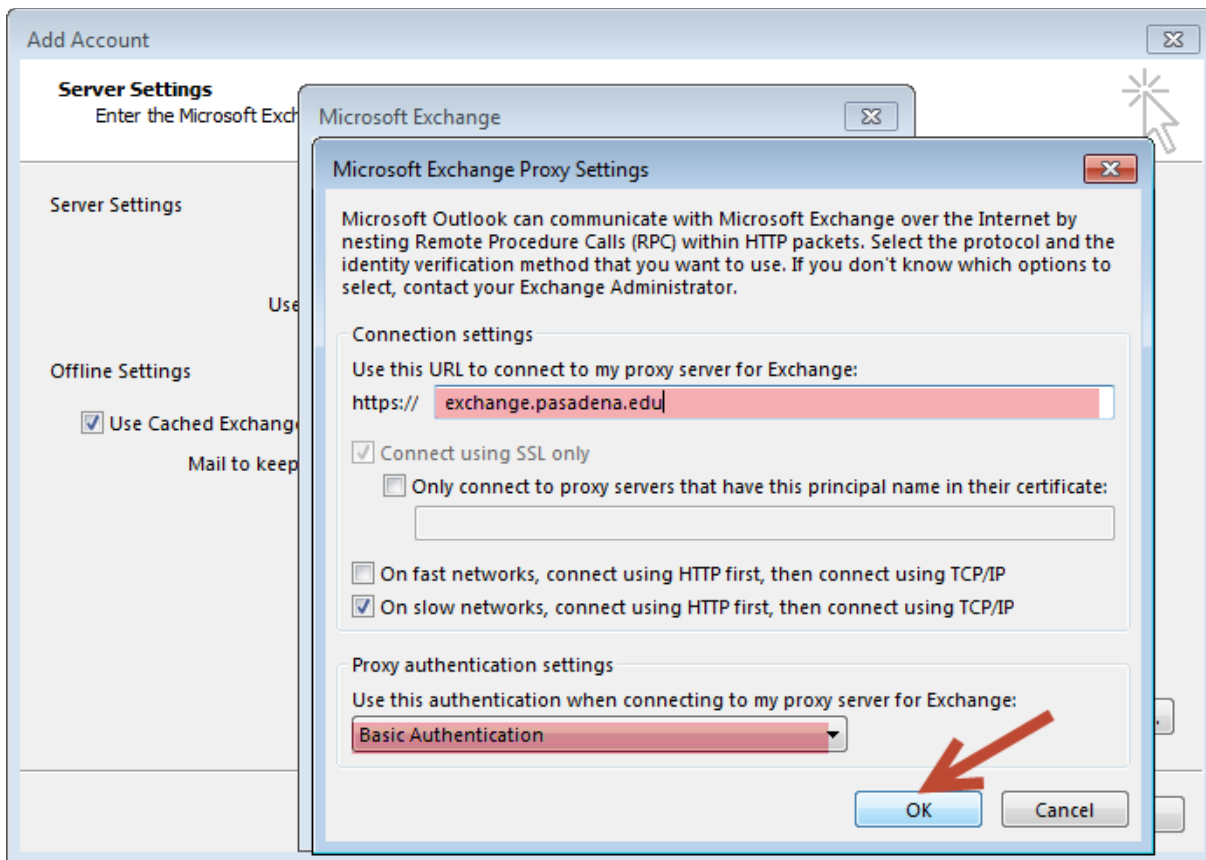
Click on **More Settings...**

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



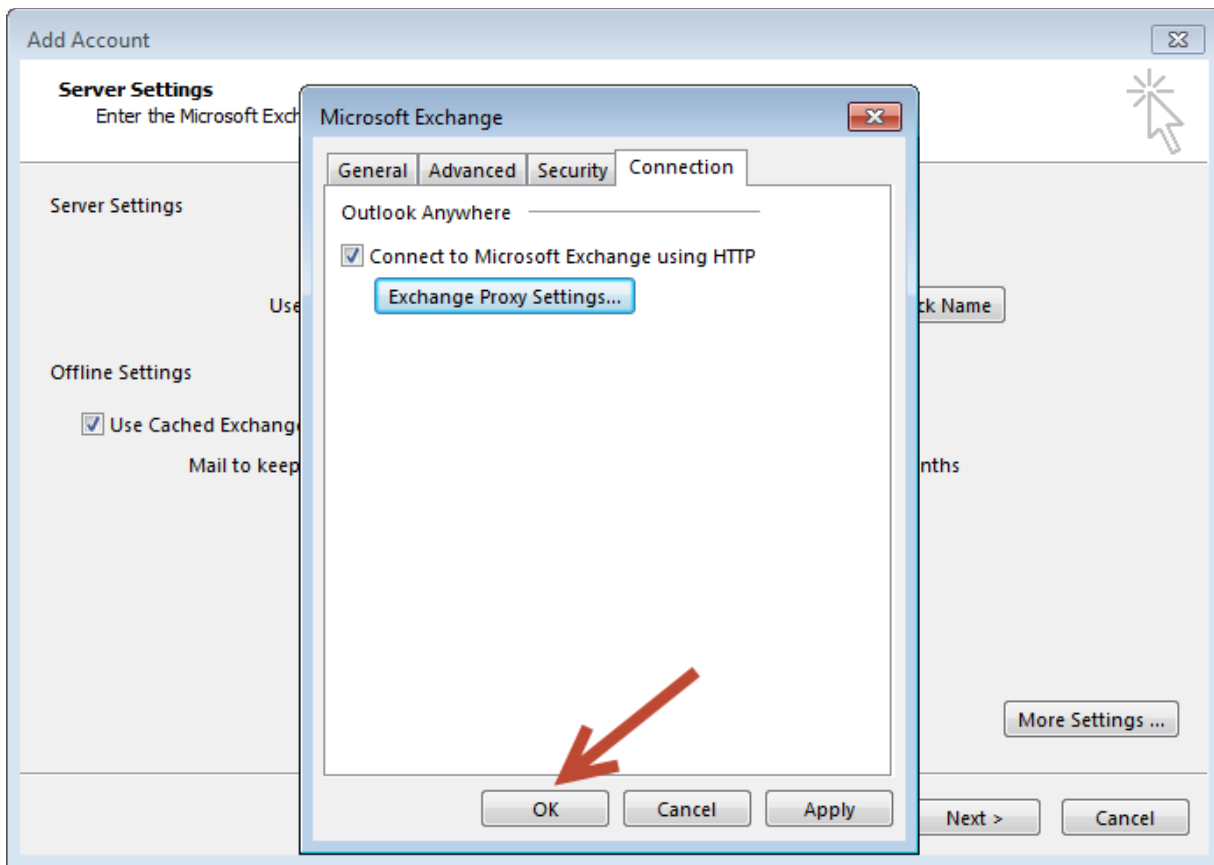
Click on **Connection** tab, and check mark on **Connect to Microsoft Exchange using HTTP**

Click on **Exchange Proxy Settings**

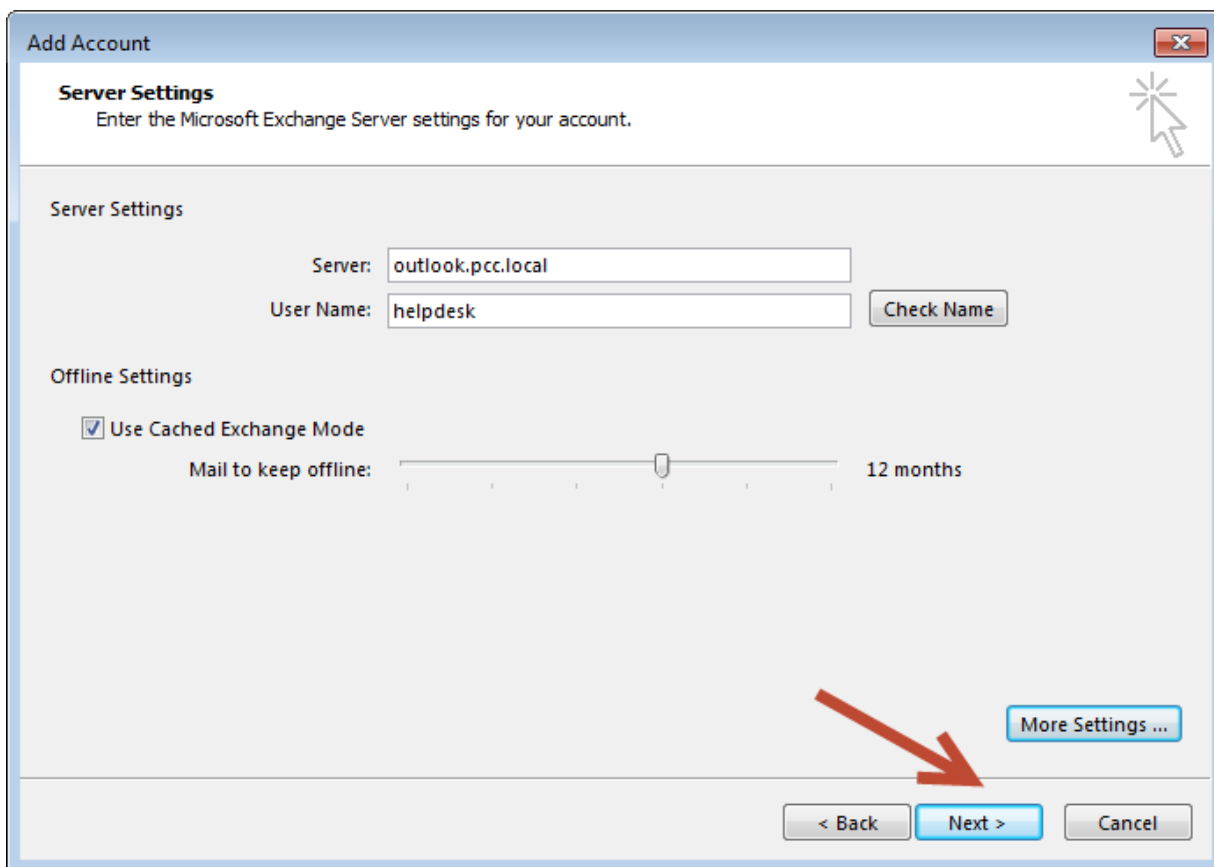


Enter **exchange.pasadena.edu** in https:// box

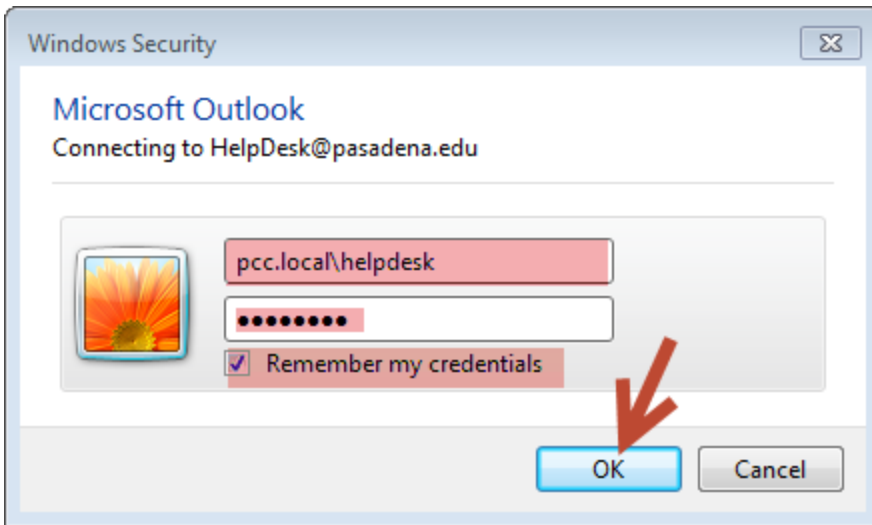
From the drop-down list select **Basic Authentication**, and click on **Ok**



Click on **Ok**



Click on **Next**

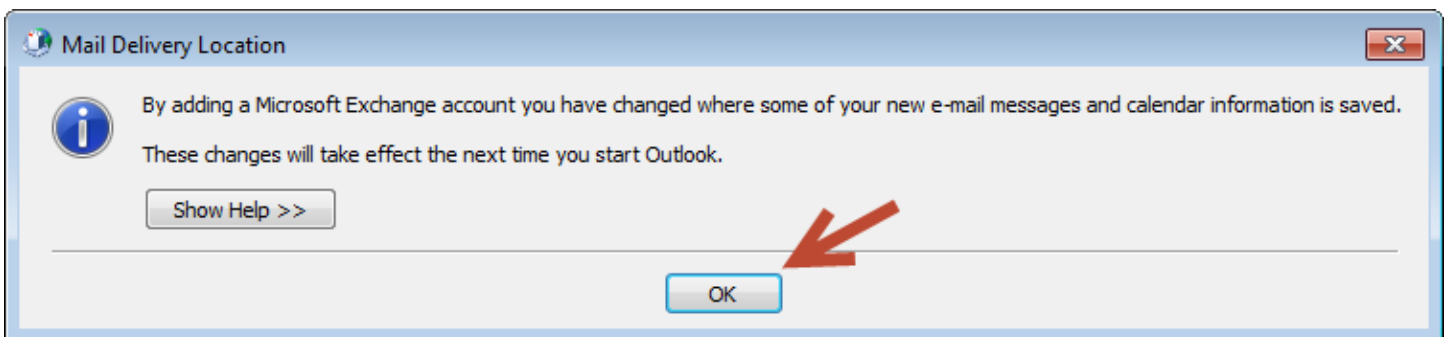


Window Security Screen will pop up

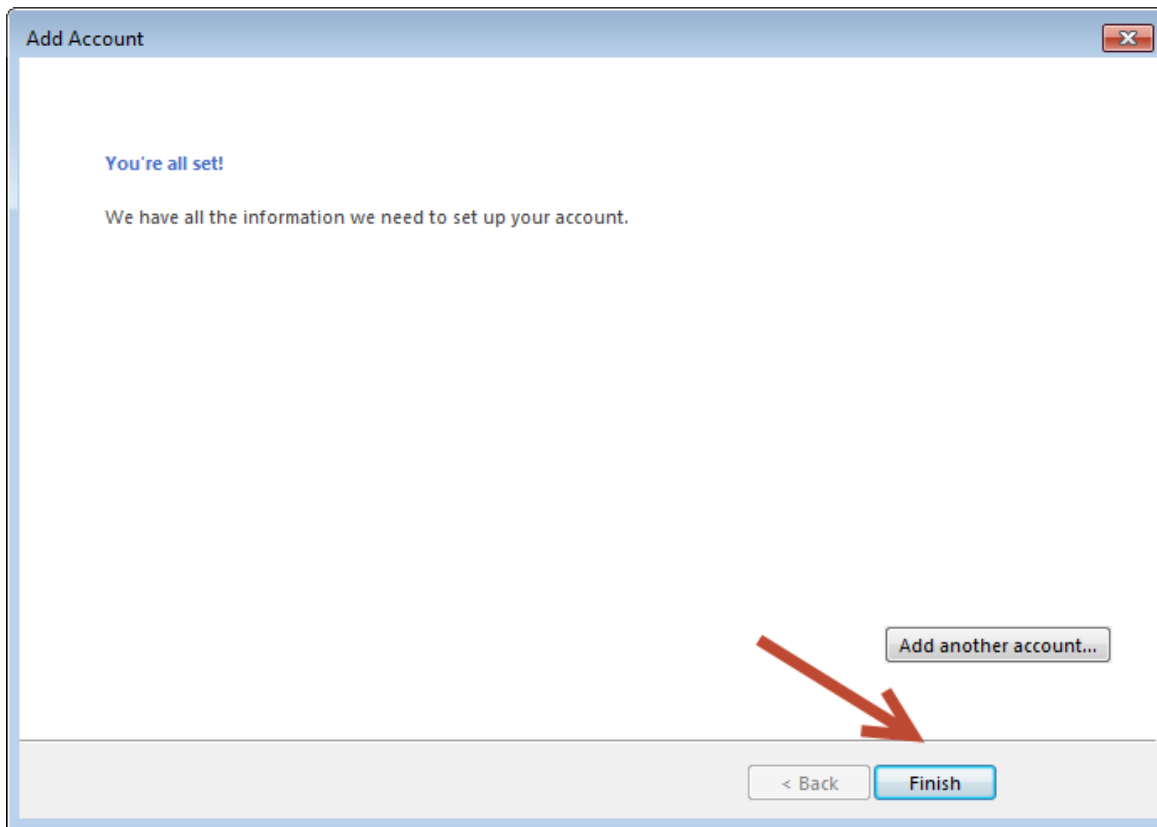
Enter **pcc.local\your lancerpoint username**. For Example: I input pcc.local\helpdesk

Enter **your Lancerpoint Password**

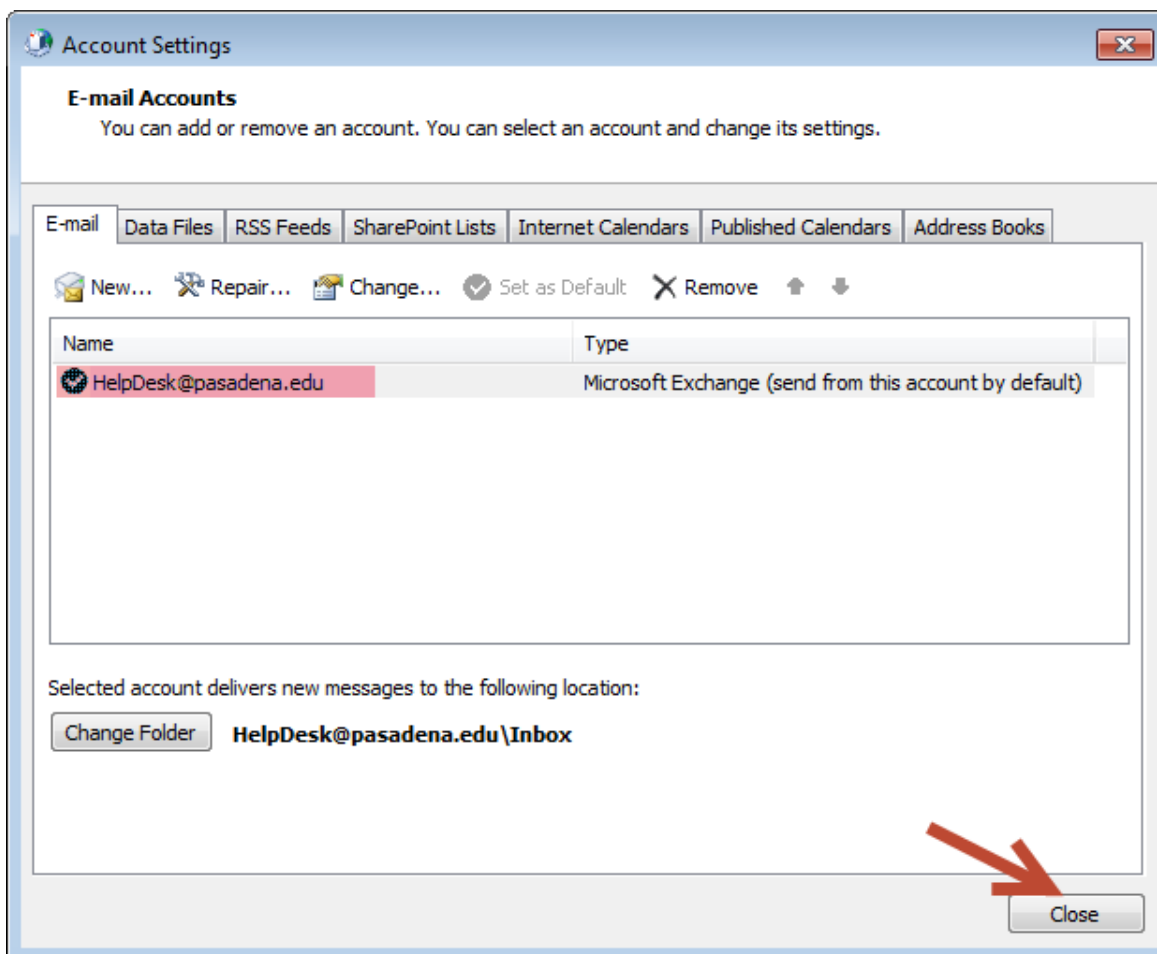
Check on **Remember my credentials** box and click on **Ok**



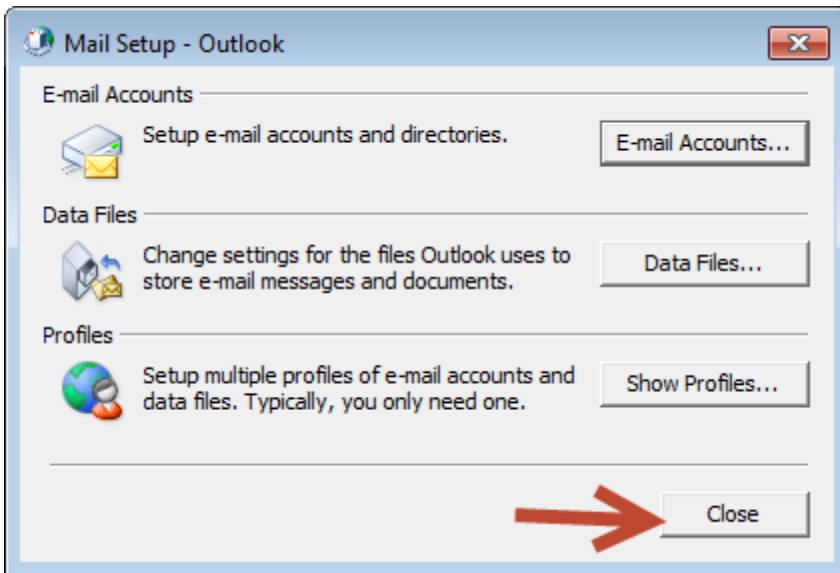
If Mail Delivery Location message pops up, click on **Ok**



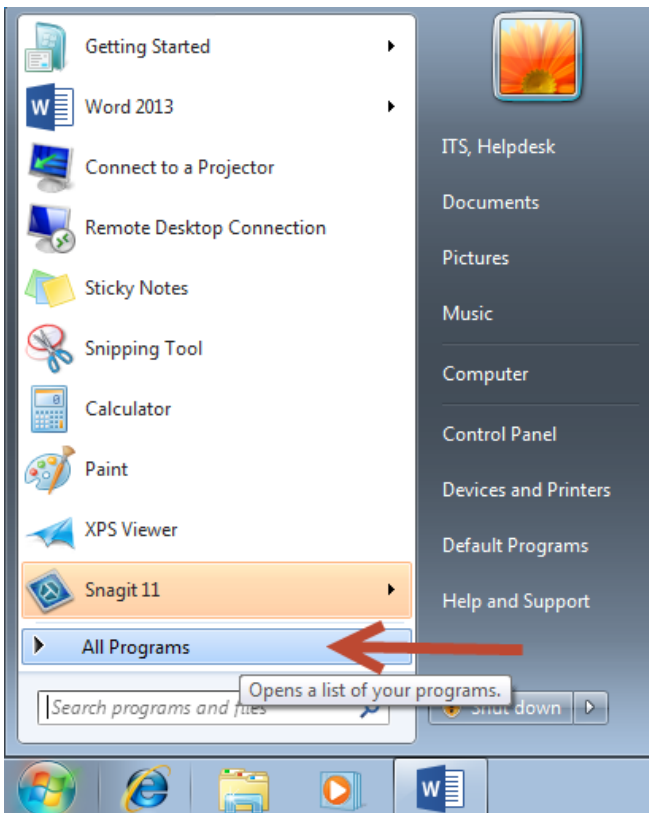
Click on **Finish**



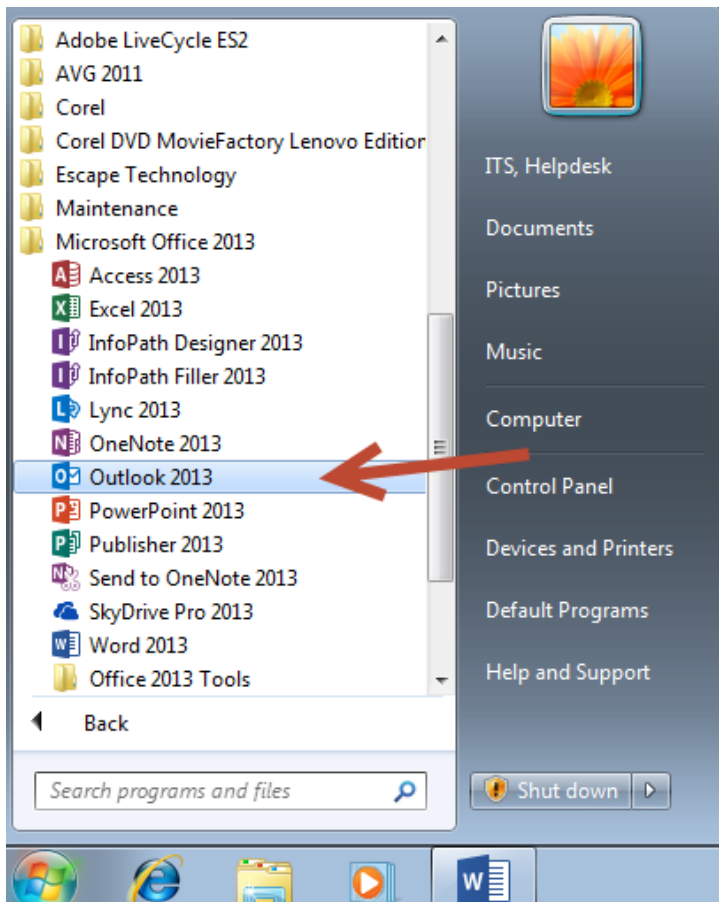
Double check if the email address is correct. Then click on **Close**



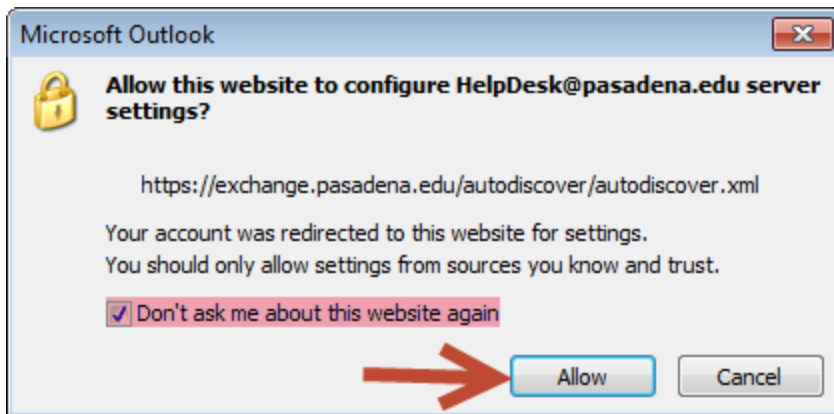
Click on **Close**



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**

Inbox - HelpDesk@pasadena.edu - Outlook

FILE HOME SEND / RECEIVE FOLDER VIEW

Ignore Clean Up Delete Reply Reply All Forward More Move to? Team Email Reply & Delete To Manager Done Create New Move Rules OneNote Unread/Read Categorize Follow Up Search People Address Book Filter Email Find

Search Current Mailbox (Ctrl+E) Current Mailbox

All Unread By Date Newest

Today

Mikage Kuroki
Speakers
Hi - Could I get a pair of simple speakers for my computer? 3:22 PM

Tunisia Bailey
RE: Your new room at rosemead
Oooops! You need to know it's room 126 at Rosemead campus. 2:39 PM

Tunisia Bailey
FW: Your new room at rosemead
I would like to have network access installed in this room to 2:38 PM

Yolanda Zimler
RE: Incident 117881 - completed
Thank you Roger!! 2:13 PM

Ken Cheney
Re: Incident 118090 - completed
Mark, I did a cut and paste (after several clicks to select the 1:55 PM

j.harmon1991@gmail.com
Having trouble with Lancer Point Email.
The following Service Desk request has been 1:33 PM

jxbansal@pasadena.edu
Prolem uploading syllabi through portal
The following Service Desk request has been 1:10 PM

Robert D. Lee
Re: Incident 118091 - completed
It works now! Will we have to do this evert semester? Rob Lee 12:09 PM

msrooney@pasadena.edu
Portal Documents
The following Service Desk request has been 12:05 PM

Reply Reply All Forward

Mon 1/13/2014 2:39 PM

Tunisia Bailey

RE: Your new room at rosemead

To: ITS, Helpdesk

Oooops! You need to know it's room 126 at Rosemead campus.

From: Tunisia Bailey
Sent: Monday, January 13, 2014 2:38 PM
To: ITS, Helpdesk
Subject: FW: Your new room at rosemead

I would like to have network access installed in this room to accommodate the Lancer ID equipment. It would be best placed on the back wall below the wall cabinet.

Thanks,

Tunisia Bailey
X3196

From: Sarah Flores
Sent: Thursday, January 09, 2014 3:20 PM
To: Tunisia Bailey
Subject: Your new room at rosemead

See more about Tunisia Bailey.

Mail Calendar People Tasks ...

ITEMS: 19/309 UNREAD: 3 UPDATING ADDRESS BOOK UPDATING Inbox (45.5 MB, 1 minute) CONNECTED TO: MICROSOFT EXCHANGE 100%

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