How to set up email account for Exchange in Outlook 2007 and 2010 off campus computers and laptops

1. Click Start->Control Panel->Mail.
2. Click Email Accounts
3. Click New.

4. Check the box for **Manually configure server settings or additional server types**.

5. Click Next. Click **Microsoft Exchange or compatible service**->Next.
6. Enter outlook.solar.sonoma.edu as the server name. Enter the username and click **More Settings**.

7. Click the **Connection** tab and check the **Connect to Microsoft Exchange using HTTP** box.

8. Click the **Exchange Proxy Settings** button and set the server to exchange.sonoma.edu. Click both checkboxes to connect HTTP on slow or fast networks. Set authentication to **Basic Authentication**.
9. Click Ok->Ok->Next->Finish. Authenticate if needed. **NOTE: You must authenticate using the domain\username format in the username field.** Example: solar\seawolfid.

10. Launch Outlook and look for the success message.