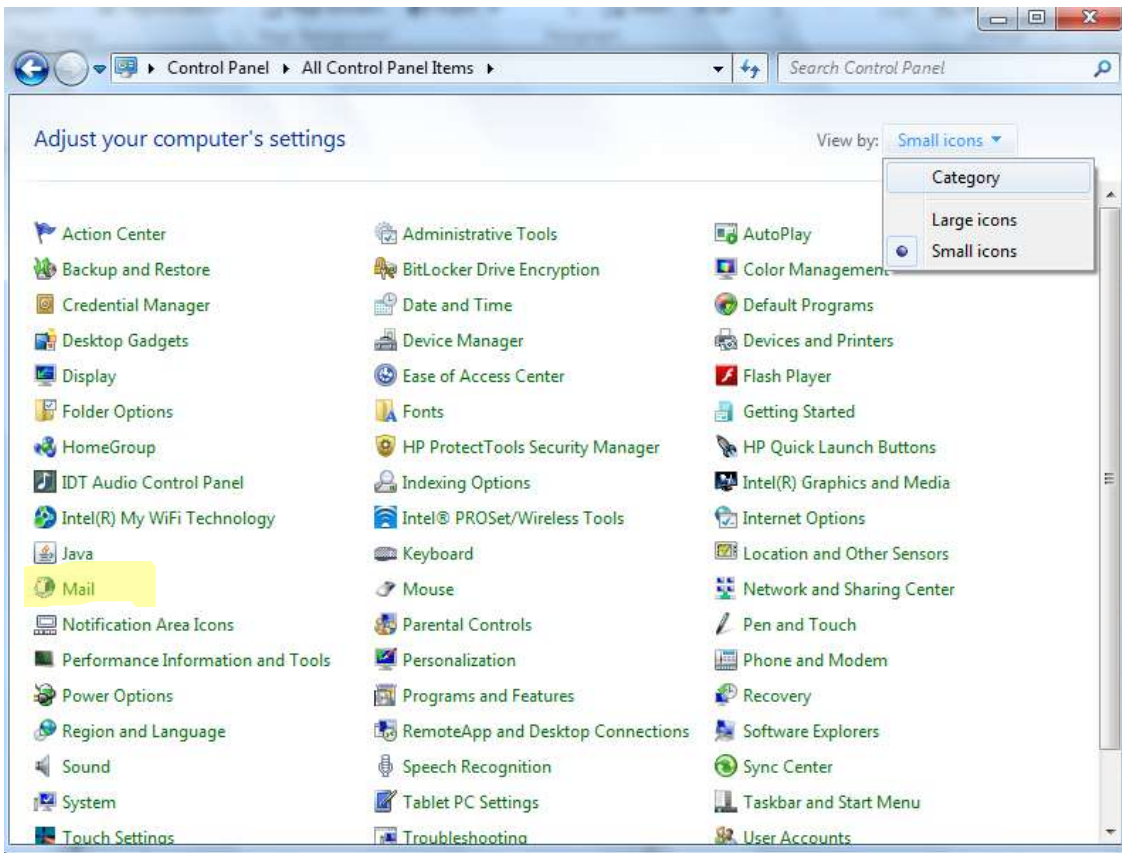
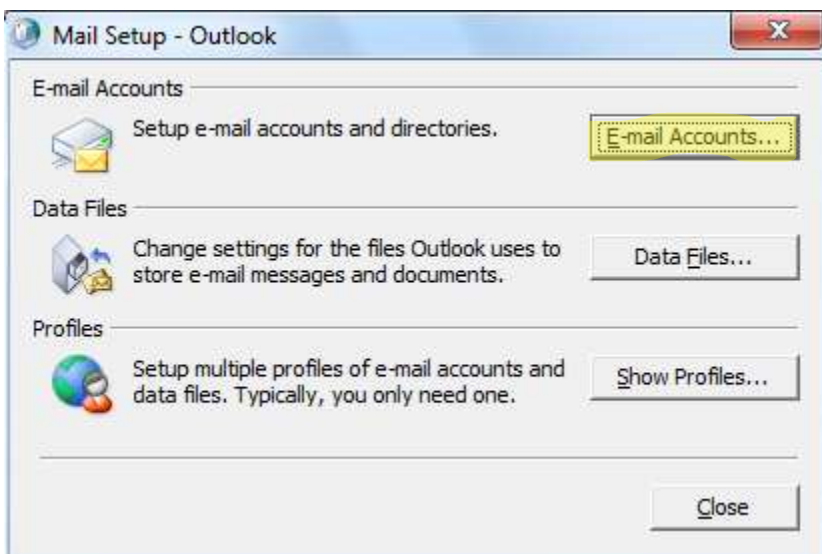


How to connect to your student email account using Outlook 2010

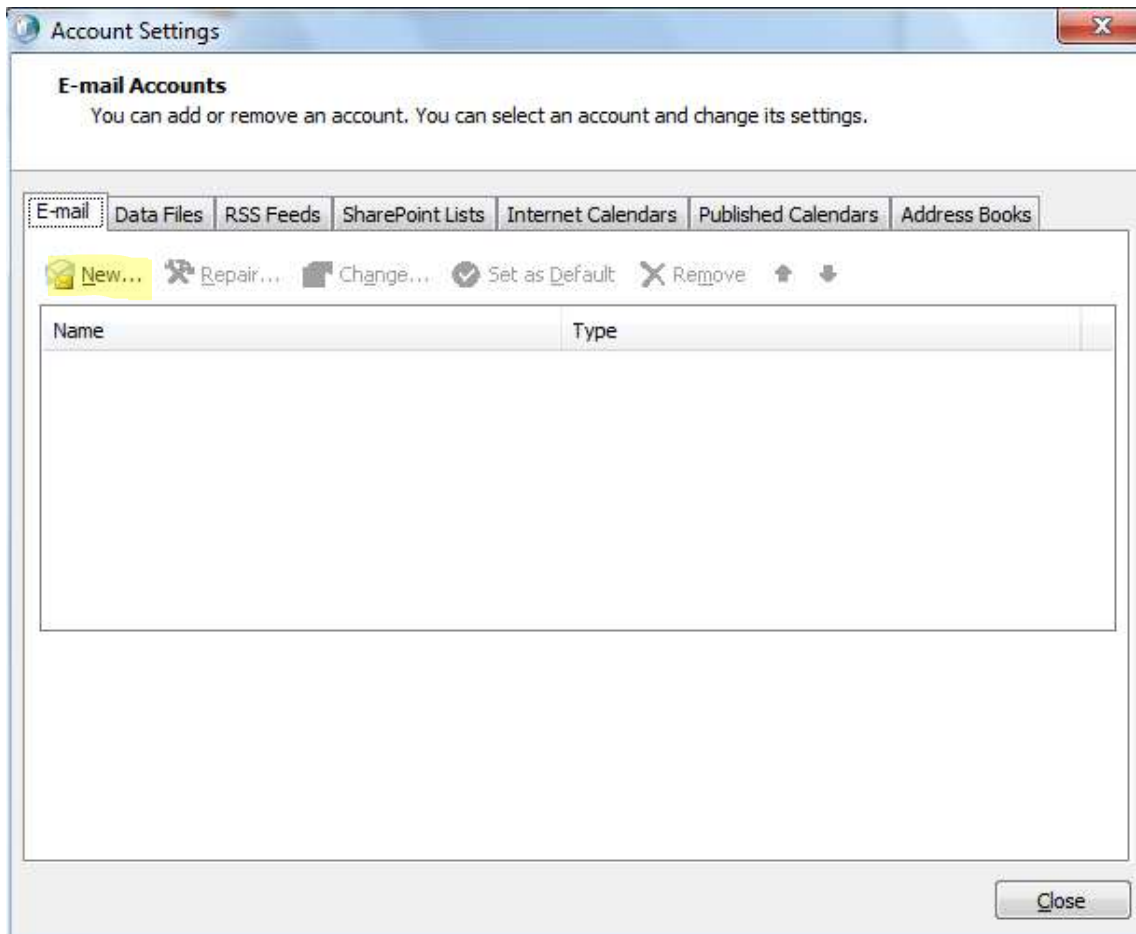
You must be running Windows Vista or 7. This process will not work correctly in Windows XP.



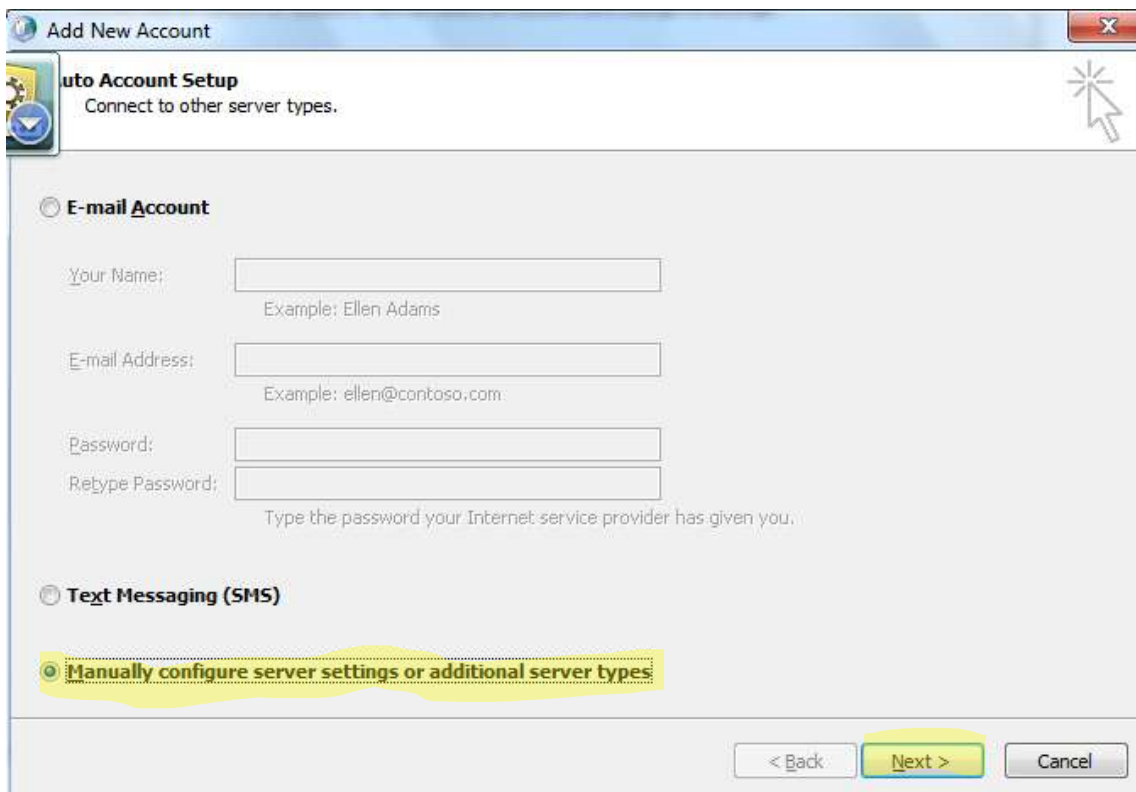
Open Control Panel. Change the view to either “Large icons” or “Small icons.” Find and click the “Mail” icon. It may also be labeled “Mail-32.”



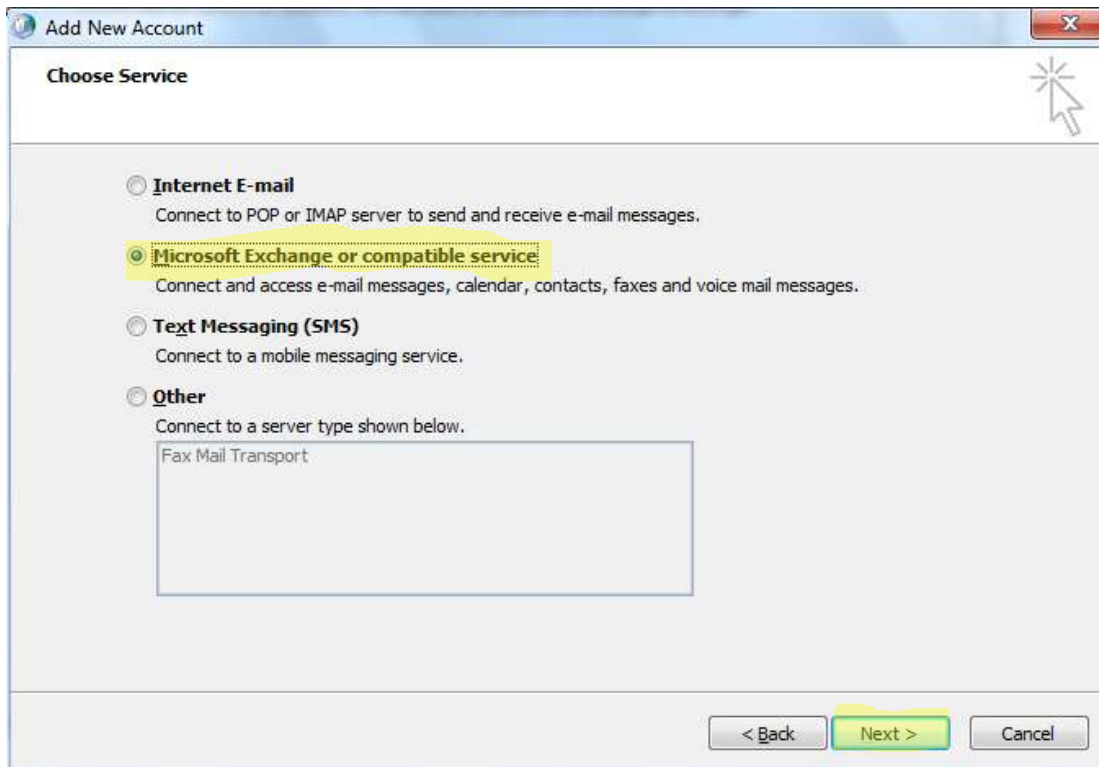
Click “E-mail Accounts.”



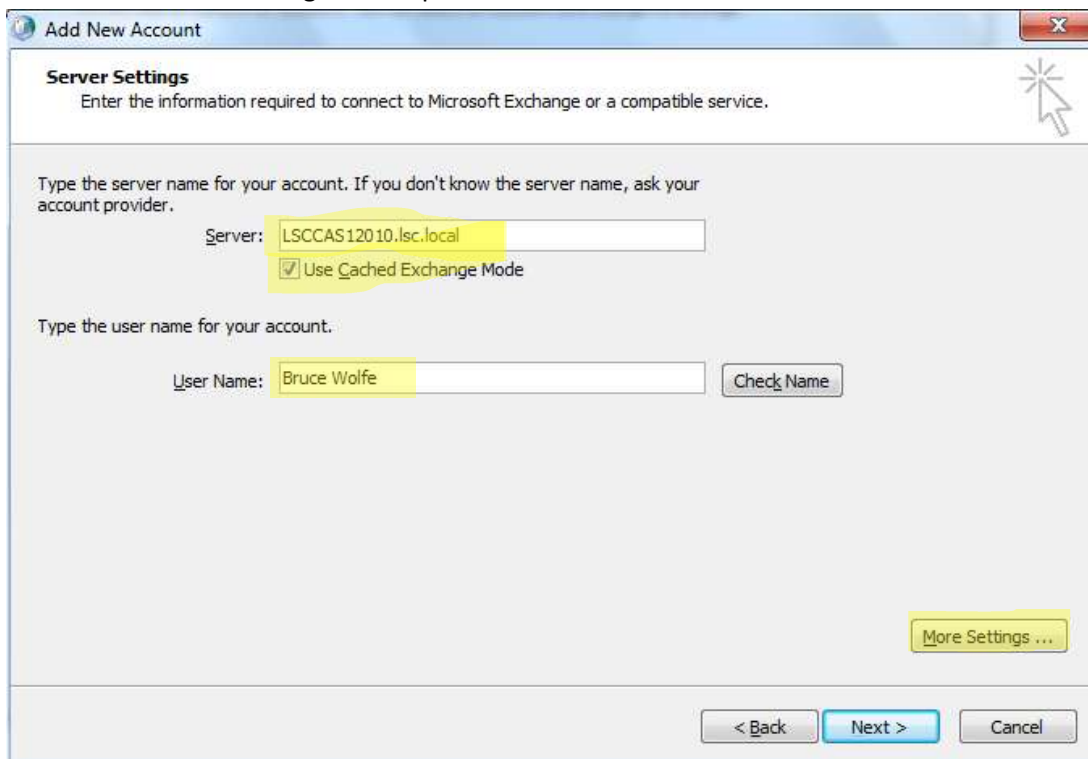
Click "New."



Select "Manually configure server settings or additional server types." Click "Next."



Select "Microsoft Exchange or compatible service." Click "Next."



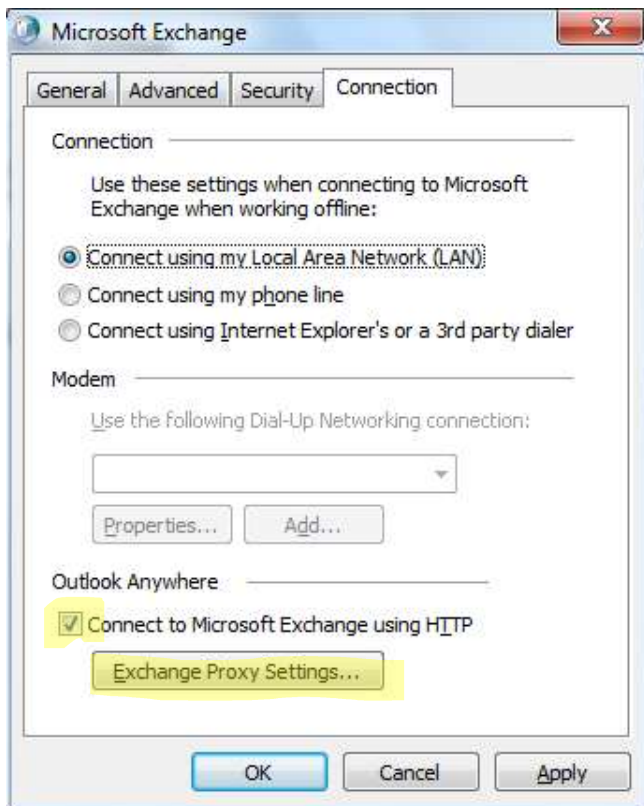
Server: LSCCAS12010.lsc.local

Use Cached Exchange Mode should be checked.

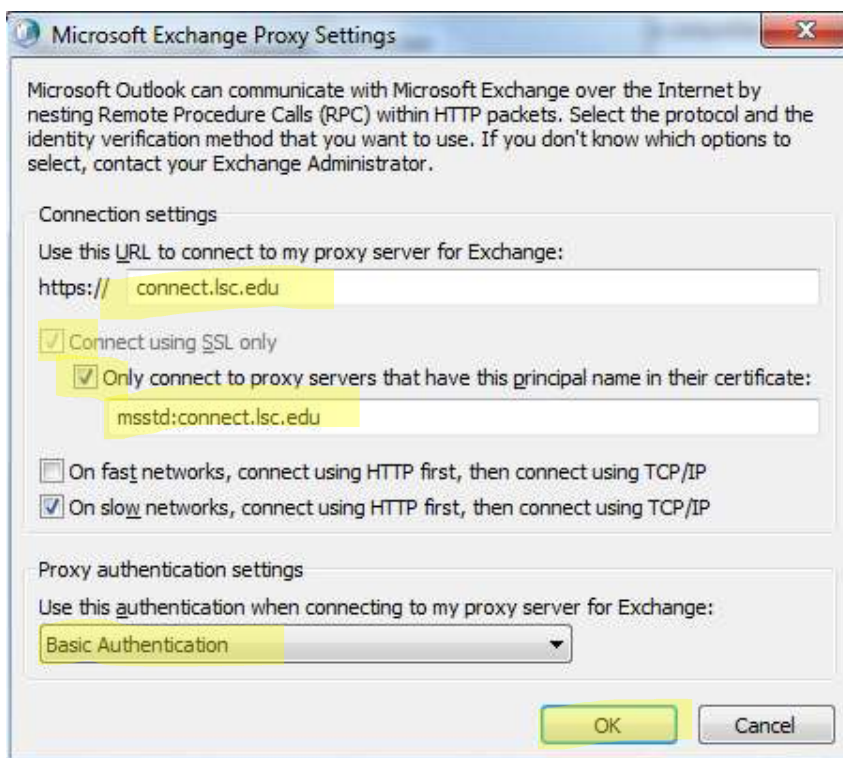
Enter your first and last name in "User Name:" It's important that you enter your name as it exists in the system.

Shortened versions or nicknames won't work here.

Click "More Settings."



Select the "Connection" tab. Under "Outlook Anywhere," check the box labeled "Connect to Microsoft Exchange using HTTP." Click "Exchange Proxy Settings."



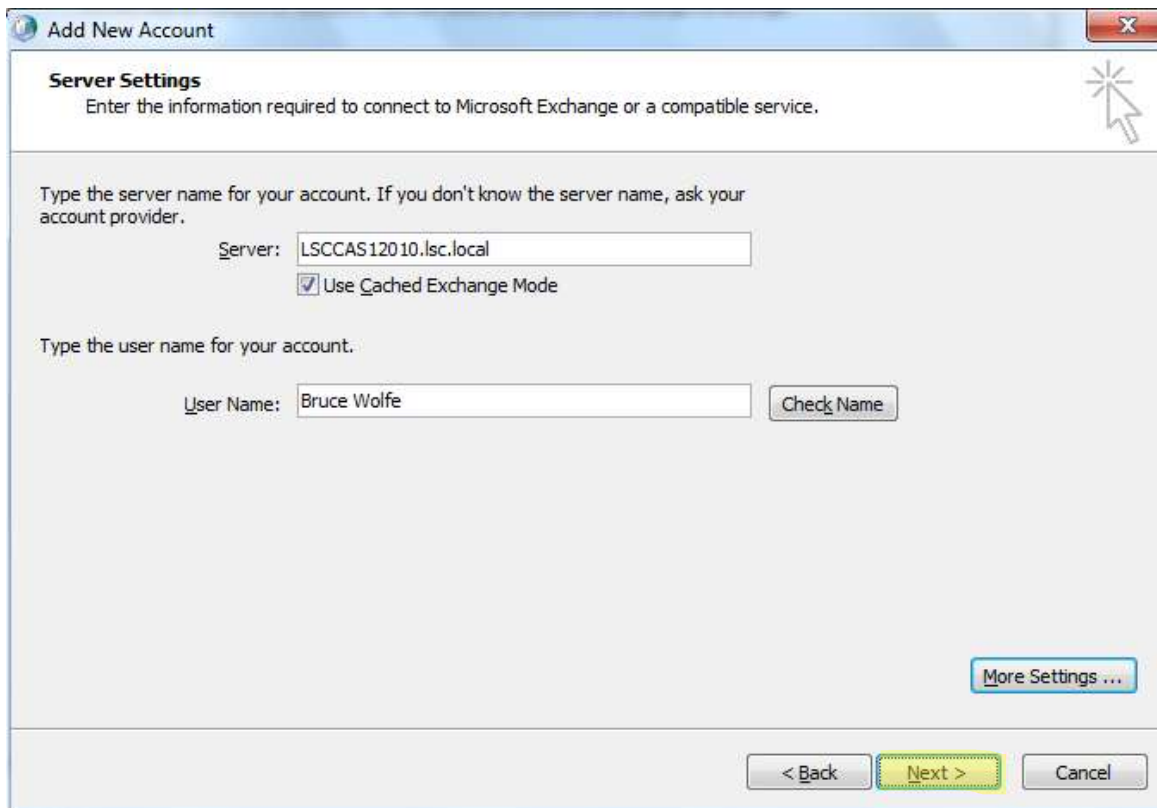
In the "https:" field, enter: connect.lsc.edu

Check the box labeled "Connect using SSL only."

Check the box labeled "Only connect to proxy servers that have this principal name in their certificate."

Under "Proxy authentication settings," change the setting from NTLM to Basic Authentication.

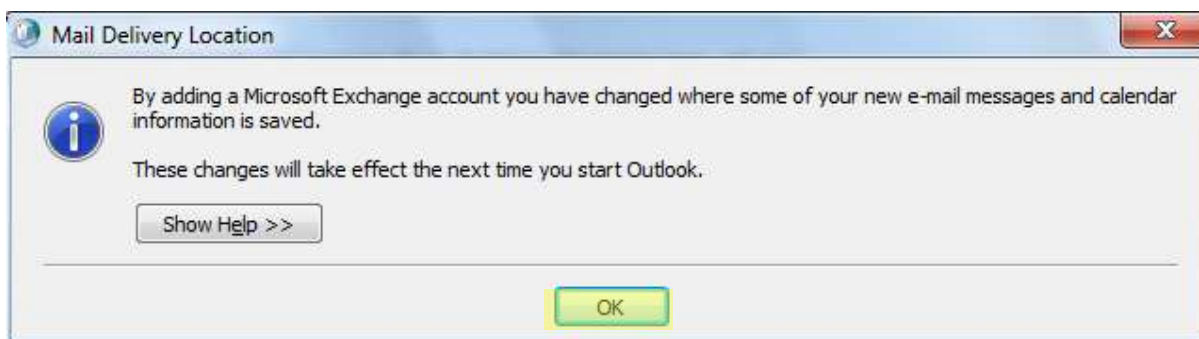
Click OK. Then, OK again.



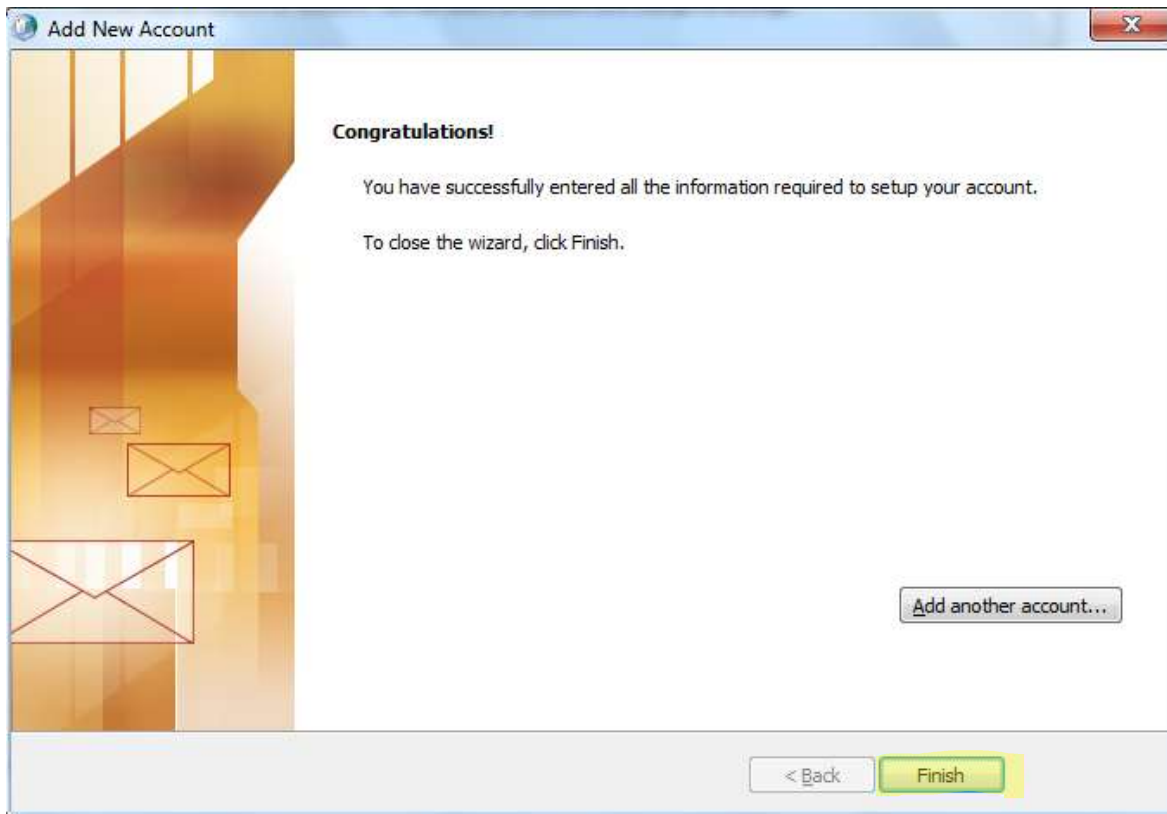
Click Next when you get back to the Add New Account screen.



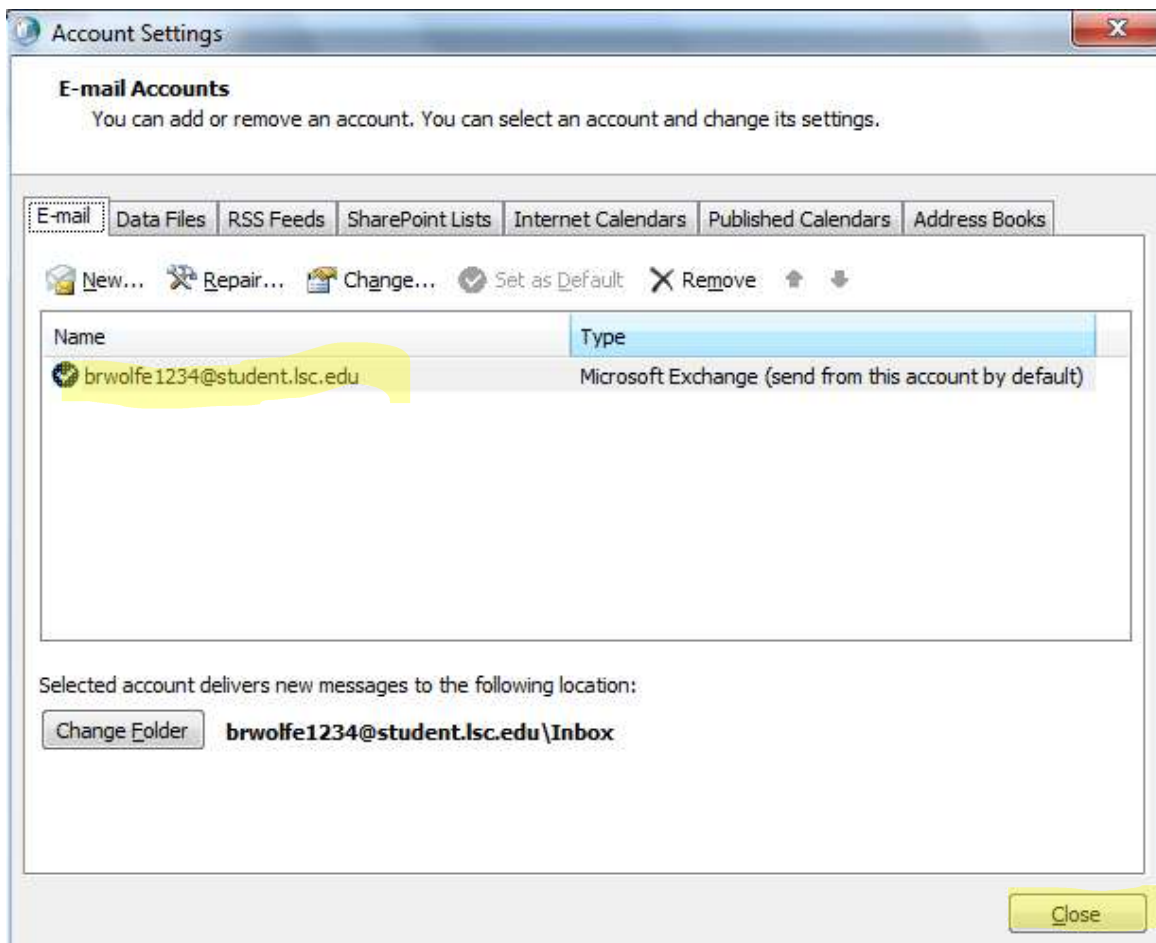
You'll be prompted for your username and password. Be sure to use the form: lsc\username as shown above.



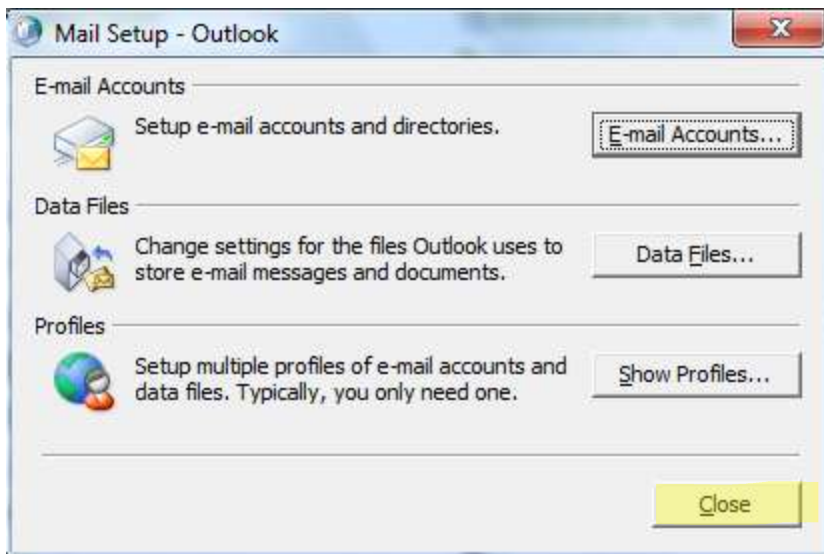
Click OK on this dialog if you receive it.



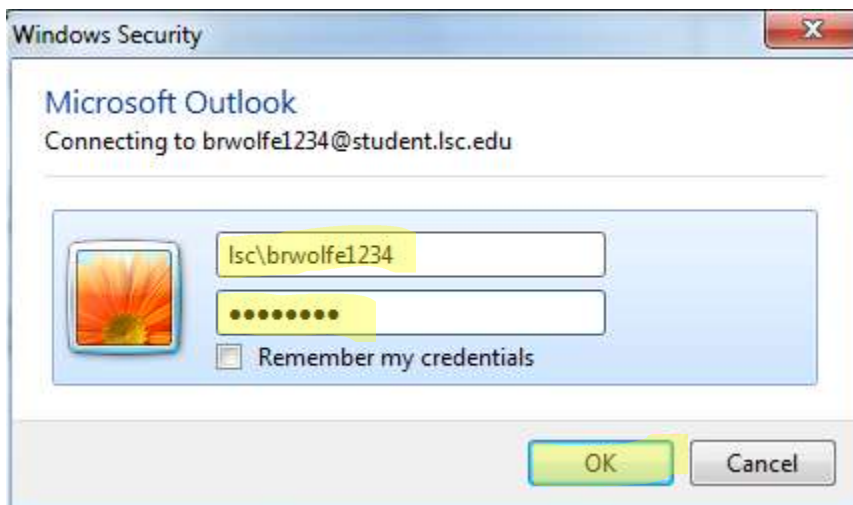
Click "Finish."



You should your email address in the list. Click Close.



Click Close.



Start Outlook. You'll again be prompted for your username and password.

Done!!