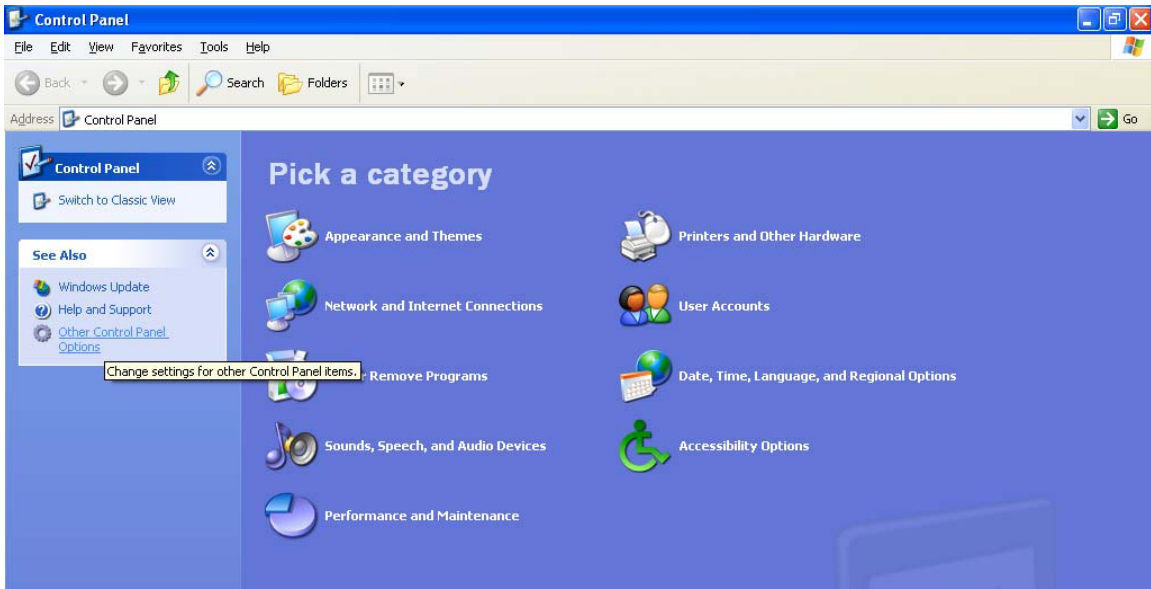


# Setting up an e-mail account in the absence of a CSU Help Desk Technician

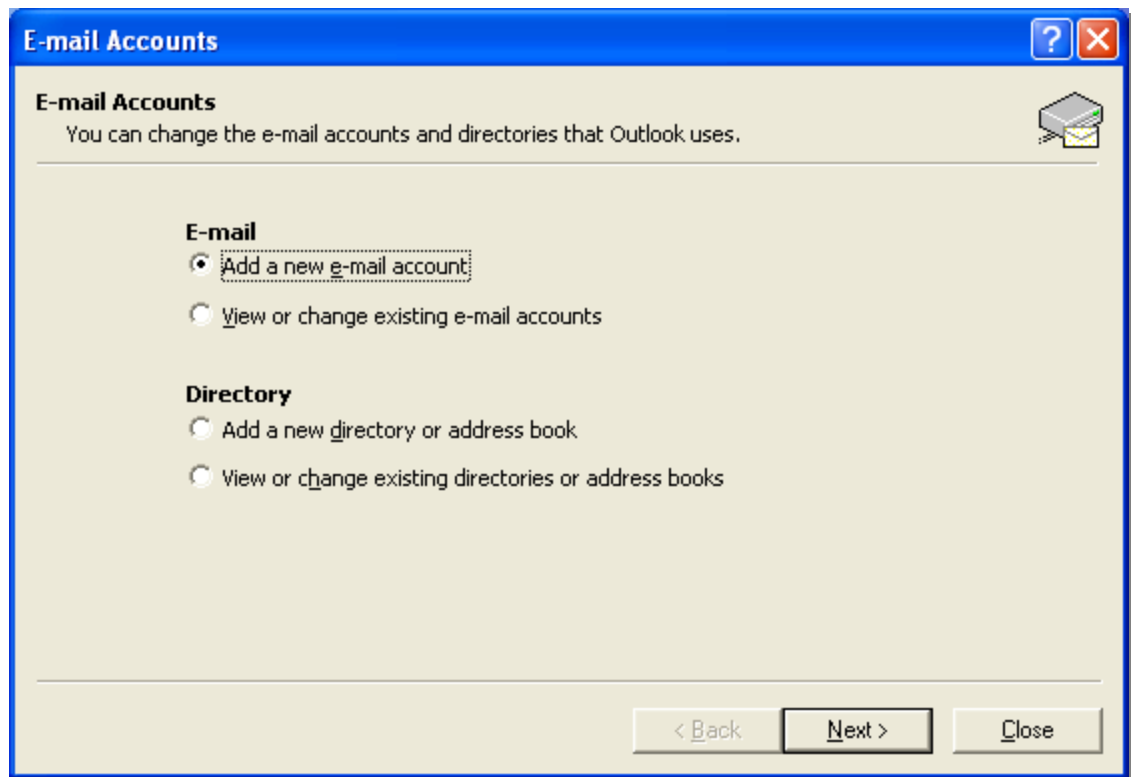
1. Click on the **Start** button
2. Click on **Control Panel**
3. The Control Panel window will appear



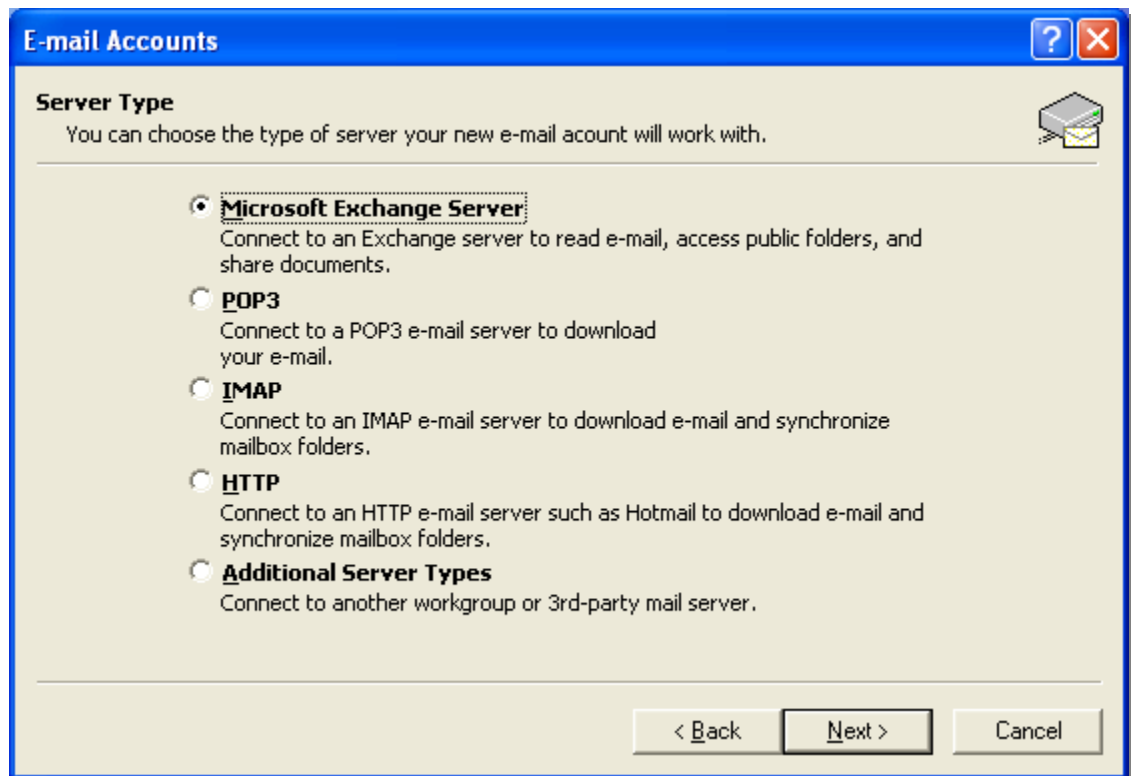
4. In the Control Panel Task Pane window, click on the **Other Control Panel Options** link
5. At the **Pick a Control Panel icon** window, click on the Mail icon – **The Mail Setup- Outlook** dialog window appears:



6. Click on the **E-mail Accounts** button. Make the adjustments as indicated in the following screens:



7. Click on the **Next** button

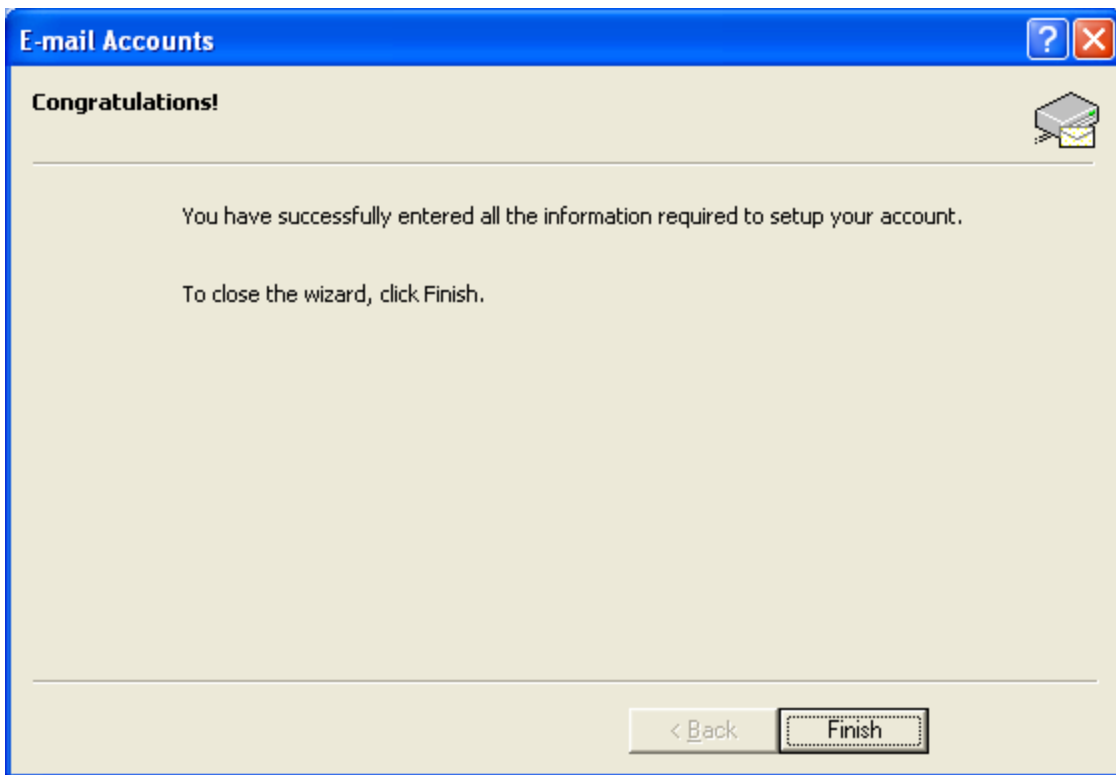


8. Click on the **Next** button. At the Microsoft Exchange Server window, type in **ORD**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text 'Exchange Server Settings' is followed by the instruction 'You can enter the required information to connect to your Exchange server.' and a printer icon. The main area contains two text input fields. The first is labeled 'Microsoft Exchange Server:' and contains the text 'ORD'. The second is labeled 'User Name:' and is currently empty. To the right of the 'User Name' field is a 'Check Name' button. At the bottom right of the dialog is a 'More Settings ...' button. At the very bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

9. At the User Name window, type in your username. Click on the **Check Name** button

10. Click on the **Next** button. The **Congratulations** window on the next page will appear



11. Click the **Finish** button