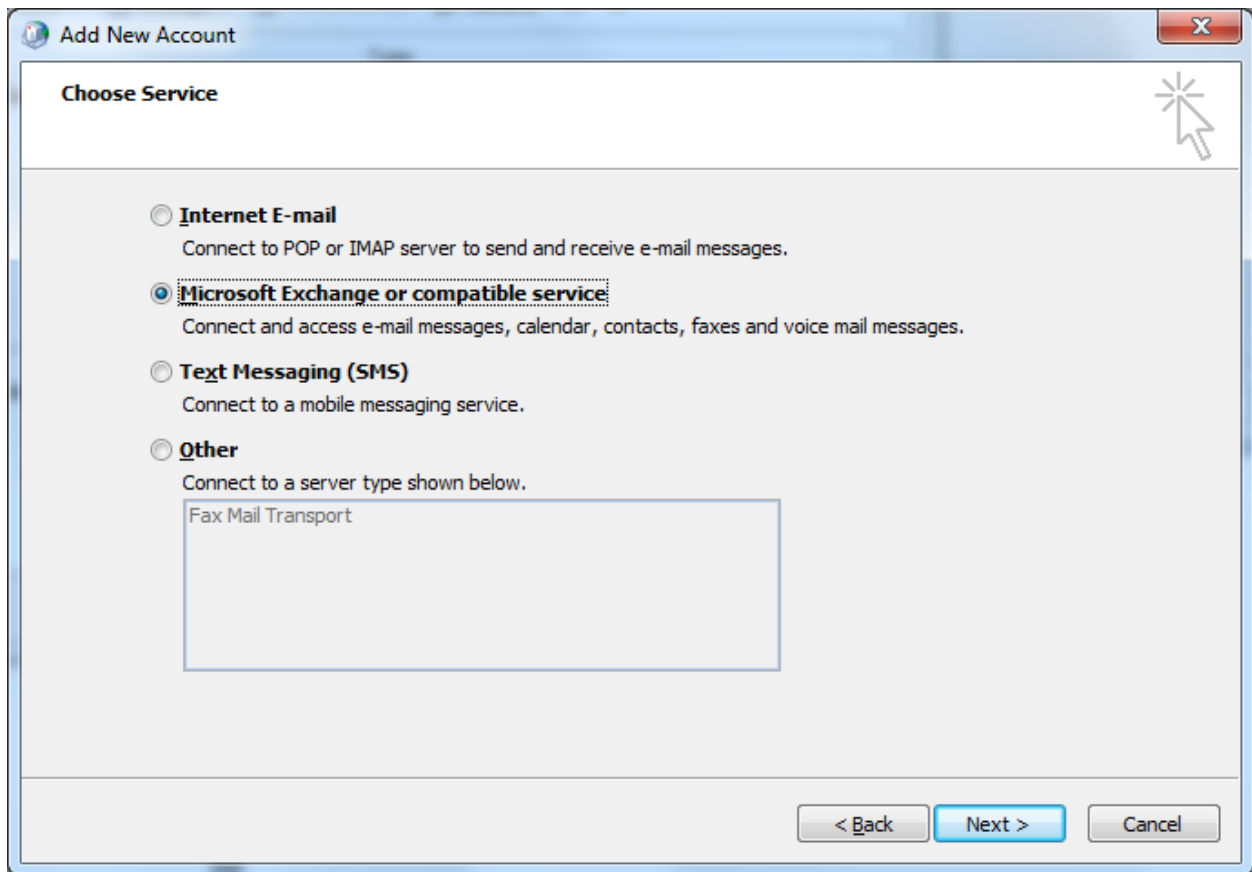


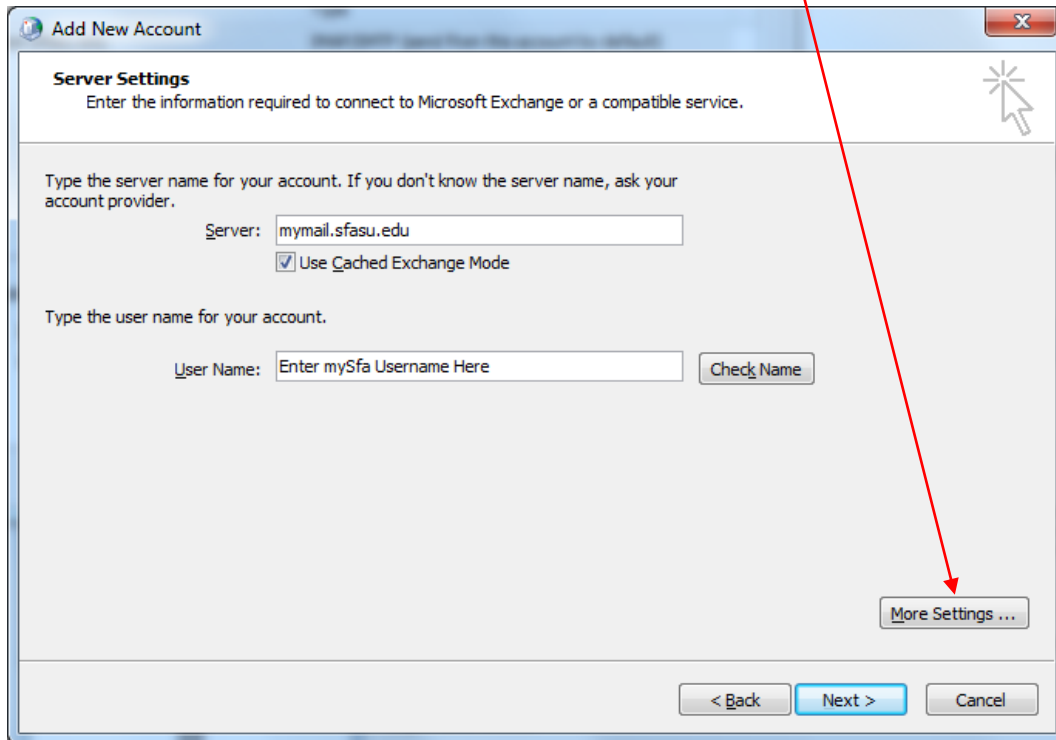
Configuring Outlook at with an SFA Exchange Email Account

(These instructions are for home or wireless internet connections)

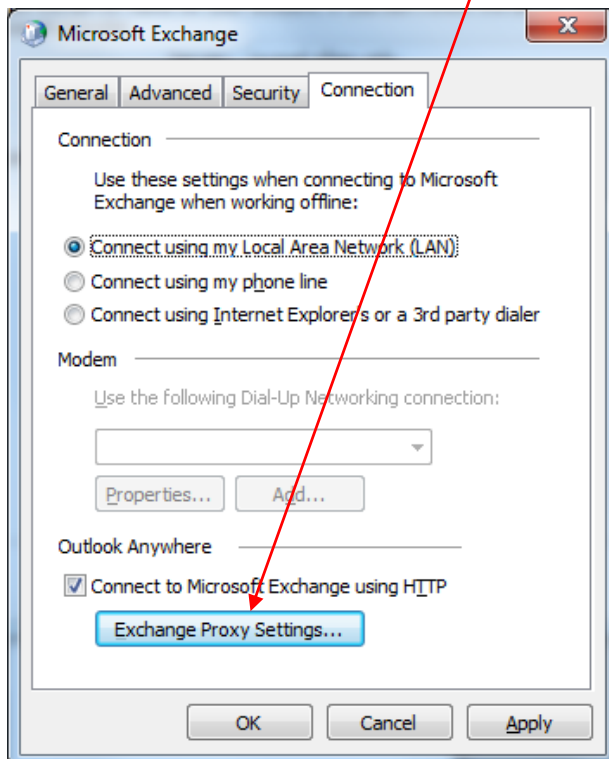
1. If you already have an exchange account set up in Outlook, skip to step 5.
2. If no exchange account is currently configured in Outlook, go to Control Panel (small icon view) and open "Mail" or "Mail (32-bit)".
3. Click "add"
4. Enter new profile name (Something like "SfaOutlook") and click "OK". Close mail setup.
5. Open Outlook. If you have never configured an email account, click on "manually configure account". If you already have an account set up, click on the "File" tab, click "Account Settings" and click on "Account Settings" from the pull down menu.
6. If you are prompted to enter your account information, click on "manually configure". Select "Microsoft Exchange or compatible service".



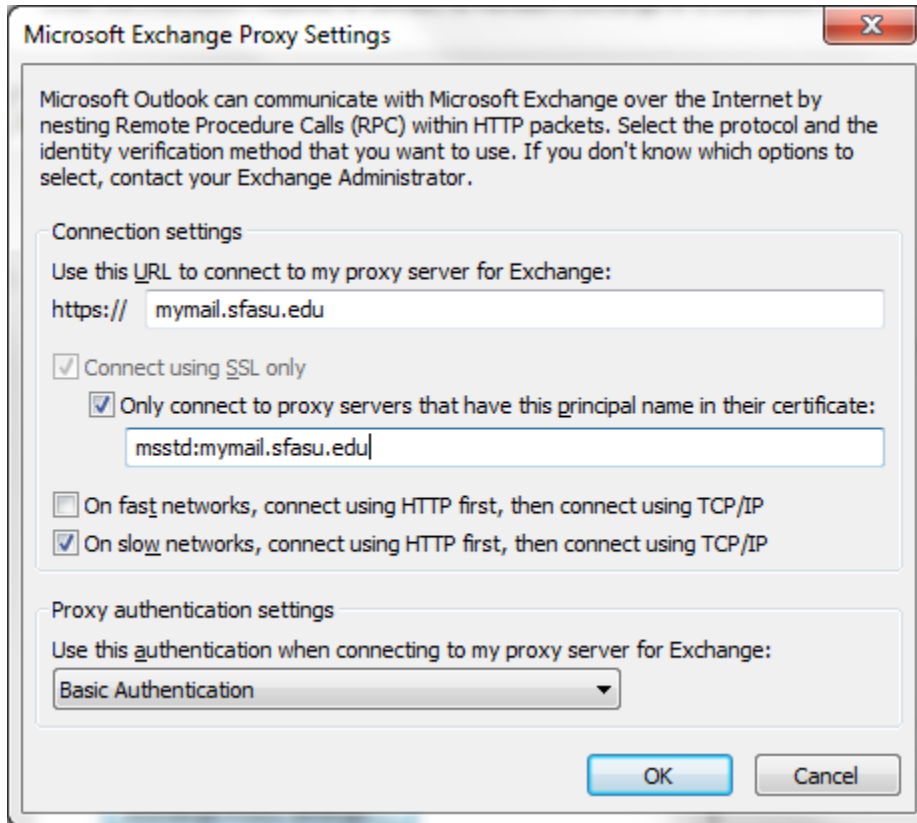
7. For server, enter, "mymail.sfasu.edu", select Use Cached Exchange Mode, and enter MySFA username for User Name. DO NOT CLICK NEXT. Click "More Settings".



8. Select the "Connection" tab and make sure "Connect to Microsoft Exchange using HTTP" is checked. Then click "Exchange Proxy Settings".



9. Make sure https:// is set to “mymail.sfasu.edu”, that “Only connect to proxy servers that have this principle name in their certificate;” is set to “msstd:mymail.sfasu.edu” and that “Basic Authentication” is selected. Click “OK”.



10. Click Next.
11. You will need to restart Outlook.
12. Upon restart, you will be prompted for your username and password. Outlook should now open and start to synchronize.