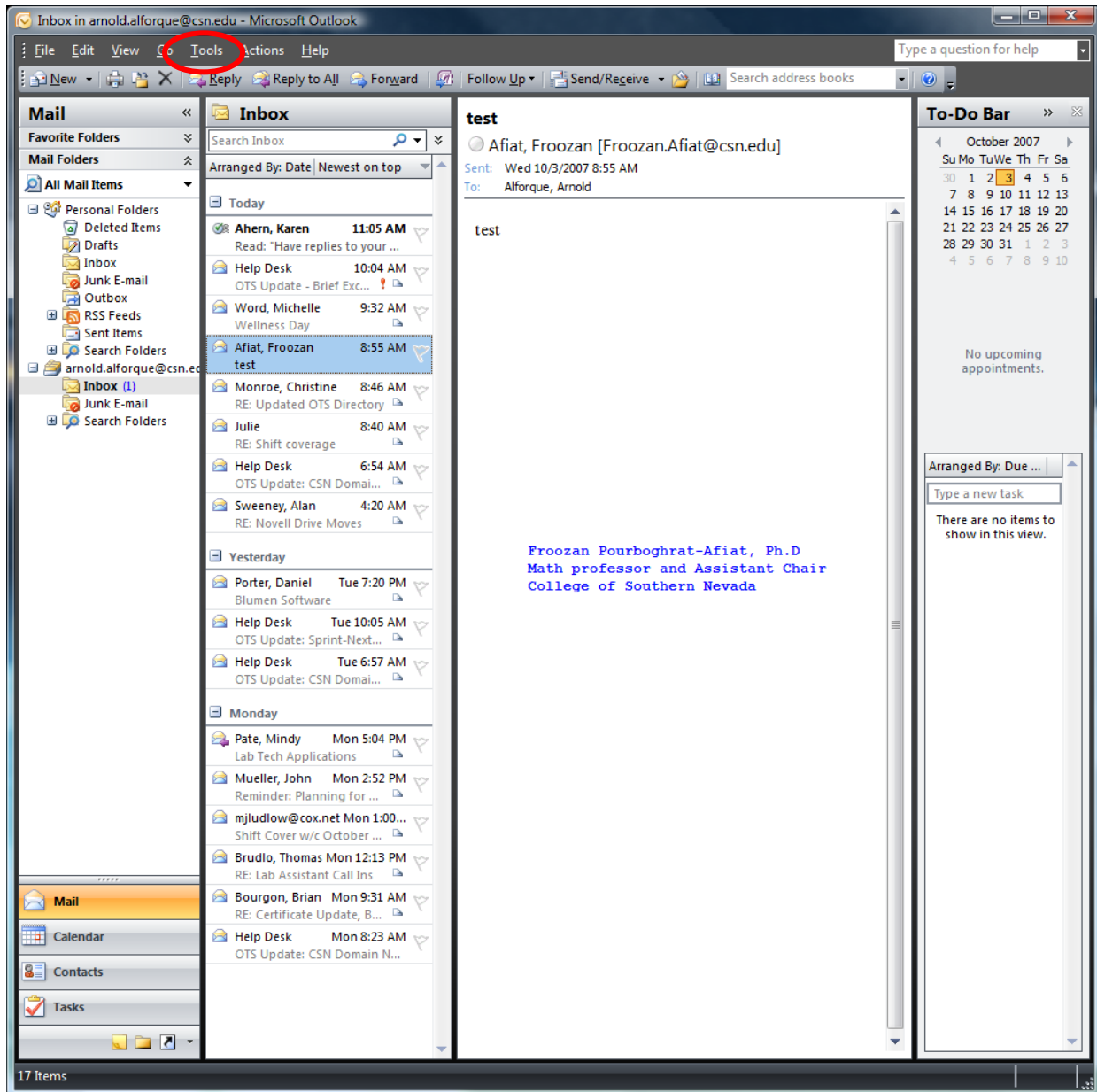
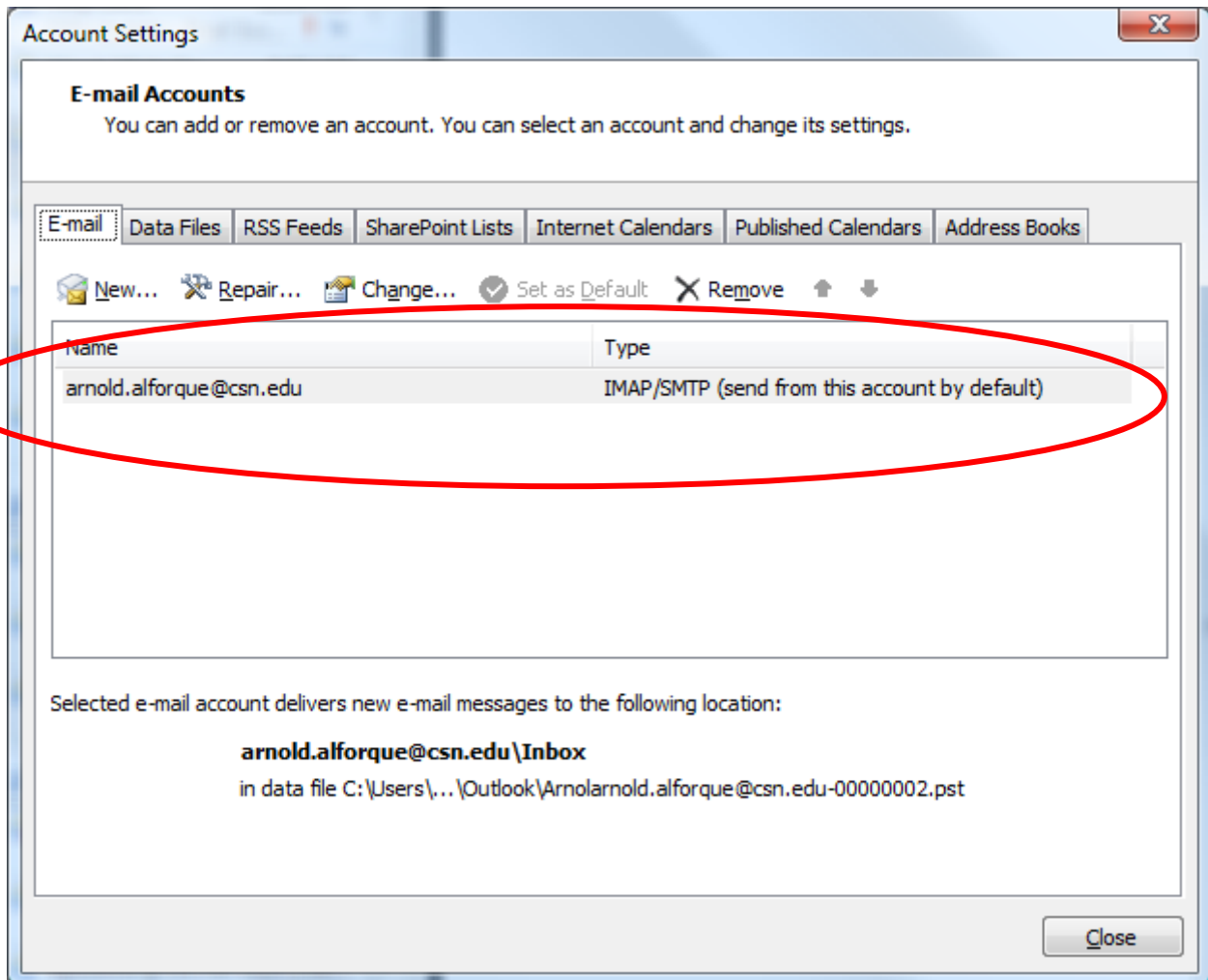


Updating Outlook 2007 with IMAP to Send/Receive Mail Using the New CSN.edu Domain Name

1. Open **Microsoft Outlook 2007**.
2. Click **Tools**



3. Click **Account Settings**
4. Double click your account.



5. In the *Internet E-mail Settings* window, change:
 - a. *Incoming mail server* to **exchange.csn.edu**
 - b. *Outgoing mail server* to **exchange.csn.edu**
6. Click the **More Settings** button.

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

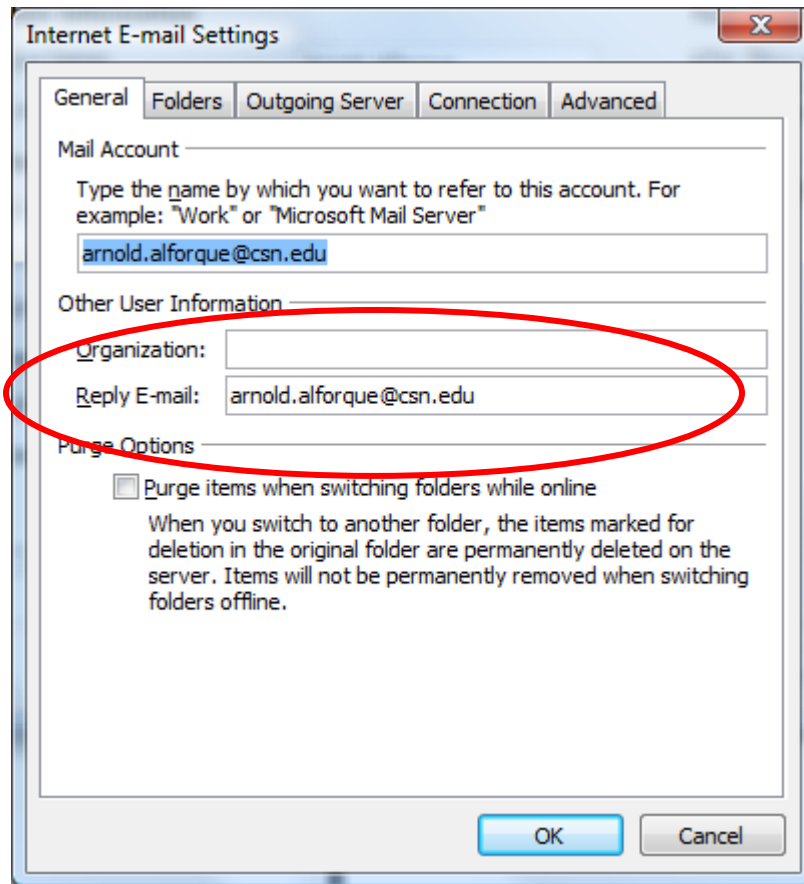
User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

7. In the *Internet E-mail Settings*, change:
 - a. *Reply E-mail* to firstname.lastname@csn.edu



8. Click **OK**.
9. Click **Next**.
10. Click **Finish**.
11. Click **Close**.

You will be able to send and receive mail after the domain name change.