**Updating Outlook 2003 for Off-Campus/Remote Campus Use**

**NOTE:** You must VPN into main network first using Cisco client or WebVPN if not physically plugged into the CSN network.

1. Double Click **My Computer** and select **Control Panel** on the left pane under **Other Places**.

   ![My Computer and Control Panel](image)

2. In **Control Panel**, click on the **Mail** icon.

   ![Control Panel with Mail Icon](image)
3. Select the **View or change existing e-mail accounts** radio button.

4. Click **Next**.

5. You may be asked to supply your **csnfirst.last** name and password.
6. Click E-mail Accounts…

8. Make sure the server name contains **CSN.EDU**, not CCSN.EDU.

9. Click **More Settings**.

10. Click on the **Connection** tab.

11. Click the **Exchange Proxy Settings** button.
12. Change the CCSN.EDU to CSN.EDU in the Connection Settings field.

13. Click **OK**.
14. Click **OK**.
15. Click **Next**.
16. Click **Finish**.

Reconfiguration is complete it should connect and see e-mail. You should close Outlook disconnect from VPN and then try and open Outlook again, it will always prompt for a username and password which should be CSN\first.last.