Updating Outlook 2007 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.
2. In Control Panel, click on the Mail icon.

3. Click E-mail Accounts…
4. You may be asked to supply your `csn\first.last` name and password.

5. Highlight **Microsoft Exchange Server** and click **Change** (This may also show your Name).
6. Make sure the Microsoft Exchange Server name contains **OTSCYEX2K7.CSN.EDU**. Check the “Use Cached Exchange Mode” check box if you are using a laptop.

7. Click **More Settings**.

8. Click on the **Connection** tab.

9. Click the **Exchange Proxy Settings** button.
10. Make sure that the URL shows, https://WEBMAIL.CSN.EDU as shown below.
11. Click **OK**.

12. Click **OK**.

13. Click **Next**

14. 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. Please remember to include the CSN\ before you login name, such as CSN\first.last.