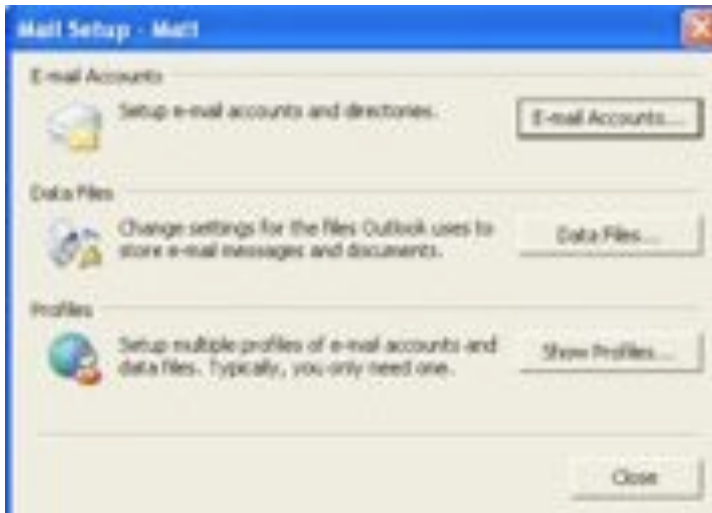
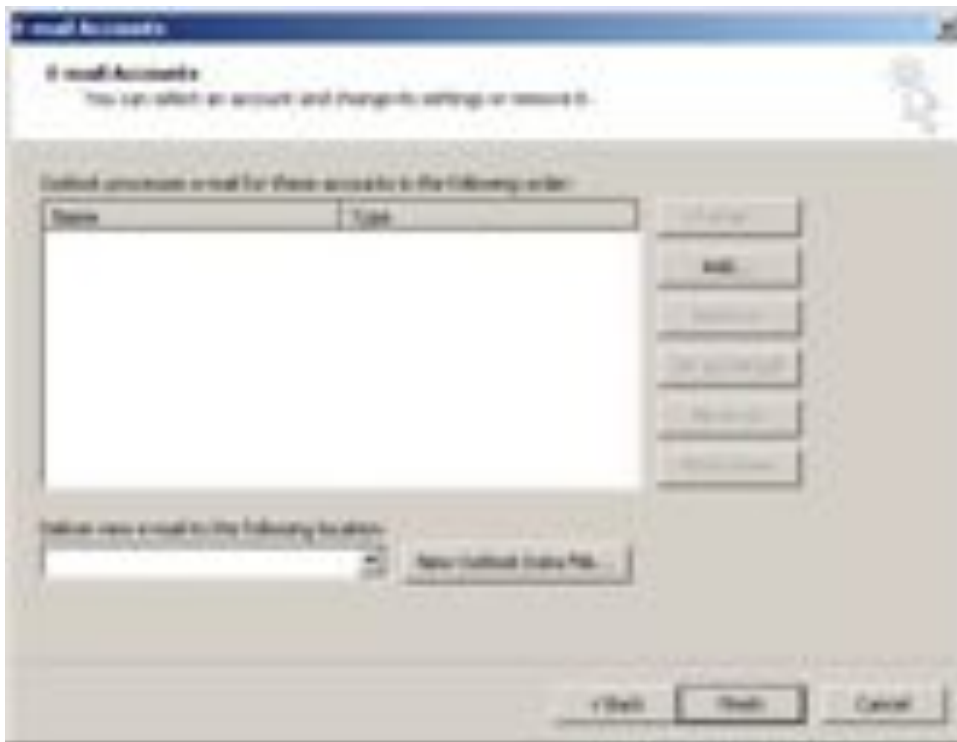


Click on the “E-mail Accounts...” button

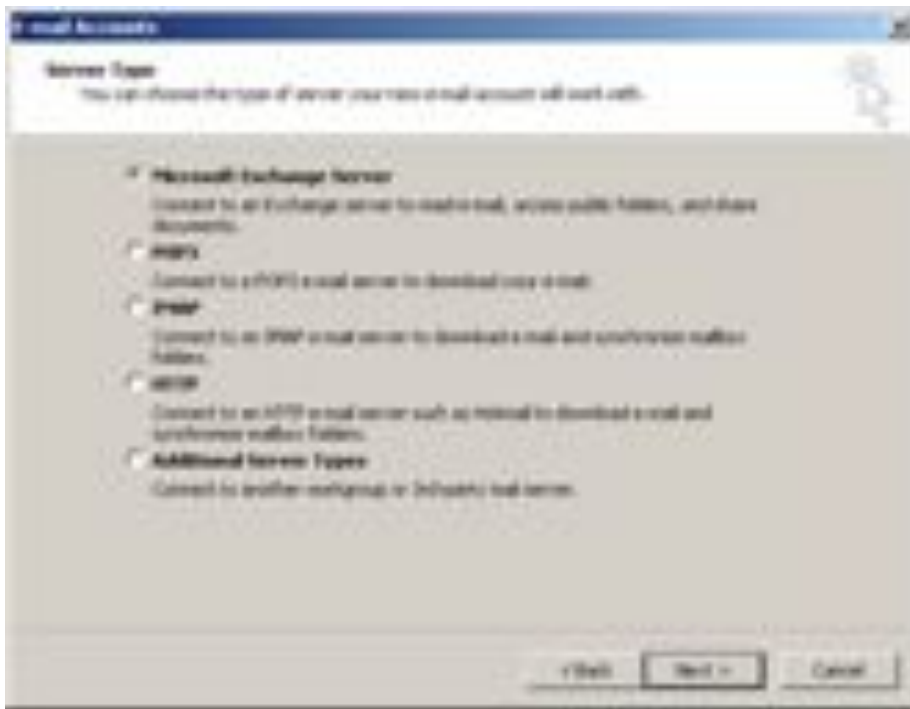


Make sure “Add a new e-mail account” is selected and hit next

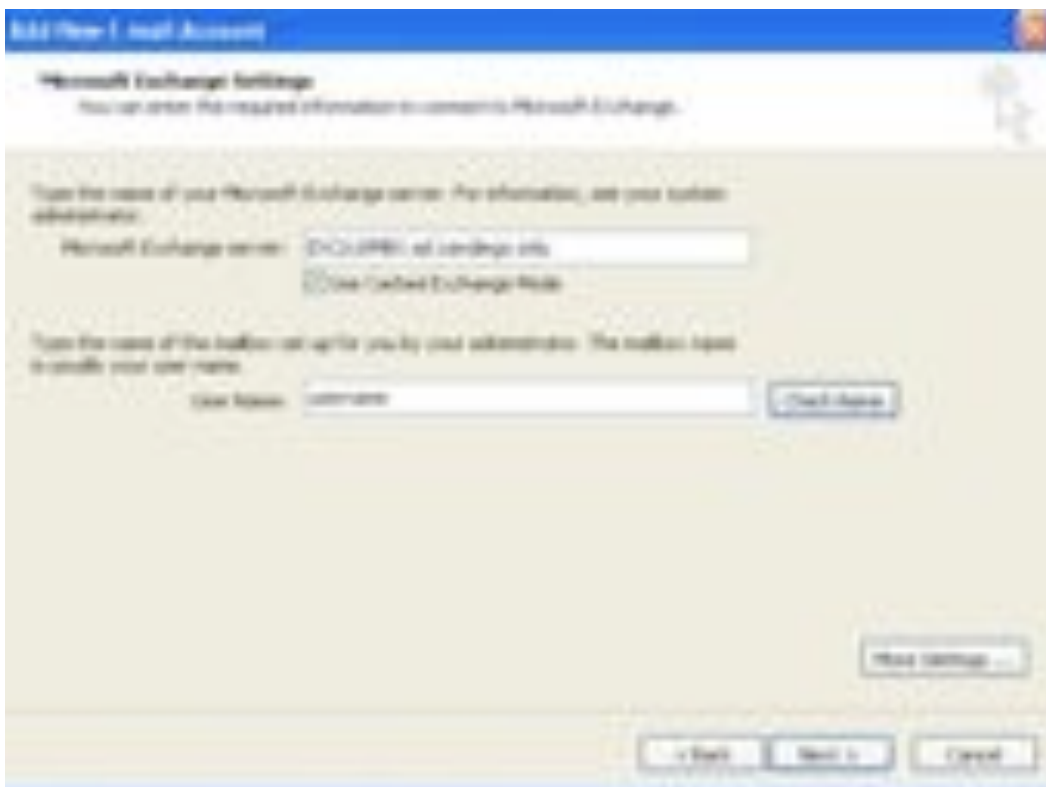
On the next window any existing email accounts will be present. If you have one that is for your san diego email, you need to remove it by pressing the “Remove” button. Then you need to press “Add...”



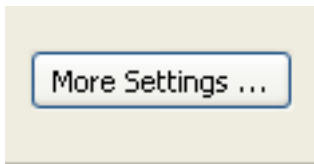
When the next window comes up, select “Microsoft Exchange Server” and hit next



Next you want to type in the exchange server name which is: **EXCLUSMBX.AD.SANDIEGO.EDU** Then under username, fill this out with your **AD Username**



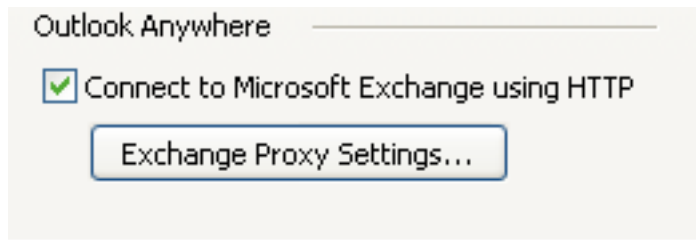
Once this information is filled out, press the “More Settings...” button



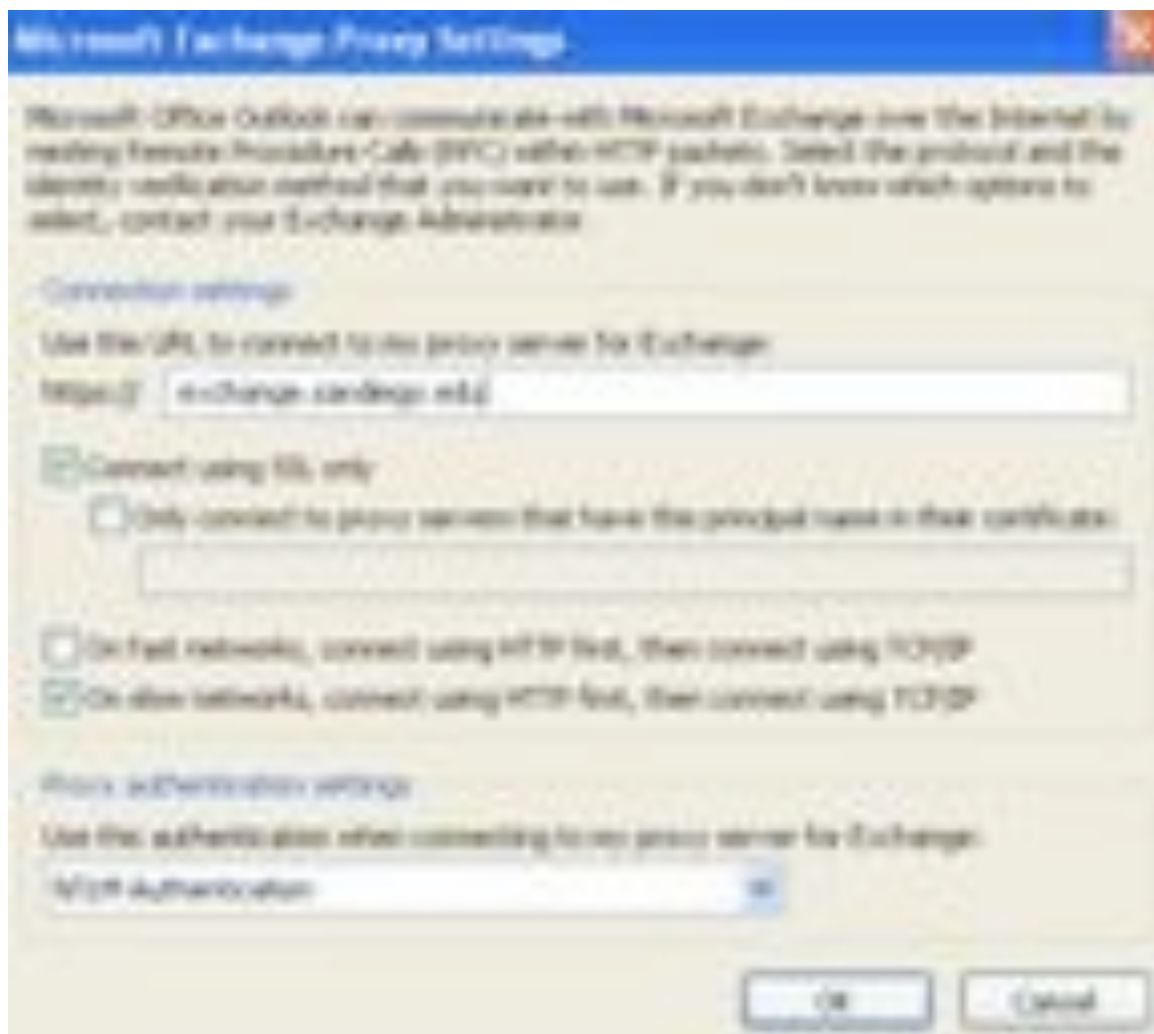
Click on the “Connection” tab at the top of the window that comes up



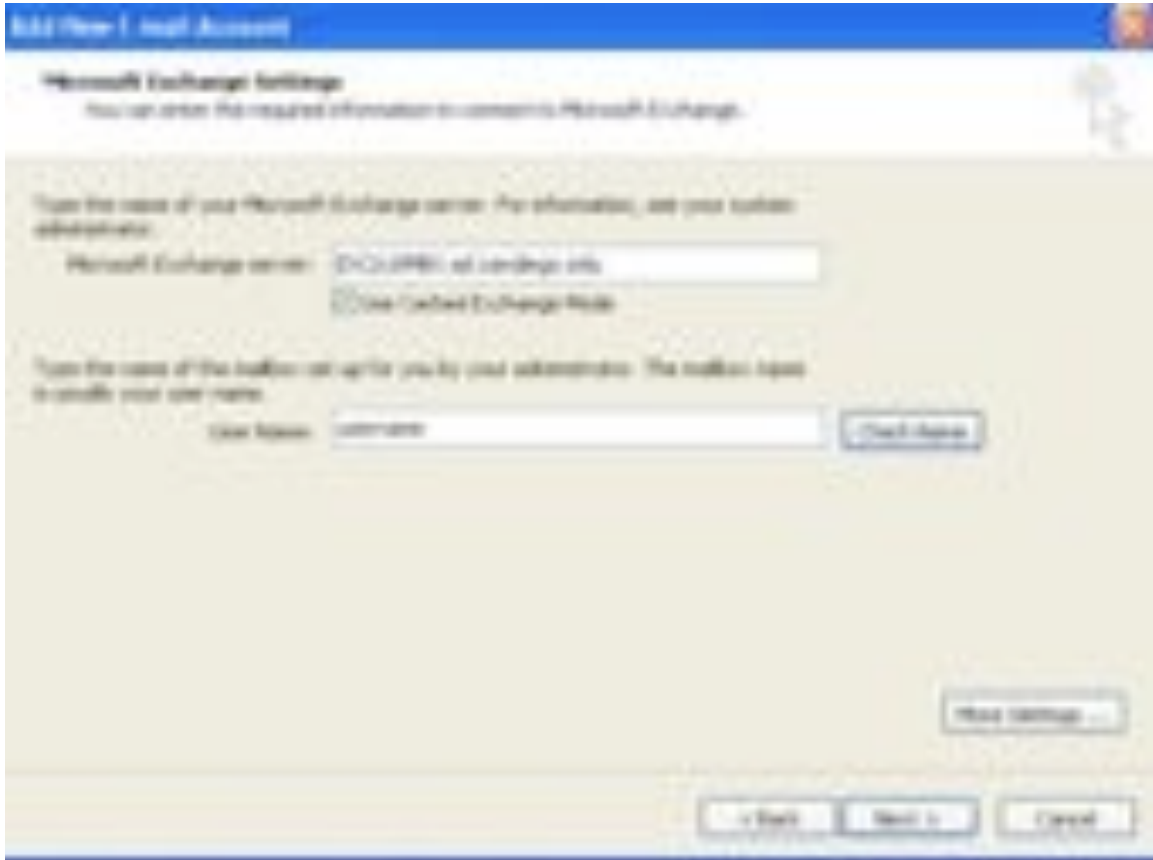
At the bottom of this window, check the “Connect to Microsoft Exchange using HTTP” box and press the “Exchange Proxy Settings...” button.



When the next window appears fill out the connection settings box with the following URL: **exchange.sandiego.edu** and leave all the rest of the options to default. Press OK, then OK again.

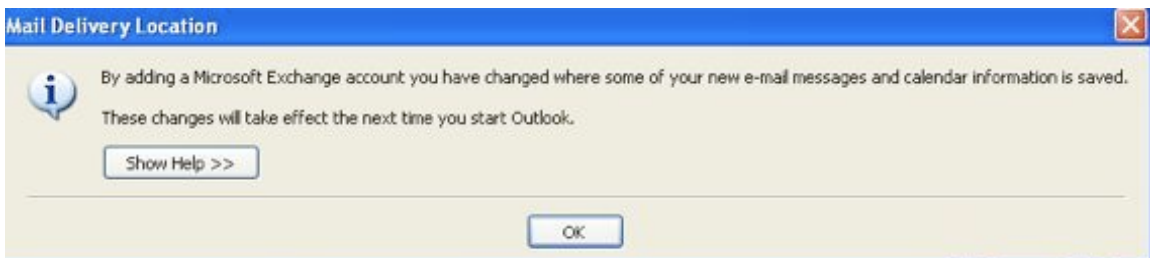


Once you're back at the "Add New Email account window" you will need to press the "Check Name" button. It will prompt you for a username and password. You need to fill out this will your **AD Username** and **Password** and hit ok. An underline will appear if it was able to successfully verify the info.



Check Name

If the following window comes up, press "OK"



If you were replacing your mirapoint email account with exchange, and not just simply adding your email to a blank outlook you will need to do these additional steps.

Open control panel again, and click on mail. This time select “View or change existing e-mail accounts” and press “Next”



When the next window comes up, down near the bottom you will need to change the dropdown that says “Deliver new e-mail to the following location” from “Personal folder” to “Mailbox – YOUR USERNAME” and press “Finish”

