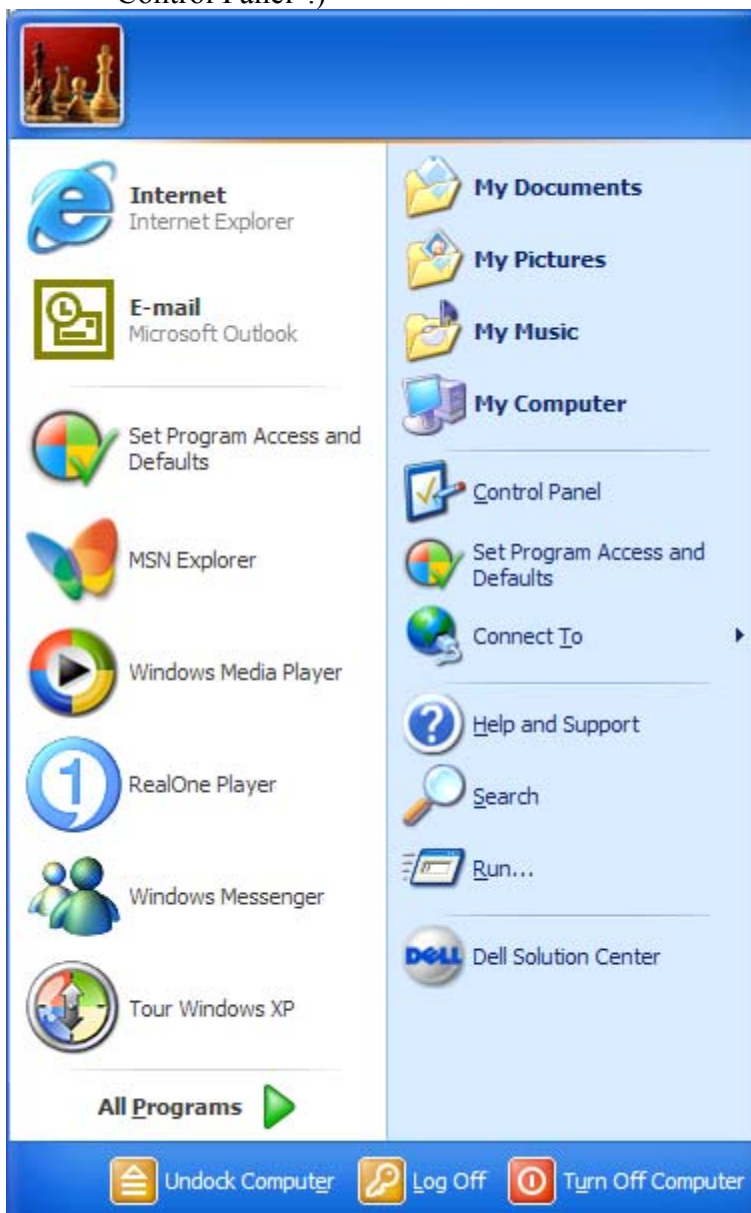


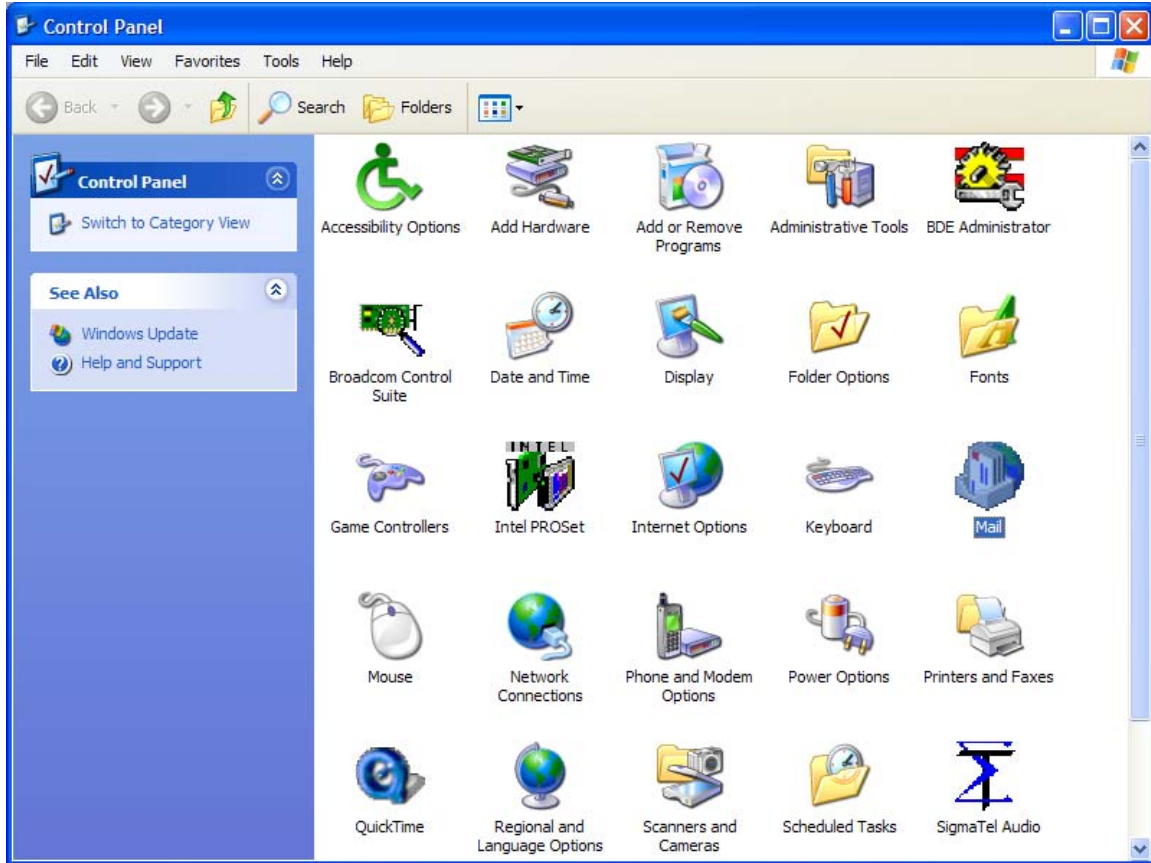
Accessing the UCLA College Microsoft Exchange Server from Outlook XP

NOTE: These instructions are provided to assist users who have home computers and would like to connect to the College Exchange server via Microsoft Outlook XP. To follow these instructions, you must have Microsoft Windows XP and Microsoft Outlook XP (corporate version) installed. These instructions are provided as information only as a courtesy to College staff. CIS is unable to provide technical support beyond these instructions for configuring their personally-owned computers (non-university-owned). Consistent with Copyright laws, CIS cannot install or provide copies of un-licensed software. Users with different operating systems or older software should contact CIS for instructions or access Exchange via the web.

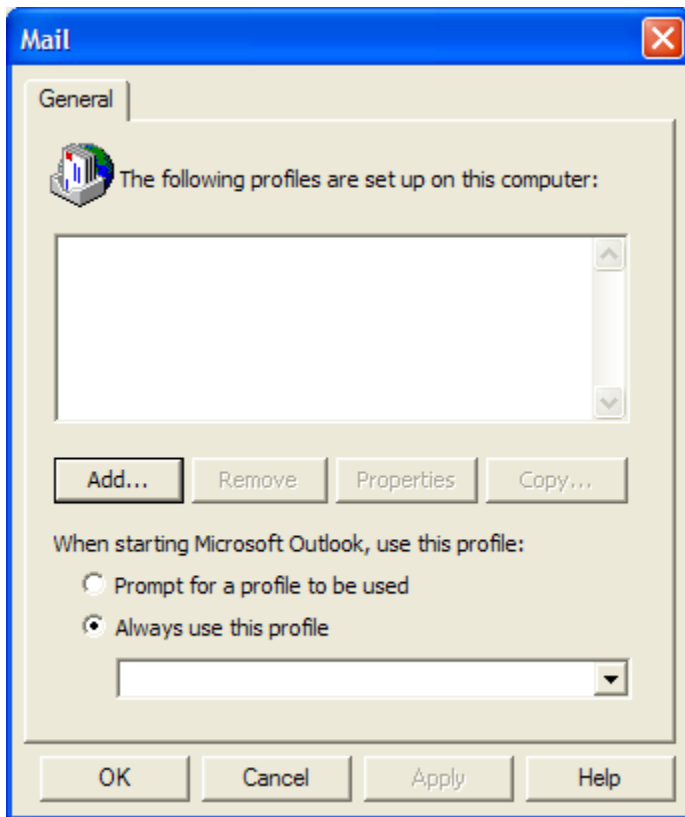
1. Connect to the internet normally.
2. Click the “Start” button.
3. Click on “Control Panel”. (If you have Classic View enabled click “Settings” then “Control Panel”.)



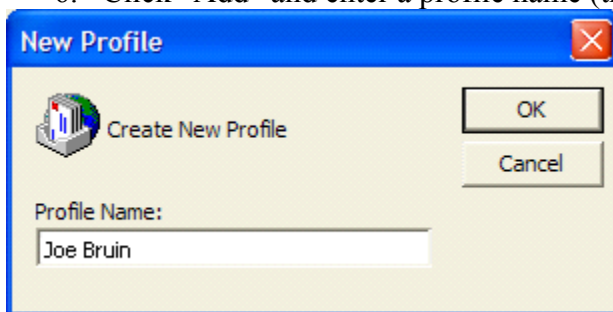
4. Click on “Mail” (if “Mail” does not show click “Other Control Panel Options”).



5. You will need to set up a profile now. (If you already have a profile set up, a Mail Setup dialogue box will open. Click E-mail Accounts and skip to step 8.)

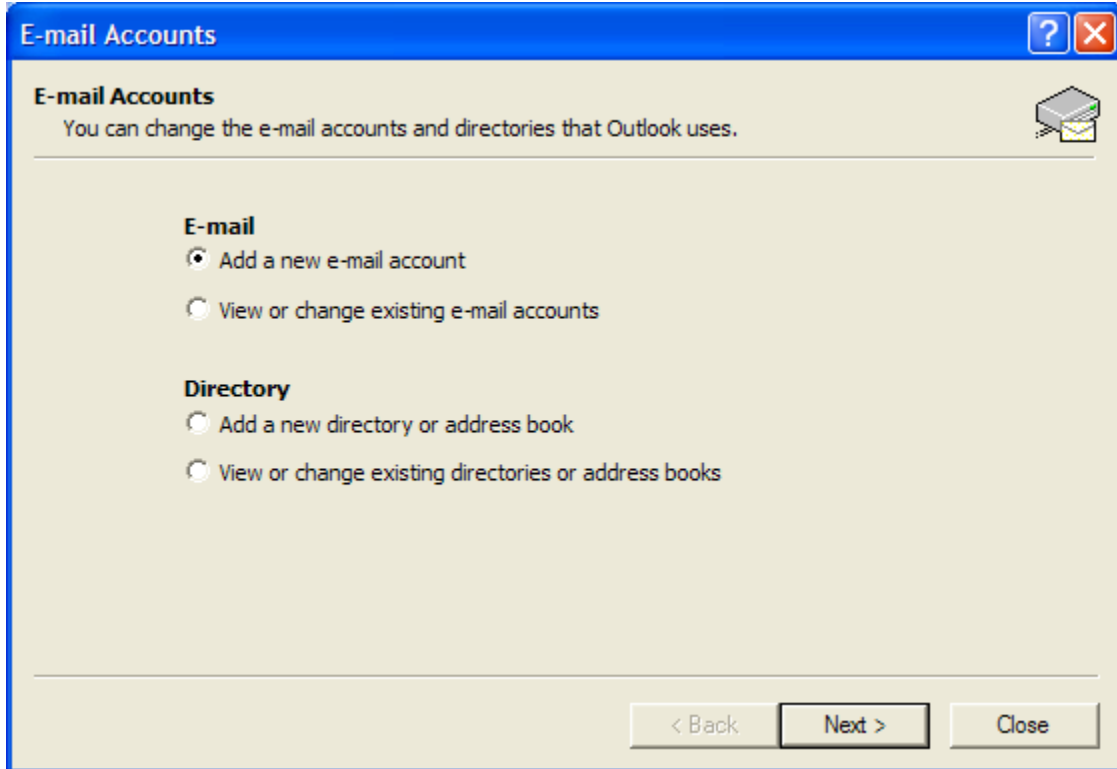


6. Click "Add" and enter a profile name (this can be anything you want).



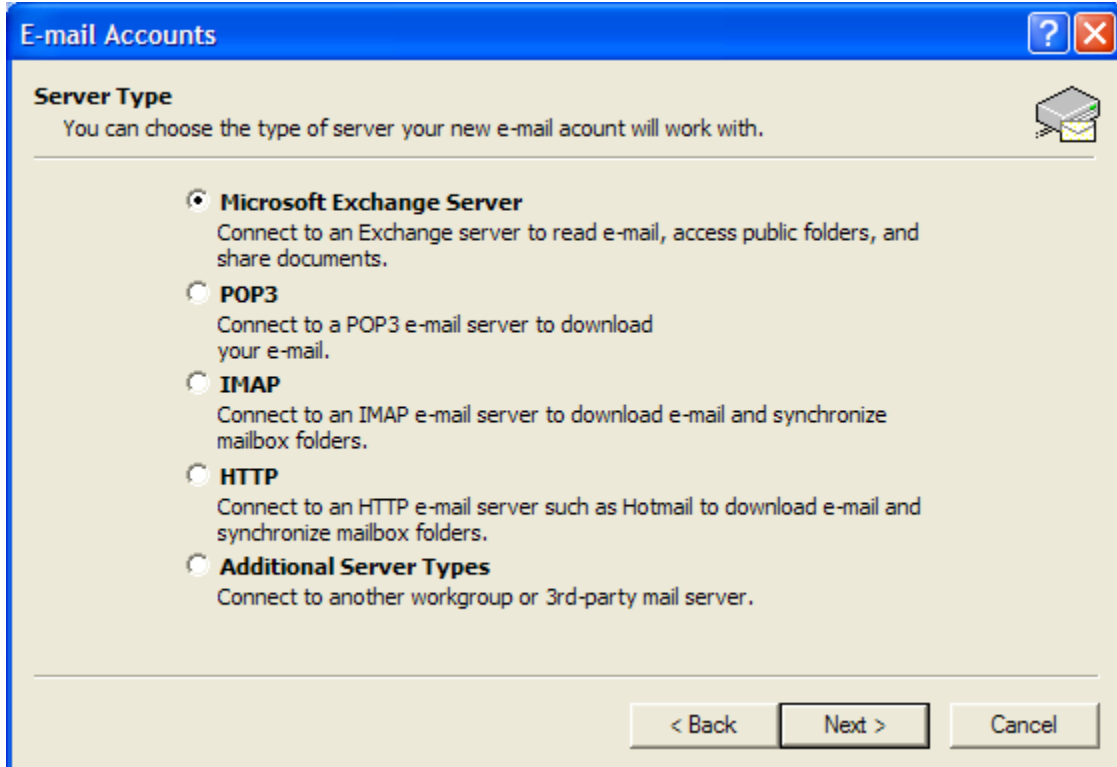
7. Click Okay.
8. An Email Accounts setup dialogue box will now open. Check the "Add a new e-mail account" option.

9. Click Next.



10. The next dialogue box provides you with a number of server options. Check the “Microsoft Exchange Server” option.

11. Click Next.



12. The next box has two text fields. In the first, labeled "Microsoft Exchange Server", enter "college.ucla.edu" (without quotes). In the second, labeled "User Name" enter the first part of your college email address. For example, if your address is jbruin@college.ucla.edu, you would enter "jbruin" (without quotes) in this box.

13. After filling in the required information, click “Next”.

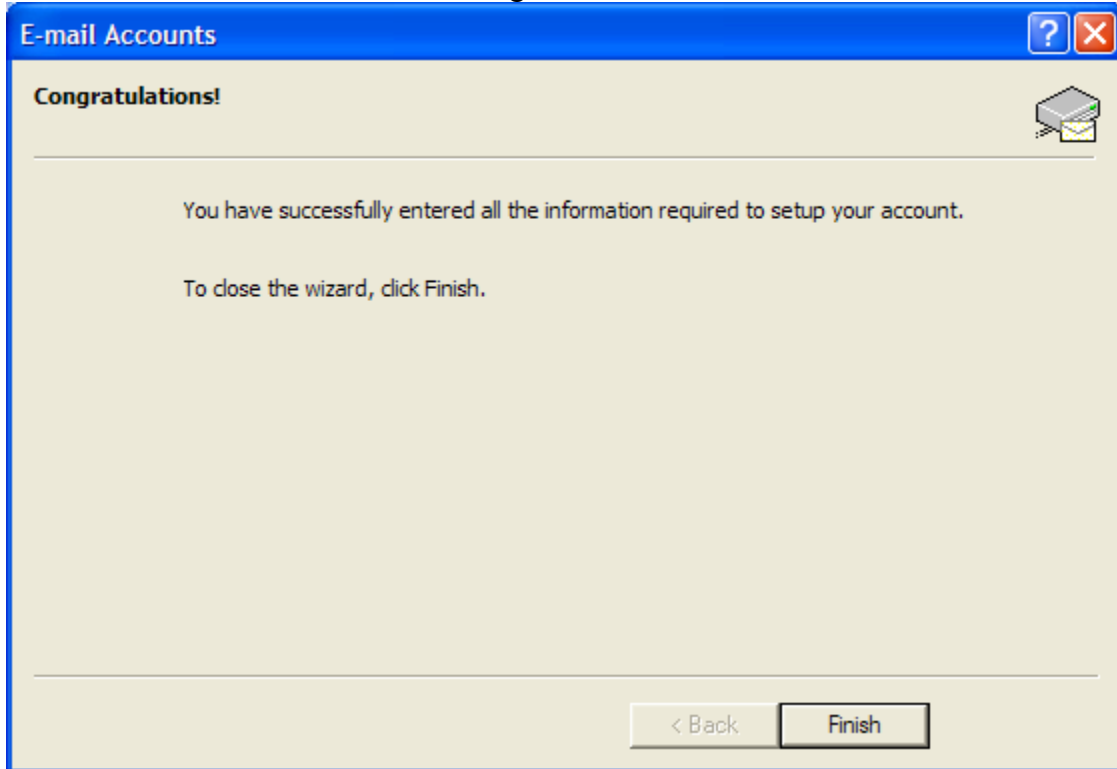
The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The window title is 'E-mail Accounts' and it has a help icon and a close button in the top right corner. Below the title bar, the text reads 'Exchange Server Settings' followed by 'You can enter the required information to connect to your Exchange server.' and an icon of a mailbox. The main area contains two sections: the first asks for the 'Microsoft Exchange Server' name, with 'college.ucla.edu' entered in the text box; the second asks for the 'User Name', with 'jbruin' entered and a 'Check Name' button to its right. At the bottom right is a 'More Settings ...' button. At the very bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

14. You will now be able to enter your password information. You will need your username, which is the same as that entered in step 12, and your password. For the “Domain Name” enter “CIS” (without quotes).

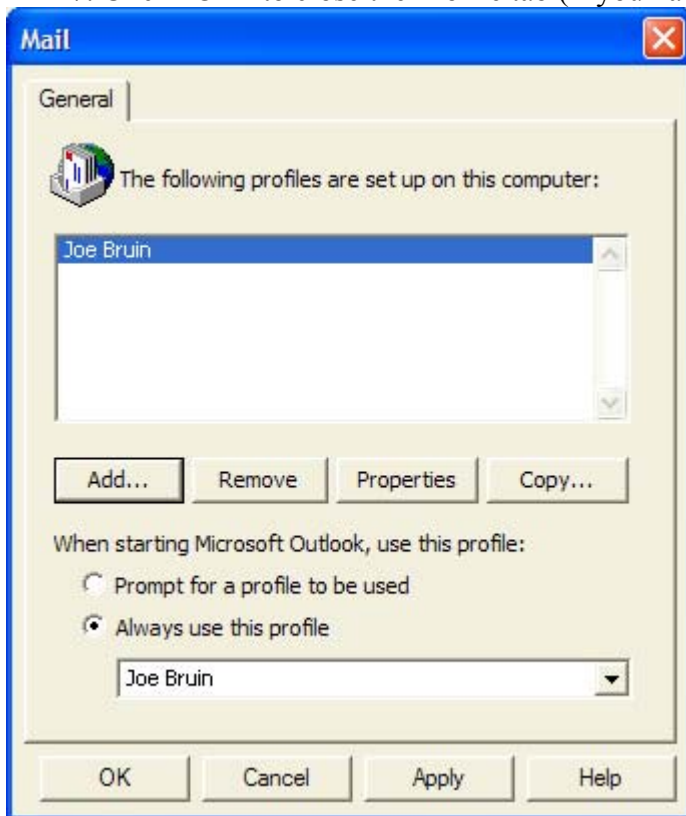
15. After entering the required information click “OK”.

The screenshot shows the 'Enter Password' dialog box. It has a title bar with the text 'Enter Password' and a close button. The dialog contains three text input fields: 'User Name:' with 'jbruin' entered, 'Password:' which is empty, and 'Domain Name:' with 'CIS' entered. At the bottom are three buttons: 'OK', 'Cancel', and 'Change Password...'.

16. Click “Finish” on the next dialogue box.



17. Click “OK” to close the Profile tab (if you had to set one up).



18. Click the red X to close the Control Panel if it is still open.
19. Start Outlook XP.