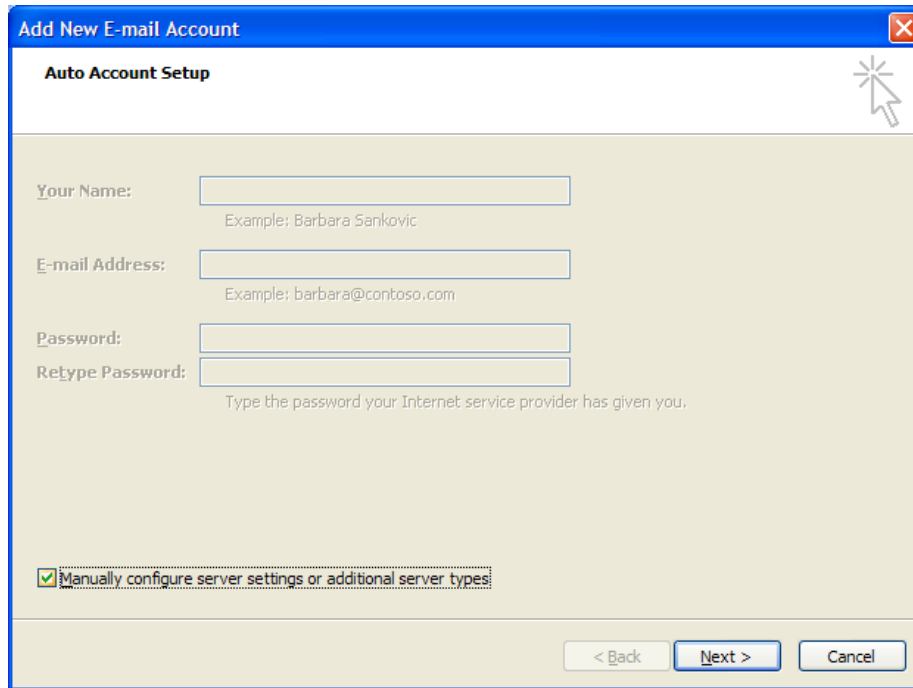


## Configuring Outlook at Home for VCCCD Employees

- After launching Internet Explorer, select “Manually configure server settings...”
- Click “Next”



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains several input fields and a checkbox. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

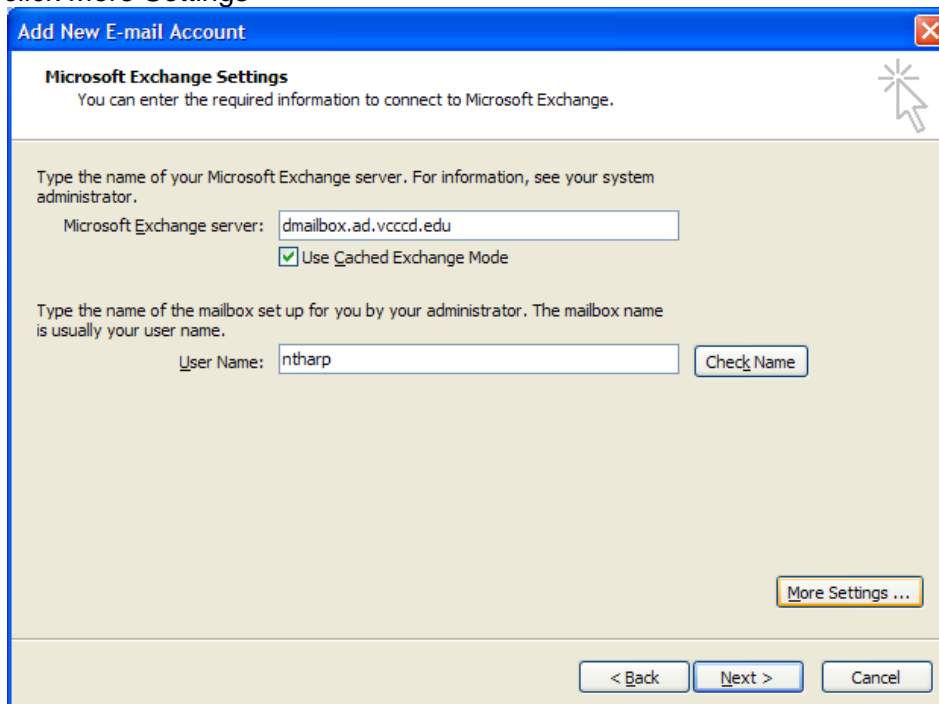
E-mail Address:   
Example: barbara@contoso.com

Password:   
ReType Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types:

< Back   Next >   Cancel

- enter dmailbox.ad.vcccd.edu as server name
- enter your username
- click More Settings



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Microsoft Exchange Settings' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains text instructions, input fields, and checkboxes. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A 'More Settings ...' button is also present.

**Add New E-mail Account**

**Microsoft Exchange Settings**  
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:   
 Use Cached Exchange Mode

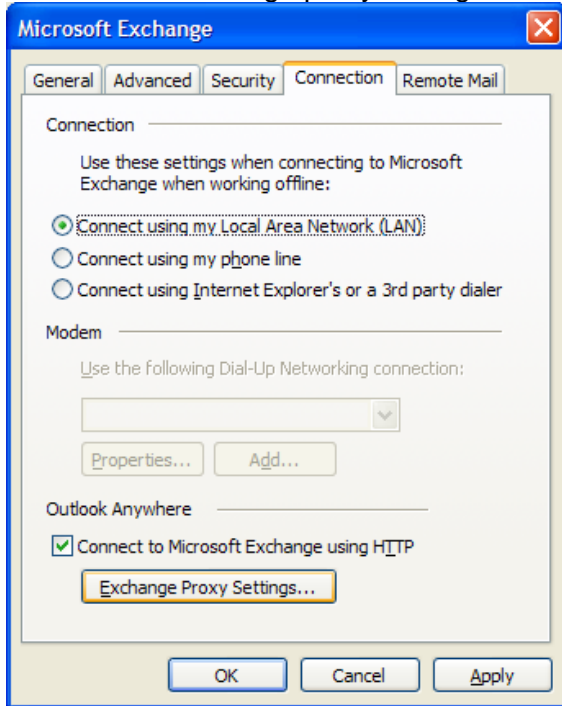
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:    Check Name

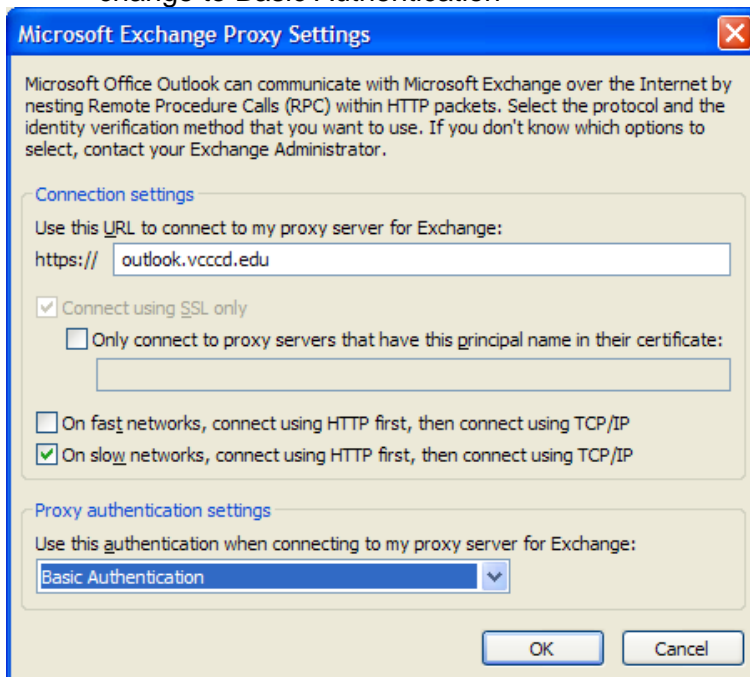
More Settings ...

< Back   Next >   Cancel

- select Connection tab
- check box 'connect to microsoft exchange using http'
- click 'exchange proxy settings'



- enter outlook.vcccd.edu
- change to Basic Authentication



- restart outlook
- enter user credentials in the form of AD\username