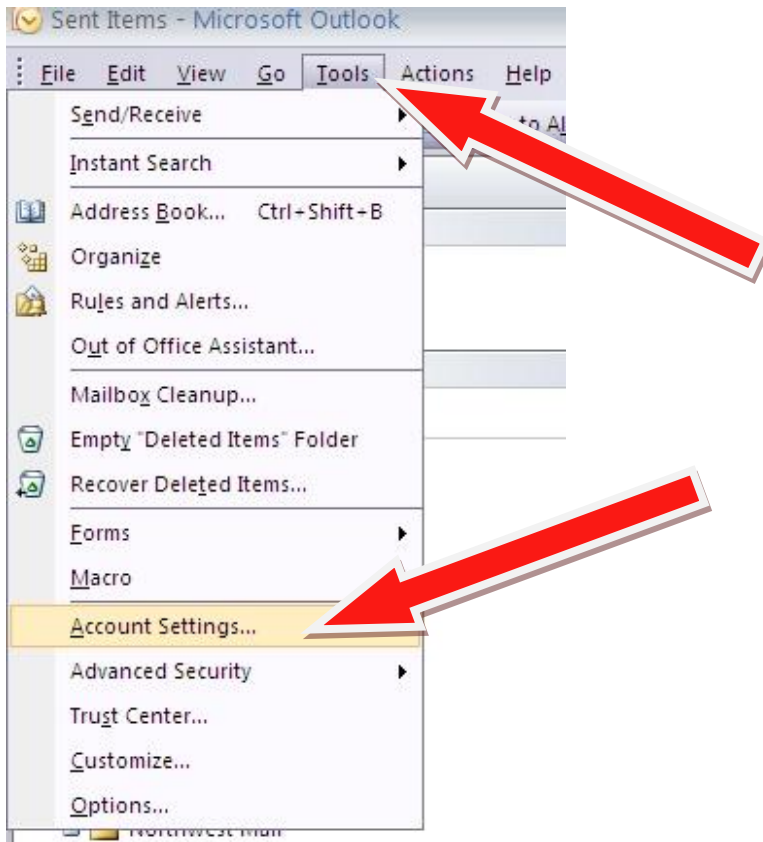
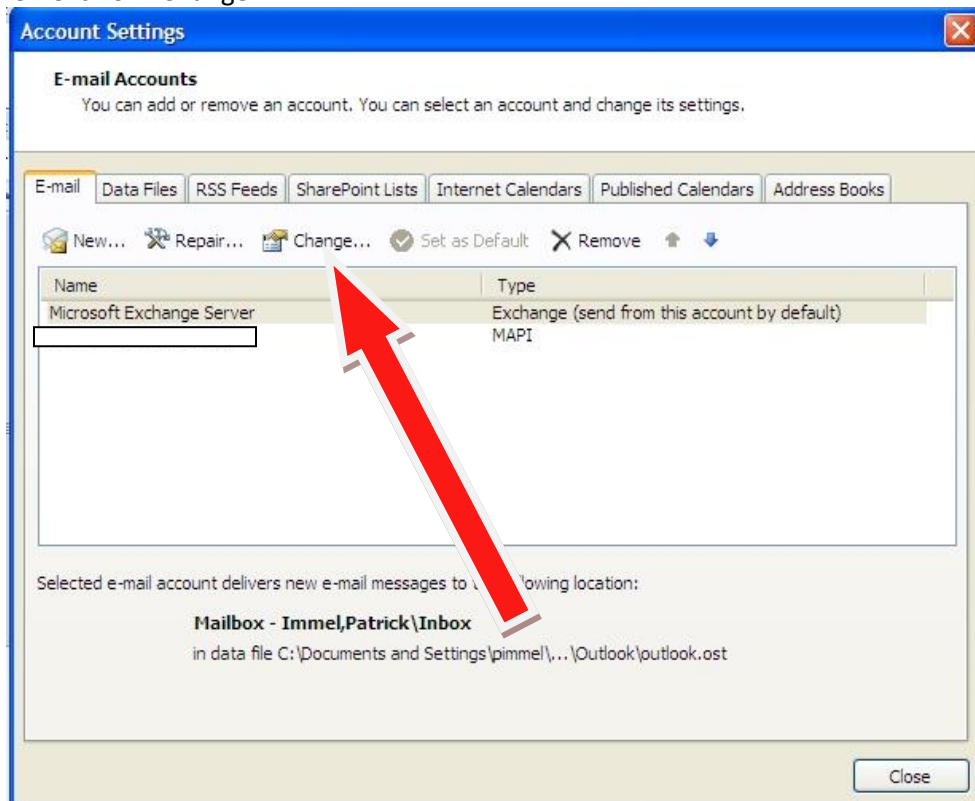


## How to set Microsoft Outlook so you can use it at home (instead of Outlook Web Access)!

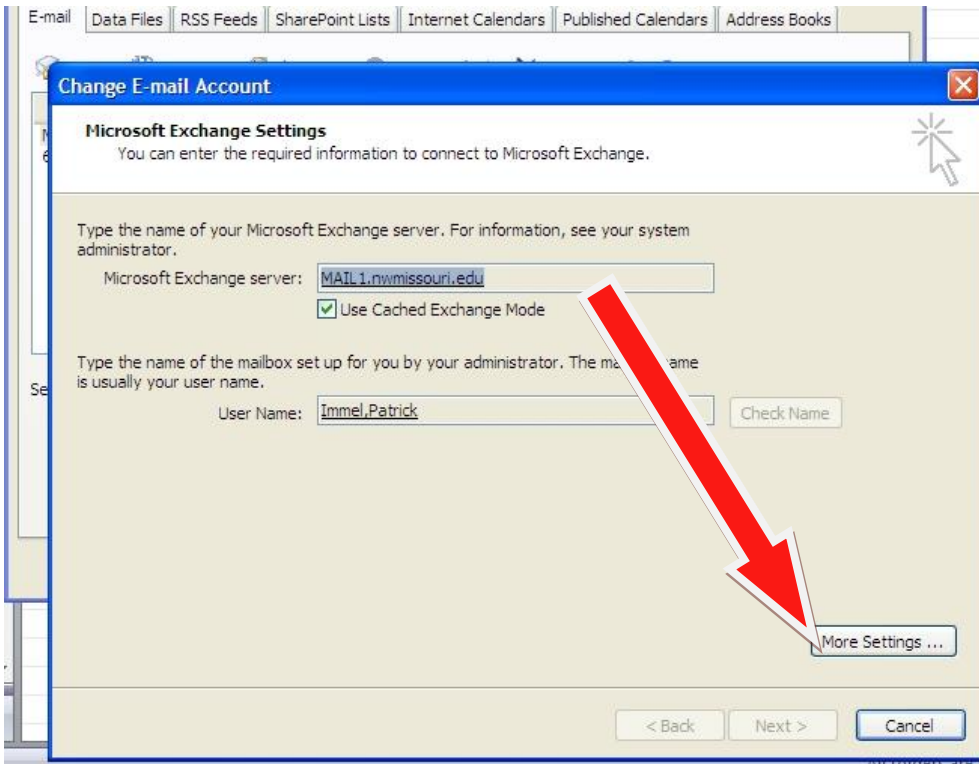
1. Have Outlook open
2. Click on "Tools" > "Account Settings..."



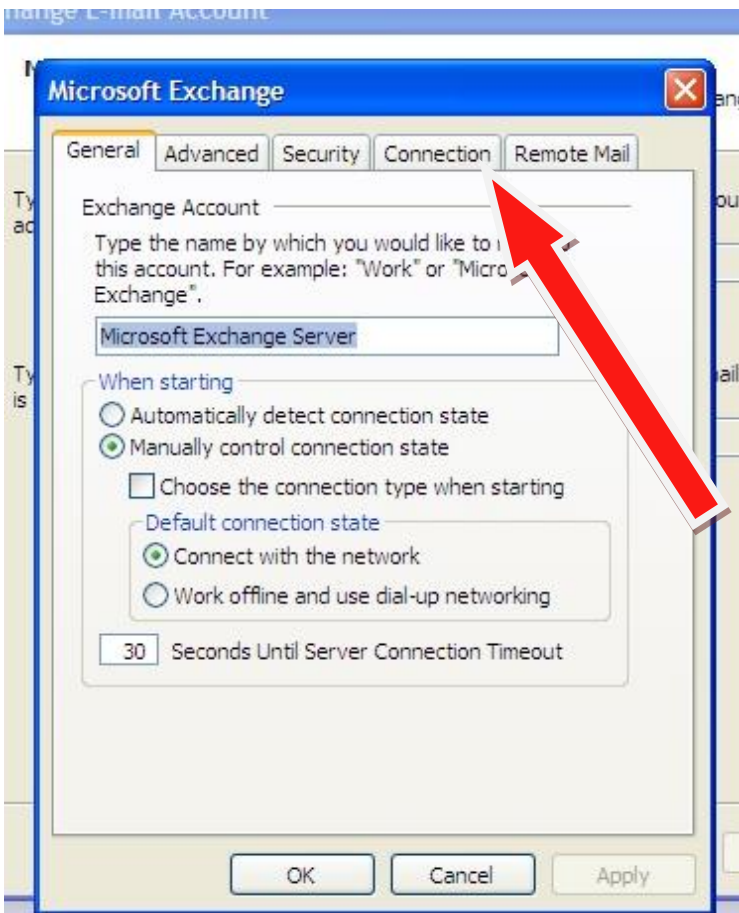
3. Click on "Change..."



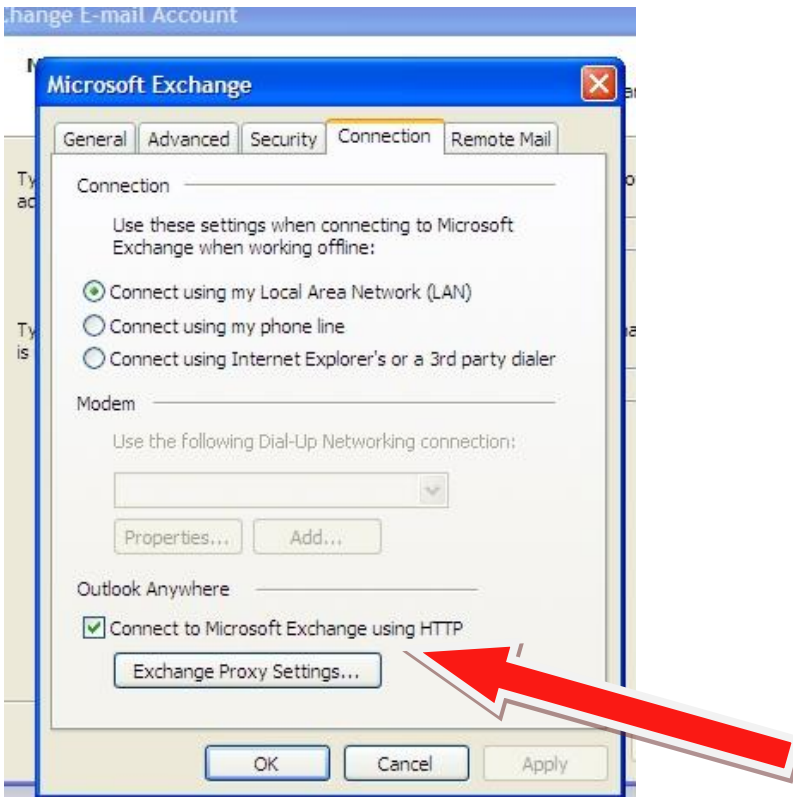
4. Click on “More Settings...”



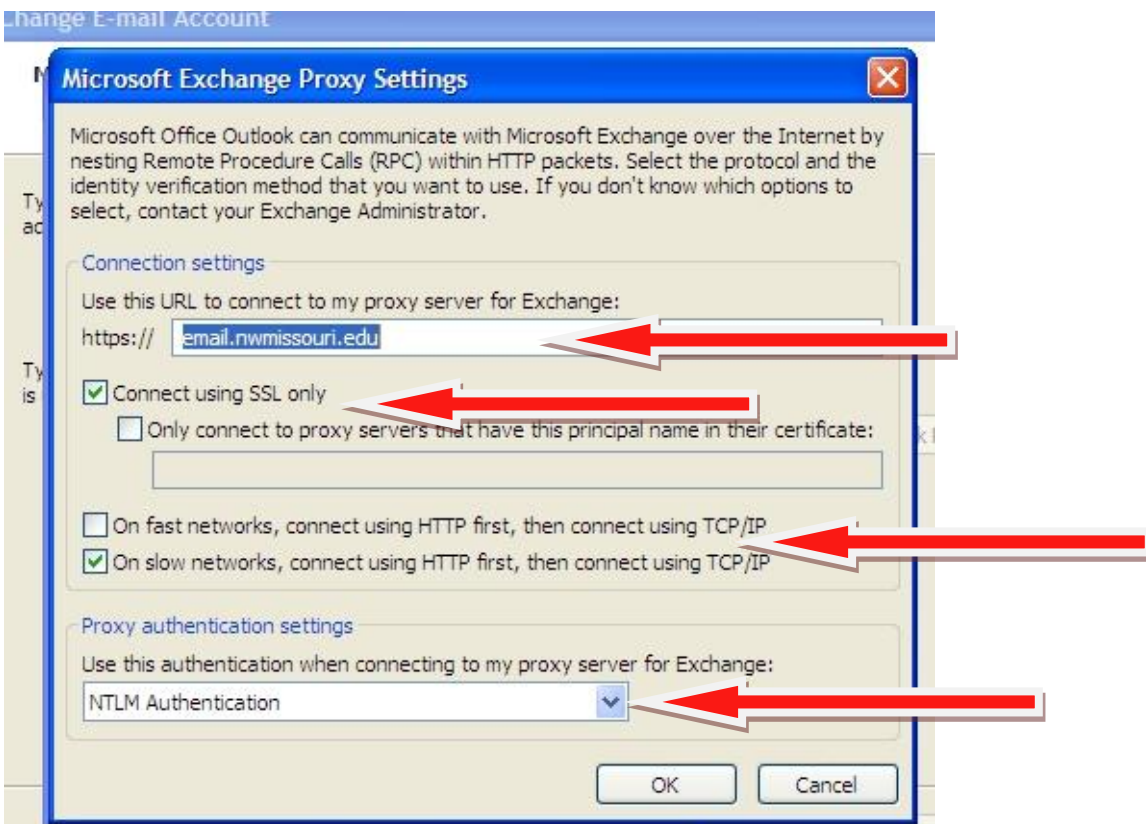
5. Click on the “Connection Tab”



6. Make sure there is a check mark in front of the "Connect to Microsoft Exchange via HTTP line.
7. Click on the "Exchange Proxy Settings..." button.



8. Make sure YOUR dialog box (below) looks exactly like this one (minus the funky red arrows!).



9. Select "OK" , "Next" and "Finish" to exit out of dialog boxes and accept settings. You might see a pop up box that tells you something like you have to restart Microsoft Outlook to make the changes permanent.

10. You should be all set to go. With these settings I have to login nearly every time I start Outlook.

Remember that your username for signing in (to Outlook) will now be: username@nwmissouri.edu

Thanks for playing!