Configuring Microsoft Exchange 2010 for Outlook 2007/2010
Off-Campus Instructions
1. Click on Start, then Settings, and then Control Panel.

2. Double-click the Mail icon.

3. Click the E-Mail Accounts button.

4. Click the New button.
5. Select **Manually configure server settings or additional server types** and click the **Next** button.

6. Select **Microsoft Exchange** and click the **Next** button.
7. Enter these settings:

- **Microsoft Exchange server**: cas.flas.csi.cuny.edu
- Check the box for **Use Cached Exchange Mode**
- **User Name**: Firstname.Lastname
- Click the **More Settings** button.

8. You will receive a message that Outlook could not log on. Click **OK** to proceed.
9. Click **Cancel** to proceed.

10. Click the **Security** tab.

11. Now that you are in Security options, make sure that **Encrypt data between Microsoft Office Outlook and Microsoft Exchange** is checked.

12. Click the **Connection** tab and check the box for **Connect to Microsoft Exchange using HTTP**. Then click the **Exchange Proxy Settings...** button.

13. For the URL enter **xch.csi.cuny.edu**
Check the box for **On slow networks...**
Select **Basic Authentication** in Proxy authentication settings
Click the **OK** button to proceed.
14. Click the **OK** button to proceed.

15. Click the **Next** button to proceed.
16. Click **OK** on the Mail Delivery Location message.

17. Click **Finish** to exit the wizard.
Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

18. Click Close to exit Account Settings.

19. Click on Start – Programs – Microsoft Office – Microsoft Office Outlook 2007
20. Enter your **FLAS username and password**.
**Username should be in the following format:** flas\Firstname.Lastname

**CONGRATULATIONS!**

You have successfully setup your Microsoft Exchange 2010 account for use within Outlook 2007/2010.