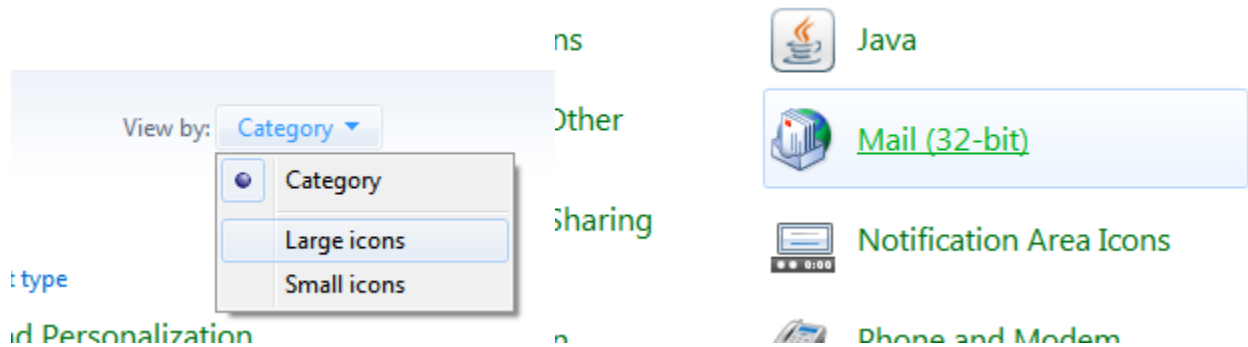


# Setting up Outlook at Home

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1. Go to your Control Panel.
2. If you have a Mail icon in your Control Panel, click on it. Otherwise, you will need to switch your Control Panel to Large/Small icons by clicking on the link in the upper left hand corner of the screen.



3. In Mail Setup, click on "E-mail Accounts..."
4. Click on the "New..." button.
5. Make sure "E-mail Account" is selected and click on Next.
6. Select "Manually configure server settings or additional server types" and click Next.

**Manually configure server settings or additional server types**

7. Select "Microsoft Exchange or compatible service" and click Next.
8. The next screen should be asking you for your server name and your user name. For Server Name enter: **mail1ccr** for User Name enter: your name and click on the "More Settings..." button.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

☒ Use Cached Exchange Mode

Type the user name for your account.

User Name:

9. You may get a warning box saying "The action cannot be complete." This is ok, as we'll be modifying some settings shortly which will allow us to access it. If that box does come up, click OK on it. It may then take you to a Check Name screen, this is also normal, click OK in this screen as well to bring up the More Settings window.

10. Click on the Connection tab in the More Settings windows.

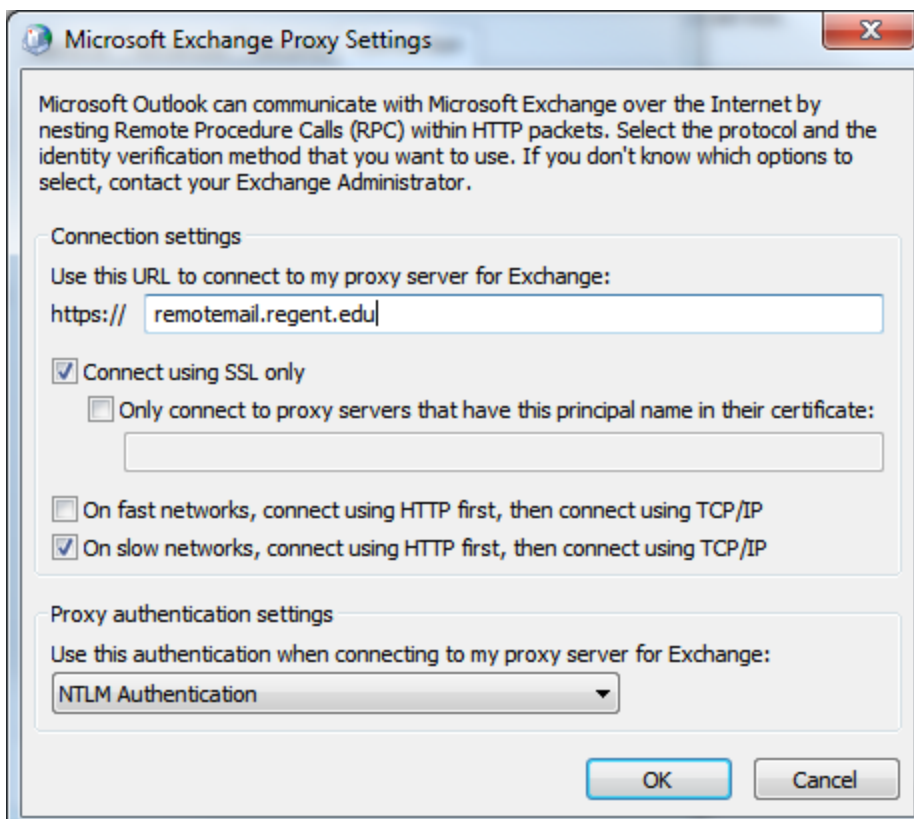
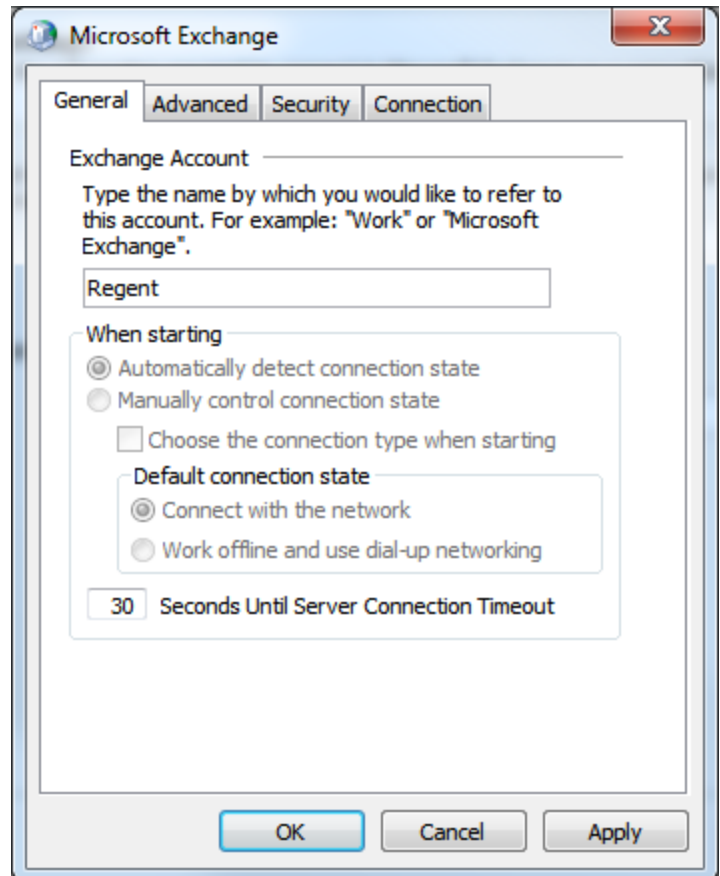
11. At the bottom of the connection tab you will see an area called "Outlook Anywhere" click on the checkbox for "Connect to Microsoft Exchange using HTTP" and click on the "Exchange Proxy Settings..."

Outlook Anywhere

☒ Connect to Microsoft Exchange using HTTP

Exchange Proxy Settings...

12. In the Exchange Proxy Settings window type **remotemail.regent.edu** into the box for "Use this URL to connect to my proxy server for Exchange:" Leave the other settings on the defaults and click OK.

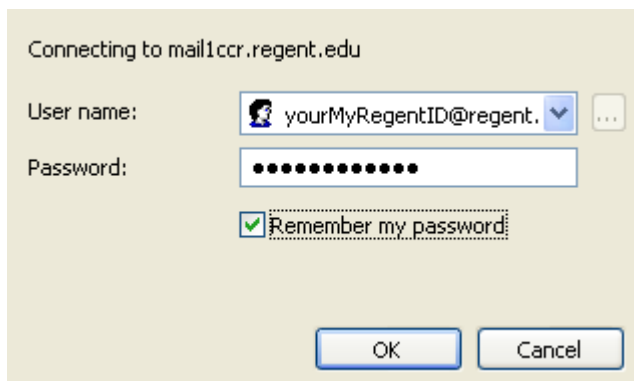


13. Now that you are back on the More Settings windows click on OK again to return to the Add a New Email Account Screen and click on the "Check Name" button.



14. You should be prompted for your regent email address and password, enter that in and click OK.  
15. If it is successful it will underline your name on the Add a New Account screen. Click Next and then Finish to complete the account setup.  
16. The next time you enter Outlook you will be prompted for your password and after you enter it

Outlook will load your folders and contacts. This may take some time depending on the speed of your Internet connection and the amount of items in your mailbox.

A light beige dialog box titled "Connecting to mail1ccr.regent.edu". It contains two main input sections. The first is labeled "User name:" and features a text field with the placeholder "yourMyRegentID@regent." followed by a blue dropdown arrow and a small "..." button. The second is labeled "Password:" and features a text field filled with black dots. Below the password field is a checkbox with a green checkmark and the text "Remember my password". At the bottom of the dialog are two buttons: "OK" and "Cancel".