



Setting up your Exchange Account

Note: If you are using Outlook from home please make sure your VPN is connected. For information on VPN click [here](#)

1. Open Microsoft Outlook and Click **Next** on the start-up screen.
 - a. If you have already setup Outlook for another account then Choose **Tools -> Account settings** from the main screen. Choose **New**.
 - b. Ensure the selection is on **Microsoft Exchange, Pop3, IMAP, or HTTP**. Click **Next** and go to step 3.
2. Outlook will ask you to setup an account. Click **Next**
3. Click the check box at the bottom that says **Manually Configure Server Settings** and Click **Next**.
Note: You don't need to enter any information on this screen.
4. Choose **Microsoft Exchange** and Click **Next** (You may get an error stating **"You already have a Microsoft Exchange account set up"**). On campus this means your Outlook account should already be setup. If you are at home it means someone has setup an account. If someone else in the house uses a Microsoft Exchange account from home you will need to setup a new Outlook profile. Directions for that are found [here](#).
5. Enter your Exchange Settings
 - a. Type in Exchange Server name in the first box. This will depend on your Capitan username. If you username starts with A – G use **james.capitan.mala.bc.ca**. H – M use **sidney.capitan.mala.bc.ca**. N – Z use **gilford.capitan.mala.bc.ca**.
 - b. Uncheck **Use Cached Exchange Mode**
 - c. Type in your Capitan username in the Username box and click on **Check Name**. If done correctly Outlook will change your username to your full name and underline both your name and the server. Click **Next**

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:



6. You may be prompted with a **login box**. Type in your username in the following format “capitan\username” and then your password and Click OK. Then click **Finish** and you are done.

