Exchange Server Set Up in Outlook 2010 for a Student Organization

1. Go to Control Panel. In the top right drop down box, click View by Small Icons.

2. Click Mail. Then, click Show Profiles and Add.

3. A window may appear prompting you to enter a profile name. Any name will do. Click OK.

4. Check “Manually configure server settings or additional server types” and click Next.
5. Choose Microsoft Exchange and click Next.
6. Microsoft Exchange server: mail23cluster.uno.edu  
   User name: Mailbox name (Do not include @uno.edu.)  
   Be sure to uncheck **Use Cached Exchange Mode**.  
   Click **More Settings**.
7. On the next window that appears, click the **Connection** tab. Under the Outlook Anywhere section, check **Connect to Microsoft Exchange using HTTP**. Then, click **Exchange Proxy Settings**.

![Exchange Proxy Settings](image.png)
8. In Connection Settings, enter the URL as `cas.uno.edu`.

9. Check Only connect to proxy servers that have this principal name in the certificate,

10. Verify that the check box for **On fast networks**.... is **unchecked** and the check box for **On slow networks**.... is **checked**.

11. Then, in Proxy Authentication Settings, click **Basic Authentication**.

12. Click **OK** when complete.

13. Click **OK** on the other window to confirm the settings.
14. Click **Finish** to finalize the setup of Microsoft Office Outlook.

![Add New Email Account]

15. Each time you open Microsoft Office Outlook, you will be prompted to enter a username and password. Please enter your email address (username@uno.edu) and your password.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.