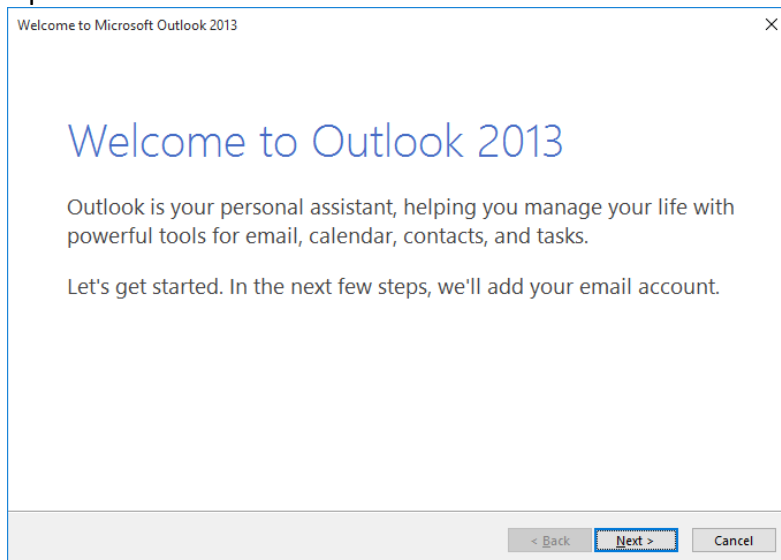


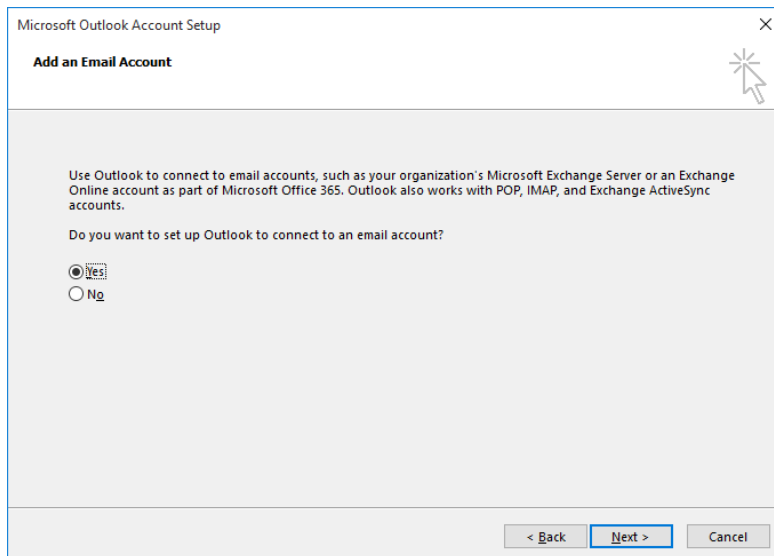
Connecting to VSOE Exchange with Outlook 2013

1. You will need to modify your host file to connect with the new Exchange server. Please check the following link for instructions:
<http://viterbicms.usc.edu/sites/9/assets/223/100735.pdf>

2. Open Outlook and click Next.



3. Click Yes.



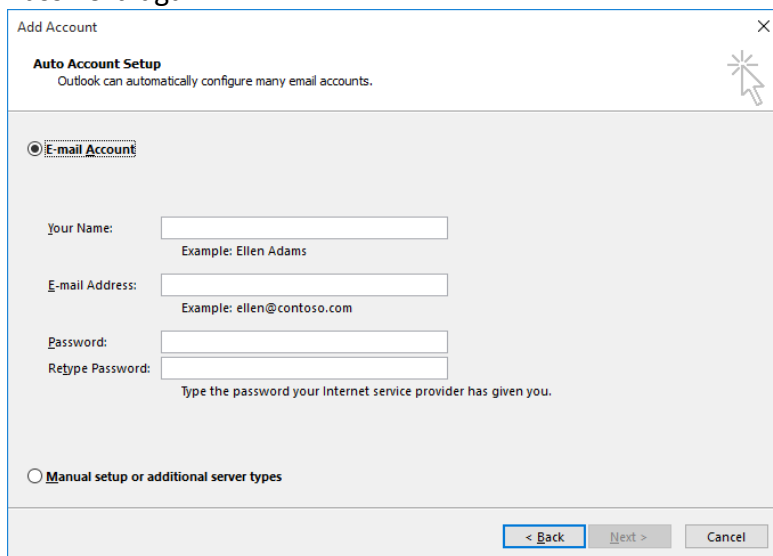
4. Enter the following and click Next:

Your Name

email@vsoe.usc.edu

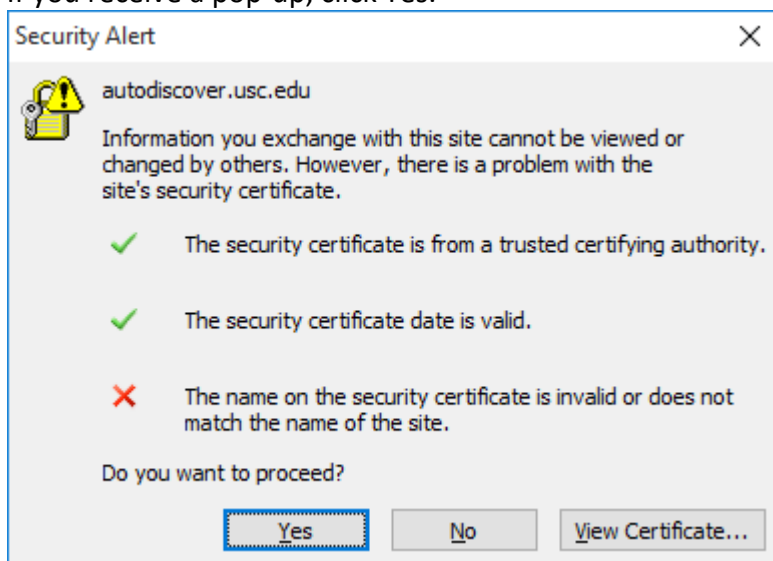
Password

Password again



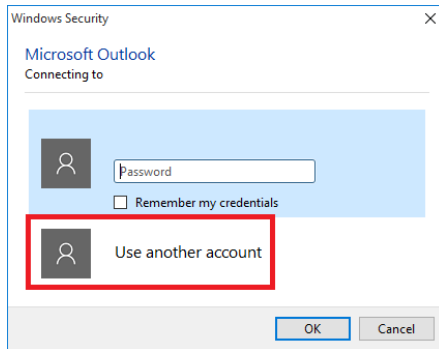
The screenshot shows the 'Add Account' dialog box in Outlook. It has a title bar with 'Add Account' and a close button. Below the title bar, there is a section for 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' and a mouse cursor icon. Underneath, the 'E-mail Account' radio button is selected. There are four input fields: 'Your Name' (with an example 'Ellen Adams'), 'E-mail Address' (with an example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with the instruction 'Type the password your Internet service provider has given you.'). At the bottom, there is an unselected 'Manual setup or additional server types' radio button and three buttons: '< Back', 'Next >', and 'Cancel'.

5. If you receive a pop-up, click Yes.

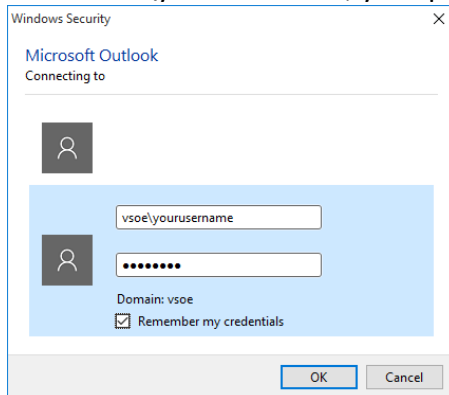


The screenshot shows a Windows Security Alert dialog box. The title bar says 'Security Alert' and has a close button. The main content area features a yellow warning icon and the text 'autodiscover.usc.edu'. Below this, it says 'Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.' There are three items listed: a green checkmark for 'The security certificate is from a trusted certifying authority.', a green checkmark for 'The security certificate date is valid.', and a red X for 'The name on the security certificate is invalid or does not match the name of the site.' At the bottom, it asks 'Do you want to proceed?' and has three buttons: 'Yes' (highlighted with a blue border), 'No', and 'View Certificate...'.

6. Windows security will prompt you for your credentials. Click Use another account.



7. Enter vsoe\yourusername, your password and remember credentials. Click OK.



8. Click Finish. Outlook setup is complete and ready for use.

