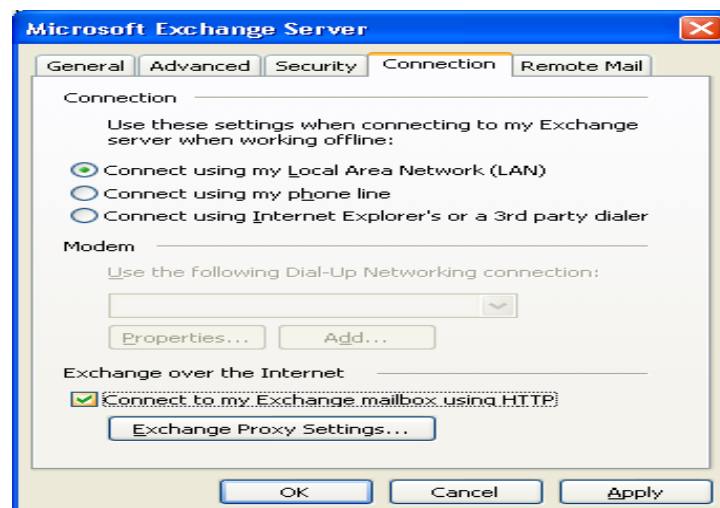


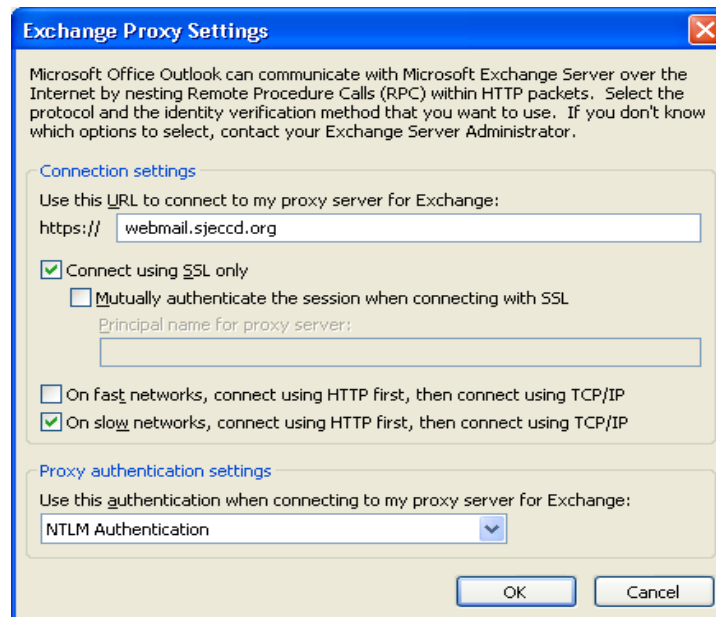
HOW TO CREATE MS OUTLOOK 2003 PROFILE USING OUTLOOK ANYWHERE WITHOUT USING VPN CONNECTION

Note: This feature is only compatible with MS Outlook 2003 and Outlook 2007 version.

1. Click on Start – Settings – Control Panel, double click on Mail icon
2. In **Mail Setup**, under **Profiles**, click **Show Profiles**.
3. In **Mail**, click **Add**.
4. In **New Profile**, in the **Profile Name** box, type a name for this profile, and then click **OK**.
5. In the **E-mail Accounts** wizard, click **Add a new e-mail account**, and then click **Next**.
6. On the **Server Type** page, click **Microsoft Exchange Server**, and then click **Next**.
7. On the **E-mail Accounts** page, do the following:
 - a. In the **Microsoft Exchange Server** box, type: *your campus mail server*
 - i. *District Office: type: doexmbums.sjeccd.org*
 - ii. *EVC Campus: type: evcexmbs.sjeccd.org*
 - iii. *SJCC & WI Campuses: sjccexmbs.sjeccd.org*
 - b. Uncheck the check box next to **Use Cached Exchange Mode**
 - c. In the **User Name** box, type your domain username.
 - d. Click **More Settings**. (Please click Cancel when prompt for username and password)
8. In the **Microsoft Exchange Server** dialog box, do the following:
 - a. On the **Connection** tab, in the **Exchange over the Internet** pane, select the **Connect to my Exchange mailbox using HTTP** check box.
 - b. Click **Exchange Proxy Settings**.



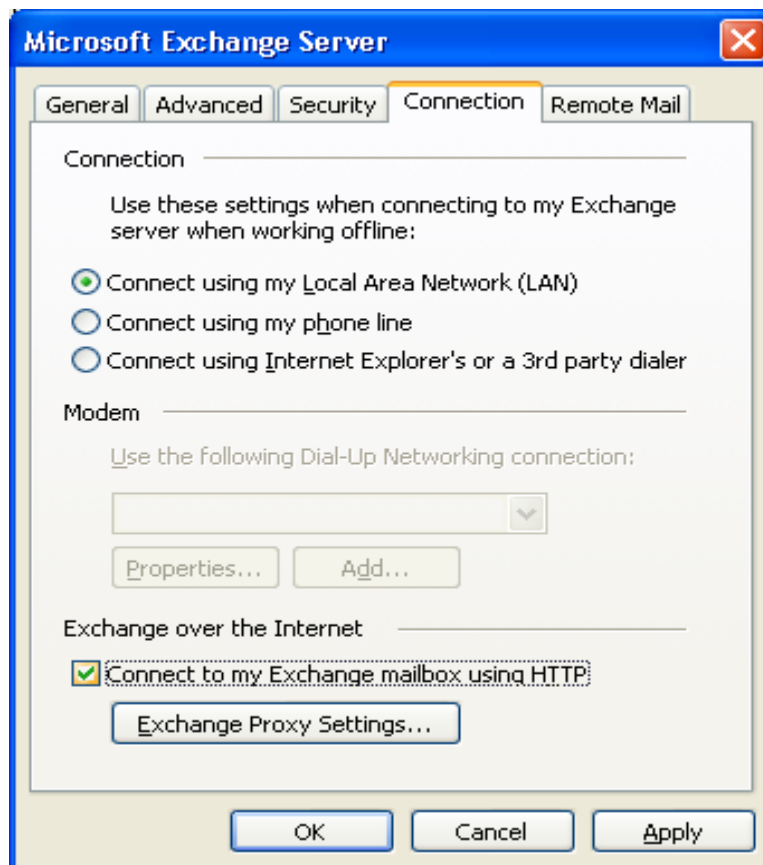
9. In the **Exchange Proxy Settings** dialog box, in the **Connections Settings** pane, perform the following steps:
 - a. In the **Use this URL to connect to my proxy server for Exchange** box, enter: ***webmail.sjeccd.org***
 - b. Select the **Connect using SSL only** check box.
10. On the **Exchange Proxy Settings** dialog box, in the **Use this authentication when connecting to my proxy server for Exchange** list, select **NTLM Authentication**.



11. Click **OK** in the Exchange Proxy Settings box, click **OK** in the Microsoft Exchange Server box, click **Next** on the E-mail Accounts page, click **Finish** to close the wizard, and then click **OK**.

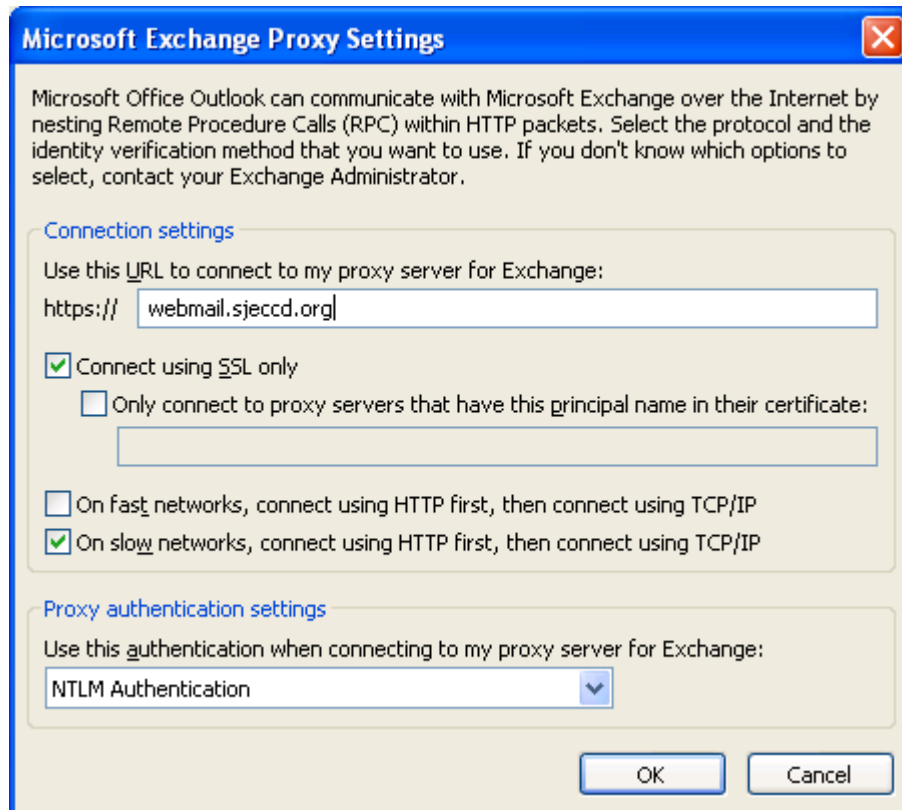
HOW TO MODIFY MS OUTLOOK 2003 PROFILE FOR OUTLOOK ANYWHERE WITHOUT USING VPN CONNECTION

1. Open Outlook, click on the **Tools** and select **E-Mail Accounts**
2. In the **E-mail Accounts** wizard, click **View or change existing e-mail accounts**, and then click **Next**.
3. On the **E-mail Accounts** page, select the **Microsoft Exchange Server account**, and then click **Change**.
4. On the **Exchange Server Settings** page, click **More Settings**. (Please click Cancel when prompt for username and password)
5. In the **Microsoft Exchange Server** dialog box, do the following:
 - a) On the **Connection** tab, in the **Exchange over the Internet** pane, select the **Connect to my Exchange mailbox using HTTP** check box.
 - b) Click **Exchange Proxy Settings**.



6. In the **Exchange Proxy Settings** dialog box, in the **Connections Settings** pane, perform the following steps:
 - a) In the **Use this URL to connect to my proxy server for Exchange** box, enter: ***webmail.sjeccd.org***

- b) Select the **Connect using SSL only** check box.
7. On the **Exchange Proxy Settings** dialog box, in the **Use this authentication when connecting to my proxy server for Exchange** list, select **NTLM Authentication**.



8. Click **OK** in the **Exchange Proxy Settings** box, click **OK** in the **Microsoft Exchange Server** box, click **Next** on the **E-mail Accounts** page, click **Finish** to close the wizard, and then click **OK**.