HOW TO CREATE MS OUTLOOK 2007 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. On the Mail Setup page, 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. On the Auto Account Setup page, select the “Manually configure server settings or additional server types” and then click Next.

6. On the Choose E-mail Service, select Microsoft Exchange and click Next.
7. On the Microsoft Exchange Settings, in the Microsoft Exchange Server box, type: your campus mail server
   (a) District Office: type: doexmbums.sjeccd.org
   (b) EVC Campus: type: evcembs.sjeccd.org
   (c) SJCC & WI Campuses: sjccexmbs.sjeccd.org
(2) Uncheck the check box next to **Use Cached Exchange Mode**

(3) In the **User Name** box, type your domain username

![Microsoft Exchange Settings dialog box](image)

8. Click **More Settings**. (Please click Cancel when prompt for username and password)

9. On the Microsoft Exchange Server dialog box, do the following:

   (1) On the **Connection** tab, in the **Exchange over the Internet** pane, select the **Connect to my Exchange mailbox using HTTP** check box.

   (2) Click **Exchange Proxy Settings**.
10. On the Exchange Proxy Settings dialog box, in the Connections Settings pane, perform the following steps:

   (1) In the Use this URL to connect to my proxy server for Exchange box, enter: 
       `webmail.sjeccd.org`

   (2) Select the Connect using SSL only check box.

11. On the Exchange Proxy Settings dialog box, in the Use this authentication when connecting to my proxy server for Exchange list, select NTLM Authentication.

12. 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 2007 PROFILE USING OUTLOOK ANYWHERE WITHOUT USING VPN CONNECTION

1. Click on **Start – Settings – Control Panel**, double click on **Mail** icon.
2. On the **Mail Setup** page, click **E-mail Account** button.
3. On the **E-mail Accounts** page, select the **Microsoft Exchange Server account**, and then click **Change**.
4. On the **Microsoft Exchange Settings**, in the **Microsoft Exchange Server** box, type: **your campus mail server**
   (a) **District Office**: type: `doexmbums.sjeccd.org`
   (b) **EVC Campus**: type: `evcexmbs.sjeccd.org`
   (c) **SJCC & WI Campuses**: `sjccexmbs.sjeccd.org`
5. Uncheck the check box next to **Use Cached Exchange Mode**
6. In the **User Name** box, type your domain username

7. Click **More Settings**. (Please click Cancel when prompt for username and password)
8. On the Microsoft Exchange Server dialog box, do the following:
   (1) On the **Connection** tab, in the **Exchange over the Internet** pane, select the **Connect to my Exchange mailbox using HTTP** check box.
   (2) Click **Exchange Proxy** Settings.
9. In the **Exchange Proxy Settings** dialog box, in the **Connections Settings** pane, perform the following steps:

   (1) In the **Use this URL to connect to my proxy server for Exchange** box, enter: `webmail.sjeccd.org`.

   (2) 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**.