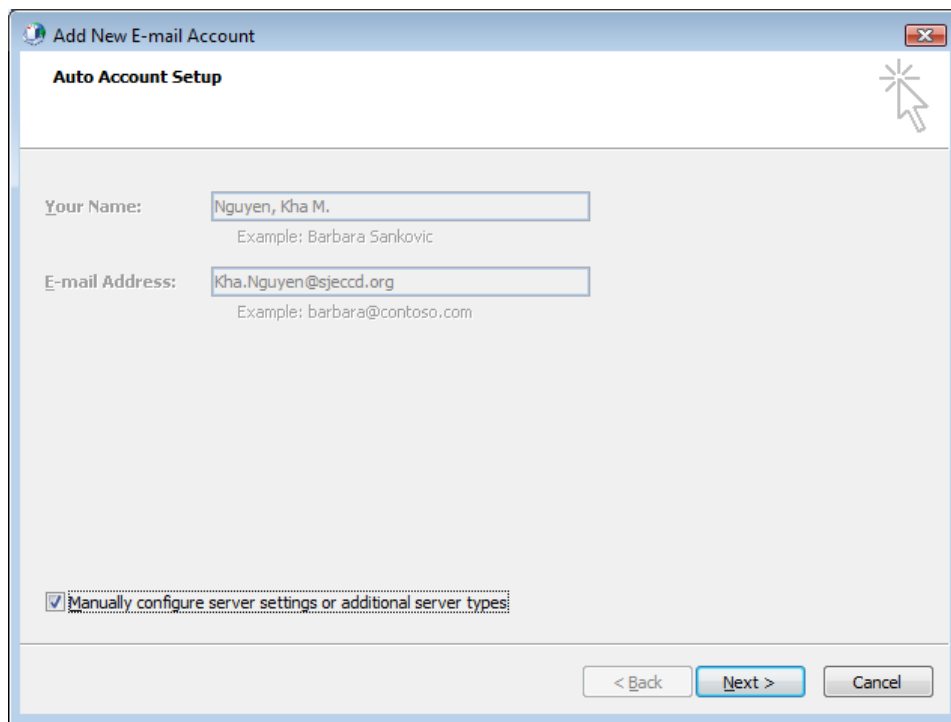


## HOW TO CREATE MS OUTLOOK 2007 PROFILE USING OUTLOOK ANYWHERE WITHOUT USING VPN CONNECTION

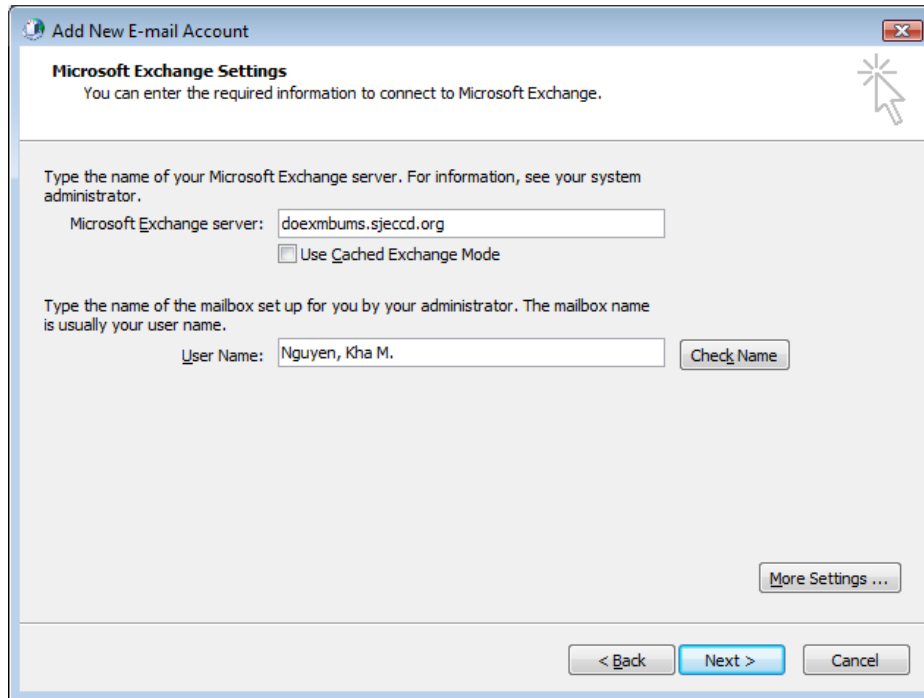
**Note:** This feature is only compatible with MS Outlook 2003 and Outlook 2007 version.

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**.

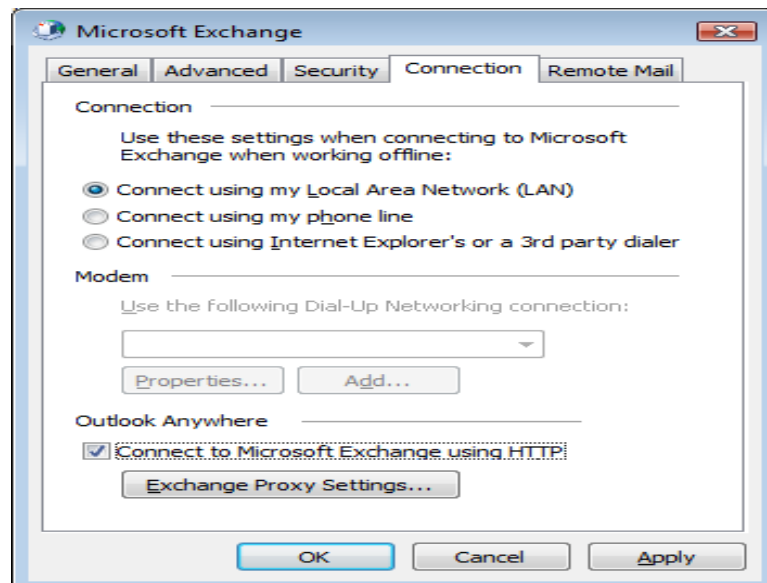


6. On the **Choose E-mail Service**, select **Microsoft Exchange** and click **Next**.
7. On the **Microsoft Exchange Settings**, in the **Microsoft Exchange Server** box, type: ***your campus mail server***
  - (a) *District Office: type: doexmbums.sjeccd.org*
  - (b) *EVC Campus: type: evcexmbs.sjeccd.org*
  - (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



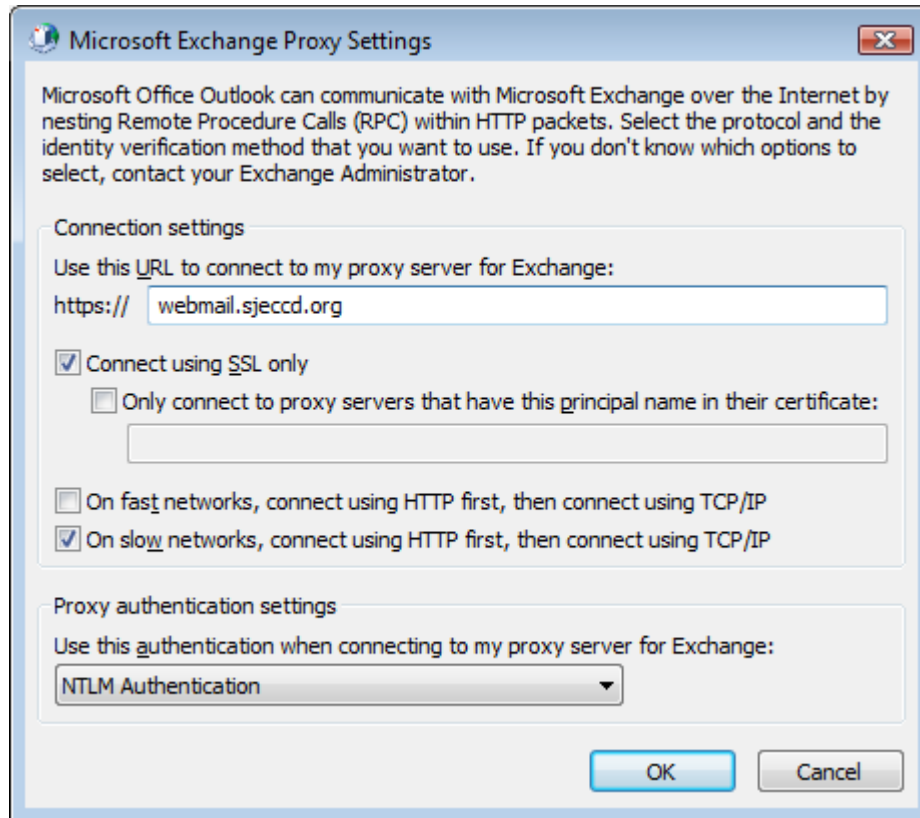
8. Click **More Settings**. (Please click Cancel when prompt for username and password)
9. On the Microsoft Exchange Server dialog box, do the following:
  - (1) On the **Connection** tab, in the **Exchange over the Internet** pane, select the **Connect to my Exchange mailbox using HTTP** check box.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

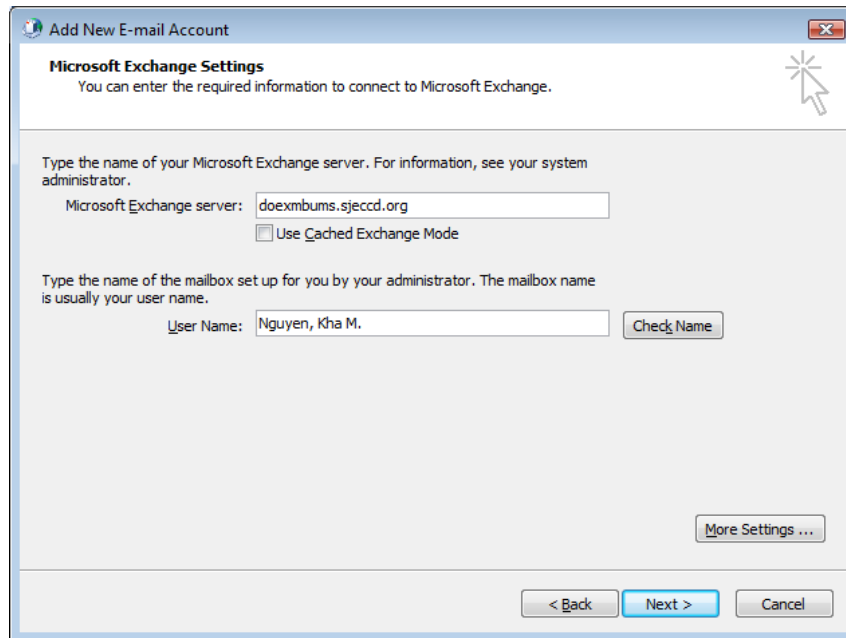


11. On the **Exchange Proxy Settings** dialog box, in the **Use this authentication when connecting to my proxy server for Exchange** list, select **NTLM Authentication**.

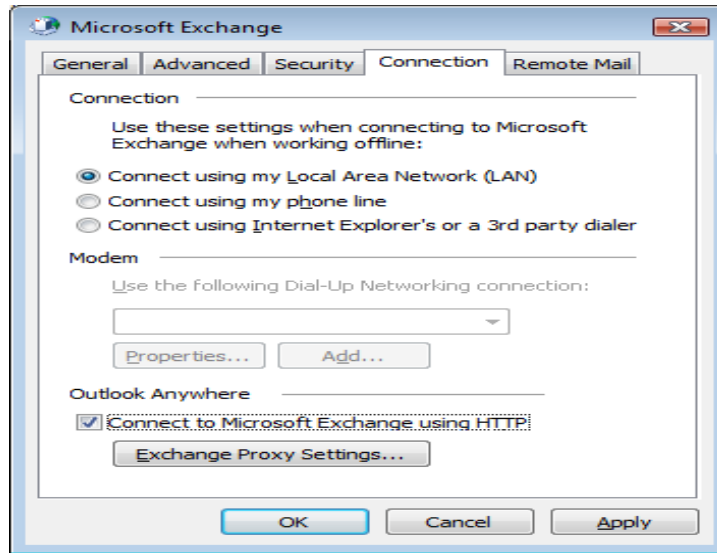
12. Click **OK** in the **Exchange Proxy Settings** box, click **OK** in the **Microsoft Exchange Server** box, click **Next** on the **E-mail Accounts** page, click **Finish** to close the wizard, and then click **OK**.

## HOW TO MODIFY MS OUTLOOK 2007 PROFILE USING OUTLOOK ANYWHERE WITHOUT USING VPN CONNECTION

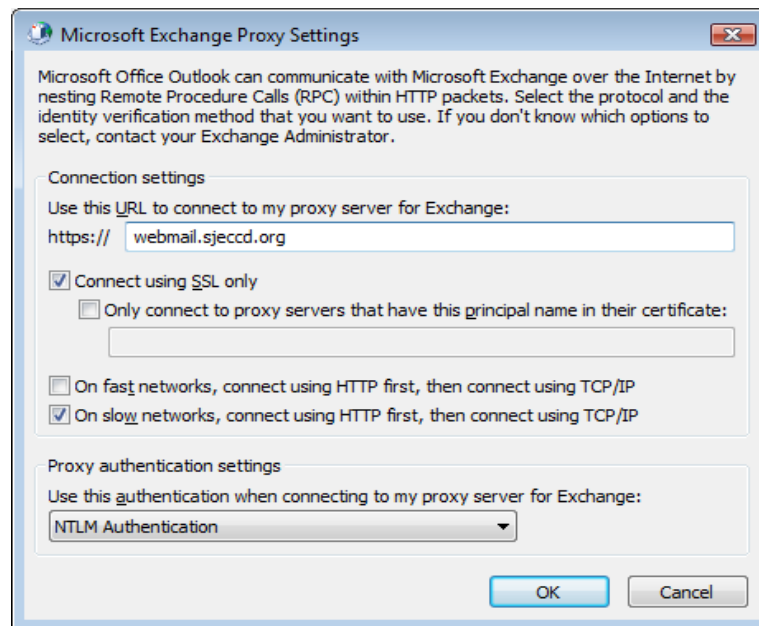
1. Click on **Start – Settings – Control Panel**, double click on **Mail** icon.
2. On the **Mail Setup** page, click **E-mail Account** button.
3. On the **E-mail Accounts** page, select the **Microsoft Exchange Server account**, and then click **Change**.
4. On the **Microsoft Exchange Settings**, 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**.