Exchange Instructions for Setting up Outlook 2013

1.) Click on the Start menu and open the Control Panel. Make sure that “Category” is set to “Small Icons” in the Control Panel. Click on “Mail (32bit). The following window opens.

![Mail Setup - Outlook](image)

2.) Click on “Email Accounts”. The window below will appear. Click the New button.

![Account Settings](image)
3.) On the next page select “Email Account” and enter your Email Address in the field provided. Click “Next”.

4.) At this point, you’ll be asked to provide a username and password (if you are configuring this at home, or your computer is not on the domain).

Make sure and put for your username: “uthsc\[youremailusername]” Ex. Uthsc\jdoe

Then put your email password in the “Password” field.
5.) After inputting all information successfully, you should see a screen like the one below. Your email account in Outlook is now ready to use.
6.) Check the box as shown below under the Security tab.
7.) Click on the Connection tab. Check the box that indicates “Connect to Microsoft Exchange using HTTP”. Click the button that says “Exchange Proxy Settings”.

8.) Enter the values in the next window exactly as shown below:
Make sure and check every check box on the screen. Click OK.

9.) Click OK until you are back at the Microsoft Exchange Settings initial screen shown below. Click "Check Name".
10.) After clicking “Check Name” you will most likely be asked to authenticate yourself. Enter your Exchange username and password as shown below. Make certain to put UTHSC\before your username. It may insert EXCHANGEVS1\ Change EXCHANGEVS1\ to UTHSC\.

11.) When the message below appears, click OK.

12.) Click “Finish” on the screen shown below.
13.) Open Outlook. If you are not on the AD domain you will be prompted to enter a username and password.
14.) Your username must be preceded by uthsc\[username]. Your password can be entered without anything before it.
15.) Example: Username: uthsc\bterhune