Outlook 2010 Configuration

Manual Configuration

Step 1: Go to Control Panel
Step 2: Double Click Mail icon
Step 3: Mail Setup – Outlook

Click E-mail Accounts
### Step 4: Account Settings:

**E-mail Accounts**
- You can add or remove an account. You can select an account and change its settings.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
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<tbody>
<tr>
<td></td>
<td>Microsoft Exchange (send from this account by default)</td>
</tr>
</tbody>
</table>

Selected account delivers new messages to the following location:

- **Change Folder** `ingram@wulaw.wustl.edu\Inbox`
- in data file `C:\Custom\ingram\...\Microsoft\Outlook\ingram@wulaw.wustl.edu.ost`

Click change...
Step 5: Change Account & Server Settings

Server: cas.sol.wustl.edu

User Name: Law School Username (wulaw email address)

Step 6: Click More Settings
Step 7: Select Connection tab

Outlook Anywhere
Place checkmark in
Connect to Microsoft Exchange using HTTP

Click Exchange Proxy Settings...
Step 8: Exchange Proxy Settings...

Connection Settings:
mail.law.wustl.edu

Both Checked
Proxy authentication settings
NTLM Authentication

Click Ok
Step 9: Back to Change Account

Click Next

Configuration Complete