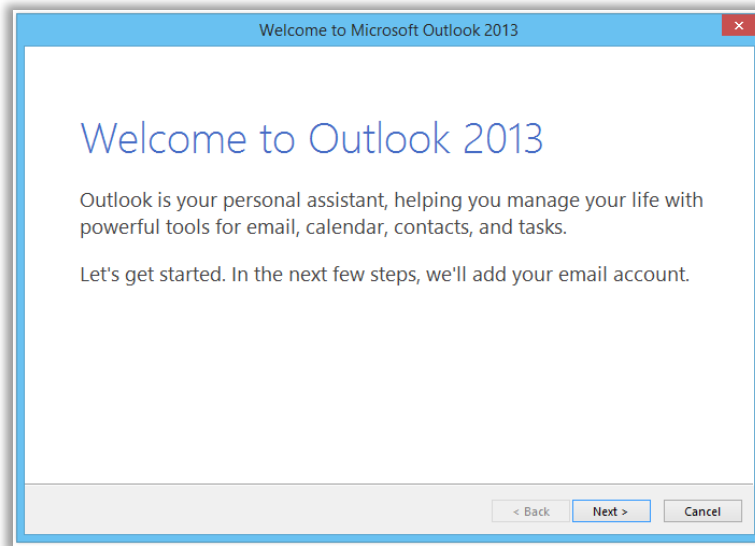


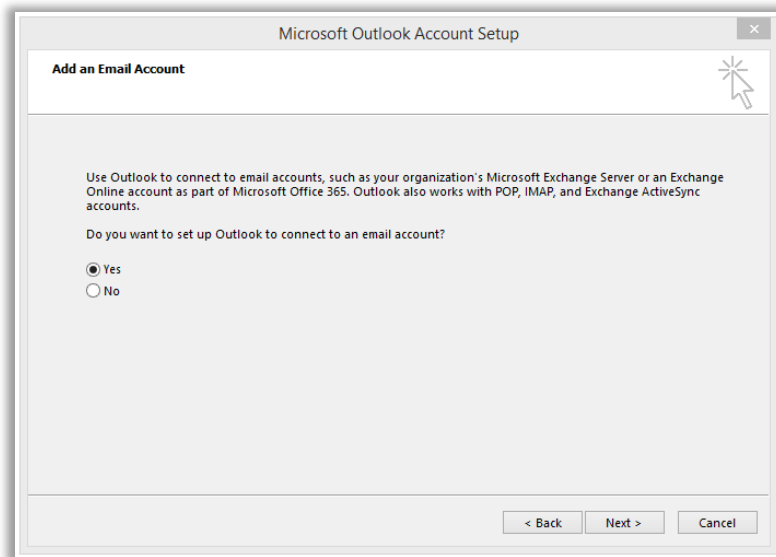
## Setting up Exchange on Outlook 2013 from Off Campus

1. Set up **VPN** and connect using your **Cougarnet credentials**.  
Here are links to help with VPN set ups for either Windows 7, 8, and 10.
  - [Windows 7](#)
  - [Windows 8](#)
  - [Windows 10](#)
2. Launch **Outlook 2013**.
3. Click **Next**.

**Note:** This step is for first time set ups only. You may or may not receive this window. If not then proceed to the next step.



4. Select **Yes**.
5. Click **Next**.



6. Enter the following:
  - Name
  - E-mail Address
  - Password
  - Retype Password
7. Click **Next**.

**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

☐ Manual setup or additional server types

< Back   Next >   Cancel

8. Enter the following:
  - **Username:** cougarnet\username
  - **Password:** cougarnet password
9. Click **Ok**.

Domain: Cougarnet

☐ Remember my credentials

OK   Cancel

10. Click **Finish**.

