## Outlook 2013 CSUDH e-mail setup (OWA)

1- Open Outlook 2013 and click File from the top menu



2- Click Add Account button



	SEND / RECEIVE FOLDER VIEW	Search People
New New	Add Account	Filter Email *
New New	Auto Account Setup	Find
Favorites	Outlook can automatically configure many email accounts.	Customize Outlook Today
Inbox Sent Items Deleted Items	E-mail Account	Messages       Inbox     0       Drafts     0       Outbox     0
Inbox Data H Inbox Drafts Sent Items Deleted Items Outbox RSS Feeds Search Folders	Tour name:     Even trener       Example: Ellen Adams       E-mail Andress:     eerener@csudh.edu       Eample: ellen@contoso.com       Passwork:       Retype Pastword:       Type the password your Internet service provider has fiven you.	
	< Back Next > Cancel	

3- Enter your information on the *Add Account* window then click *Next* 

4- When you click *Next* Outlook Login window opens. Select *"Use another account" Note: If you are in the CSUDH campus domain this window may not appear.* 

New New Email Items*	ean Up * 🗙 📿	Add	Move to: ? Go Manager - O Unread/ Read	Search People Address Book Filter Email -
New A Favorites	Searching for your ma	il server settings	Windows Security	Find A
Inbox Sent Items Deleted Items	Configuring Outlook is compl	Microsoft	Microsoft Outlook Connecting to eerener@csudh.edu	Messages Inbox 0 Drafts 0
Outlook Data Fil Inbox Drafts Sent Items Deleted Items Outbox RSS Feeds Search Folders	✓ Este → Sea log	Allow this website to confise settings? https://autodiscover.csuc Your account was redirected You should only allow settin Don't ask me about this v	eerener@csudh.edu  Password  Remember my credentials  Use another account  Connect a smart card	Outbox 0
			OK Cancel	

5- Enter your campus username as it shown in the picture below. Add "campus\" prefix in front of your username. Then, enter your password into the password area. Click OK.

	Windows Security		×
Microsoft			
connecting t	erenengesaan.eau		
Ρ	eerener@csudh.edu		
	campus\eerener		
P			
1	Domain: campus Remember my credentials		
	Connect a smart card		
	E	ОК	Cancel

6- Close the next dialog box by clicking Allow button.

New New Email Items *	an Up * X Q Q A Meeting Move to: ? G To Manager * Y One k * Add Account	read/Read Search People regorize - BAddress Book ar Up - Filter Email - os - Find -
▲ Favorites	Congratulations	Cystomize Outlook Today
Inbox Sent Items Deleted Items Outlook Data Fil Inbox Drafts	Configuring Outlook is completing Searching Searching Logging Outlook Allow this website to configure eerener@csudh.edu server settings? https://autodiscover.csudh.edu/	Messages       Inbox     0       Drafts     0       Outbox     0
Sent Items Deleted Items Outbox RSS Feeds Search Folders	Congratulations: You should only allow settings from sources you know and trust. Don't ask me about this website again Allow Cancel Add another account	
	< Back Finish Cancel	
		v

New New Email Items *	an Up * X Q Q A Meeting Move to: ? G To Manager A Done W - Add Account Q Done	ad Search People Address Book Filter Emsil -
New	Congratulations!	Find
A Favorites Inbox Sent Items	Configuring	Messages Inbox 0
<ul> <li>Outlook Data Fil</li> </ul>	Outlook is completing the setup for your account. This might take several minutes.          Establishing network connection          Searching for exerner@esudh.edu settings          Logging on to the mail server	Drafts 0 Outbox 0
indox Drafts Sent Items Deleted Items Outbox RSS Feeds Search Folders	Congratulations! Your email account was successfully configured and is ready to use.	
inbox Drafts Sent Items Deleted Items Outbox RSS Feeds Search Folders	Congratulations! Your email account was successfully configured and is ready to use.	
inbox Drafts Sent Items Deleted Items Outbox RSS Feeds Search Folders	Congratulations! Your email account was successfully configured and is ready to use.  Change account settings  Add another account  Add Enter account  Back Finish Cancel	
inbox Drafts Sent Items Deleted Items Outbox RSS Feeds Search Folders	Congratulations! Your email account was successfully configured and is ready to use. Change account settings Add another account  Bac: Finish Cancel	

7- Click Finish then click OK to restart Outlook 2013.



8- You may need to enter your username and password one more time when Outlook 2013 starts first time. Enter your credentials as they shown below.

	Windows Security ×
Microsoft	Outlook
Connecting to	> eerener@csudh.edu
×	
	campus\eerener
	•••••
4	Domain: campus
	Remember my credentials
	Connect a smart card
	OK Const
	OK Cancel