Using Outlook to connect to Microsoft Exchange Server:

1. Open Microsoft Outlook
2. Click TOOLS>E-MAIL ACCOUNTS
3. Select “Add a new e-mail account”
4. Click “Next”
5. Select “Microsoft Exchange Server”

Microsoft Server Exchange: KNET-EX1
Mailbox: <User ID>

Using Windows Control Panel to configure Microsoft Outlook for Microsoft Exchange Server:

1. Click START>CONTROL PANEL
2. The Control Panel window pops up.
3. Double-click on the “Mail” icon.
4. Click on “E-mail Accounts”
5. Select “Add a new e-mail account”
6. Click “Next”
7. Select “Microsoft Exchange Server”

Microsoft Server Exchange: KNET-EX1
Mailbox: <User ID>

Using an internet browser to connect to Microsoft Exchange Server:

1. Type in [http://exchange.kean.edu/exchange](http://exchange.kean.edu/exchange)
2. Enter your User ID and Password