

## **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>
2. Enter your User ID and Password