1. Click the ‘Start’ Button:

2. Click “Control Panel”

3. Change the ‘View By:’ to “Small Icons.” Then Click “Mail (32-Bit)”
4. Click “Show Profiles…”

5. Click “Add…”
6. Type in “Exchange 2010” and click OK

7. Select “E-Mail Account.” (Should be selected by default.) At this point, the Text Boxes should Fill in on their own.

**NOTE: It will ONLY automatically fill the fields while logged onto a campus computer.**

- **IF YOU ARE OFF CAMPUS OR ON A NON-CAMPUS COMPUTER:** You will need to fill in these associated boxes.
  - **Examples:**
    - Your name: John Smith
    - Email address: Smithj1@lasalle.edu
    - Password: (Same as your campus-computer login.)
  - After clicking next, you will be prompted again for your username and password. The Username will be in a slightly different format.
    - Username: LUNA\username (Example LUNA\smithj1)
    - Password: (Same as your campus-computer login.)

8. Once this is done, hit ‘NEXT.’ At this point, you will see a syncing screen. After a short time, it will say that it has successfully completed. Click ‘Close.’
9. Once the account has been created and the box is closed, you will see this box now has your new account. Make sure “always use this profile” is selected and that you select “Exchange 2010 profile”

10. After this has been done. Close the box and open Outlook. Outlook will begin to sync your e-mail, contacts, and calendar. This might take a little while depending on how large the box is. There is a status bar in the bottom right hand of outlook that will inform you of progress.

11. After e-mail has synced, you will need to recreate:
   i. Signatures
   ii. Any Calendar shares
   iii. Any custom rules you created (Automatic folder classifications)
   iv. Delegates: If you have shared your mailbox with any individuals

For any questions or concerns call x1860 (215-951-1860) and one of our technicians will be able to assist you. You may also click the orange ‘Bomgar’ button on your desktop for immediate assistance.