How to set Outlook to check your CDU E-mail

1. **Right Click** on the **Outlook Icon** on your Desktop or under Programs. This needs to be Outlook **not** Outlook Express. Select **Properties** from the popup menu.

2.   a. If there is NO Profile Select **ADD**
   b. If there is a Profile select it and skip to # 4

![Profile Selection Dialog](image1)

3. Type a name in the profile. Click “OK”

![New Profile Dialog](image2)

4. Select View or Change Existing e-mail accounts
5. If there is a CDU/Drew account present, select it and click “Change”, otherwise...

6. Select ADD

7. Select Microsoft Exchange Server.
8. Type in the e-mail server name and your Network Login ID. The Microsoft Exchange Server is **cdu-exch2-vm.cdrewu.edu**

If this is your desktop computer, skip to step 12. Only continue with step 9-11 if this is a laptop that you sometimes use off campus.

9. Click on **More Settings**:
10. Select the Connection Tab. Then Click on “Exchange Proxy Settings…”:

11. Fill in the information as listed:
   a. URL webmail.cdrewu.edu
b. Make sure the Connect using SSL only is Checked.

Click “OK”

12. Click “Next”
If you get a message like this Click “Yes”

13. From the Drop down box that says “deliver new e-mail to the following location”
Select the item that says Mailbox and your account name.
You may need to first close this and open Outlook before the mailbox is shown in the drop down box.
14. Click **Finish**
Contact the Helpdesk with any questions or problems. Make sure you have time to walk through this on the phone before you call. Support 323-563-4990.

**15.** Click OK and Finish until you are out. Start Outlook.