Note: The process shown below is for Windows users On Campus. Employees accessing email from home or from off-campus should use the Outlook Web Access interface by directing a web browser to exchange.semo.edu.

Step 1

Double-click on the Outlook icon

Step 2

The first time Outlook is run it will begin the Startup Wizard. Click Next

Step 3

Click on Manually Configure Server Settings and then click on Next

Step 5

Select Microsoft Exchange and click on Next
Step 6

In the Server field, type in “exchange2010.semo.edu”, then type in your Username and select Check Name. You do not have to worry about the mail to keep offline. Click on Next.

Step 7

Click on Finish.

Step 8

Congratulations you are now setup with Outlook 2013.

At this point it may also ask for a Username and Password to get Outlook setup.

For the Username type **SEMODOM\baardvark** (replace baardvark with your own SE Key)

Finally, type in the Password that is used to login to the Portal.

Your email will begin to load after this, please give it some time if there is a lot as it has to load them all.