Instructions for Configuring Outlook Express

In order to continue using Outlook Express to receive your Exchange e-mail follow these steps:

Open Outlook Express. From the menu bar, go to **Tools**, then **Accounts** and click on **Add**, then click on **Mail**.

In the **Display name**: text box, enter your name as you would like for it to appear when you send e-mail. (See below)

![Internet Connection Wizard](image)

Click **Next**.

Click on the button next to **I already have an e-mail address I’d like to use.**

In the **E-mail address**: text box, type your Exchange e-mail address in this format:

username@campus.losrios.edu (see below)

If you’re at American River your address will be: username@arc.losrios.edu

If you’re at Cosumnes River your address will be: username@crc.losrios.edu

If you’re at El Dorado or Folsom your address will be: username@flc.losrios.edu

If you are at Sacramento City your address will be: username@scc.losrios.edu

If you are at the District Office, Ethan Way Center or Facilities Management your address will be: username@losrios.edu
Click on Next.

In the **Incoming mail (POP3, IMAP or HTTP) server**: text box, type the server name following these examples:

If you’re at American River your server is: ex.arc.losrios.edu

If you’re at Cosumnes River your server is: ex.crc.losrios.edu

If you’re at El Dorado or Folsom your server is: ex.flc.losrios.edu

If you are at Sacramento City your server is: ex.scc.losrios.edu

If you are at the District Office, Ethan Way Center or Facilities Management your server is: ex.losrios.edu

In the **Outgoing mail (SMTP) server**: text box type in **exi.losrios.edu** NO MATTER WHAT CAMPUS YOU ARE AFFILIATED WITH.
Click on Next.

In the Account name: text box, type in your NT/Exchange logon user name. In the Password: text box, type in your NT/Exchange logon password. Check the box next to “Log on Secure Password Authentication (SPA)”.

Click on Next.
Click on Finish.

Now go back to Tools/Accounts and highlight your new mail account. Click on the Set as Default button, if it’s available. If it’s not available (like the picture below), you only have the one mail account and it is already the default, so no worries.

Now click on the Properties button. (see below)

Then click on the Servers tab. (see below)
Check the box next to “My server requires authentication.” (see below)

Then click the Settings button.

Ensure that the **Use same settings as my incoming mail server** button is clicked.
This will complete the configuration so that Outlook Express can continue to be used after the SMTP mail service is turned off at Los Rios.

You will be required to authenticate to the Exchange server by logging in with your NT username and password, something you may not be accustomed to doing before.