Configure MS Outlook as Exchange
NB: Outlook must be closed in order to configure an exchange account

1a) WINDOWS XP: Go to the Start Menu, RIGHT click on Outlook

2a) Choose Properties

1b) WINDOWS 7: Go to the Start Menu, Choose Control Panels

2b) In the search field in the top right corner, type mail. Click on the Mail preference.

3) Click on the Email Accounts button
4) Choose Manually configure server settings

5) Choose MS Exchange

6) Enter em17.ad.ucla.edu for Server

7) check the 'Use Cached Exchange Mode' box

8) Click MORE SETTINGS
9) Under the Security Tab, select ‘Negotiate Authentication’

10) Under the Connection Tab, check the ‘Connect to MS Exchange using HTTP’

11) Click ‘Exchange Proxy Settings’ box

12) Enter mail.em.ucla.edu for the URL

13) Check BOTH the fast & slow networks boxes

14) Select ‘Basic Authentication’ for the proxy server

15) Click OK, then OK again on that window.
13) When prompted by this window, enter your BOL ID like this:

ad\bol_ID

14) Check the ‘Remember my credentials’ button (recommended, but not required)

15) Click OK.

16) If successful, you’ll get this screen, but the mail server will have changed and be underlined, and the username will read Last Name, First name.

17) Click Next to complete the setup.