

**Microsoft Outlook 2003**  
**Home User Support**  
INFORMATION TECHNOLOGY SERVICES  
California State University, Los Angeles

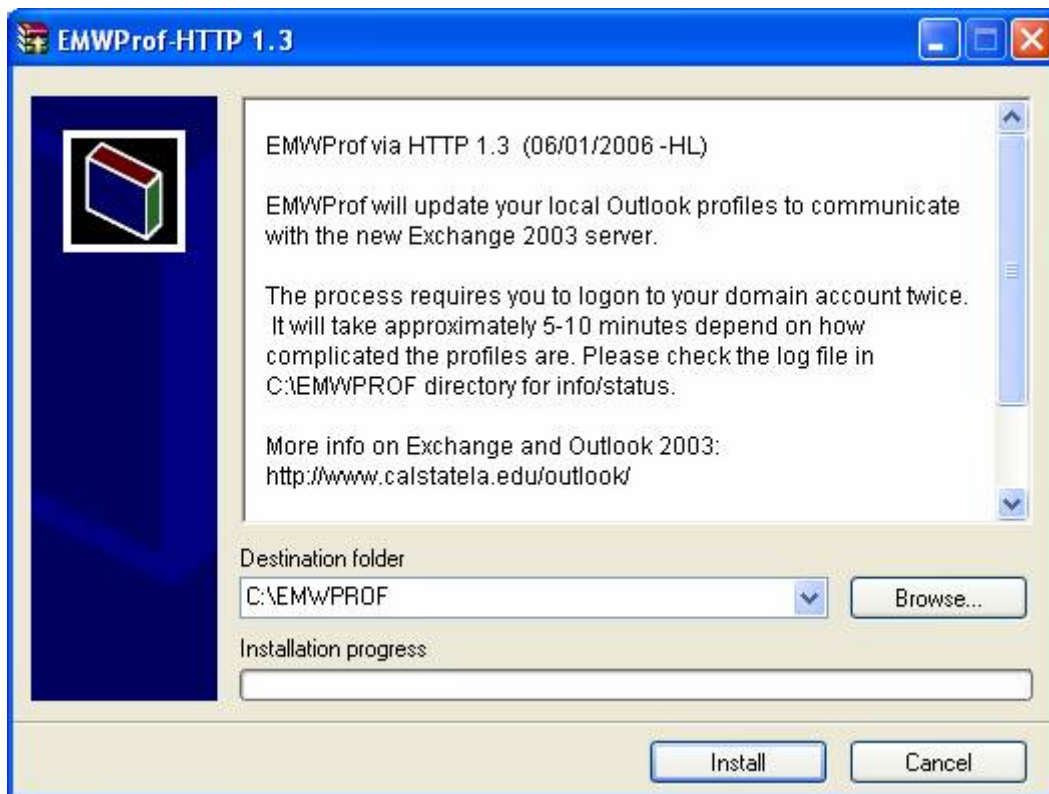
Version 1.0

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This handout provides instructions on setting up an Outlook Client for home use using VPN or configuring an IMAP, POP, and STMP mail.

Current VPN users using the full Outlook Client **must** install the following software:

1. Make sure Outlook is closed and not running.
2. Go to <http://email.calstatela.edu/emwprof-http.exe>. When prompted, save the file to the local drive.
3. Open the folder on the local drive where the file **emwprof-http.exe** was saved and double-click on the file. The *EMWProf-HTTP 1.3* dialog box opens (see Figure 1).



**Figure 1 - EMWProf-HTTP 1.3 Dialog Box**

NOTE: It is recommended that the default destination folder be used.

4. Click the **Install** button. The *Enter Password* dialog box opens (see Figure 2).

NOTE: Some anti-spyware programs may prompt the user for permission. If prompted by anti-spyware software, allow the installation.

5. Enter the user name in the *User Name* text box.
6. Enter the user domain (**nis** or **csla**) in the *Domain Name* text box.
7. Enter the user password in the *Password* text box.
8. Click the **OK** button. The *EMW Client Profile Updating Utility* dialog box opens (see Figure 3).



Figure 2 - Enter Password Dialog Box

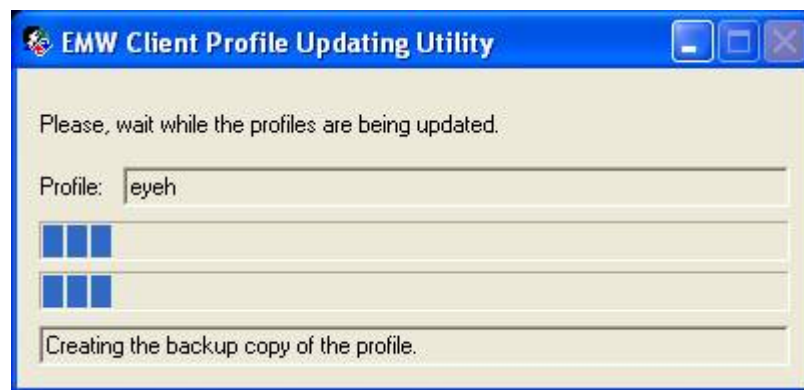


Figure 3 - EMW Client Profile Updating Utility Dialog Box

NOTE: The user should notice progression in the progress bars indicating that the software is being installed.

9. The *Enter Password* dialog box will open for a second time (see Figure 4). Enter the user name in the *User Name* text box.
10. Enter the user domain (**nis** or **csla**) in the *Domain Name* text box.
11. Enter the user password in the *Password* text box.
12. Click the **OK** button.



Figure 4 - Enter Password Dialog Box

**NOTE:** The user may notice a command prompt box running while the software is being installed. At the completion of installation, the *EMW Client Profile Updating Utility* dialog box and the command prompt box will close. Re-launch the Outlook Client application.

## Other Mail Client Setup Information

If you already have an IMAP, POP, or SMTP mail setup, change the server name from **exchange.calstatela.edu** to one of the following:

<b>E-mail Protocols</b>	<b>Server Name</b>
IMAP	imapmail.calstatela.edu
POP	popmail.calstatela.edu
SMTP	smtpmail.calstatela.edu