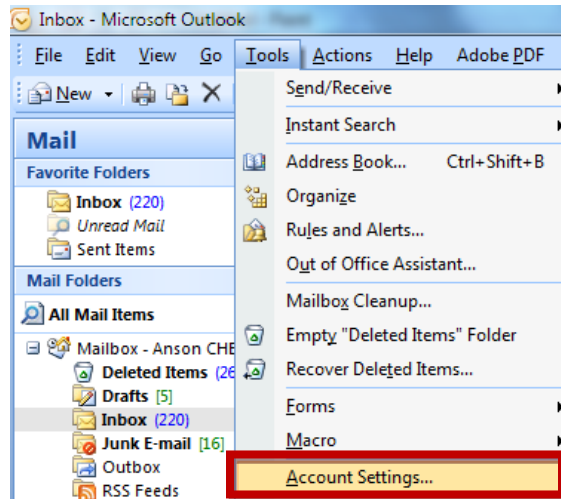


# Exchange 2010 User Guide to Access Outlook Remotely without Using SMU VPN

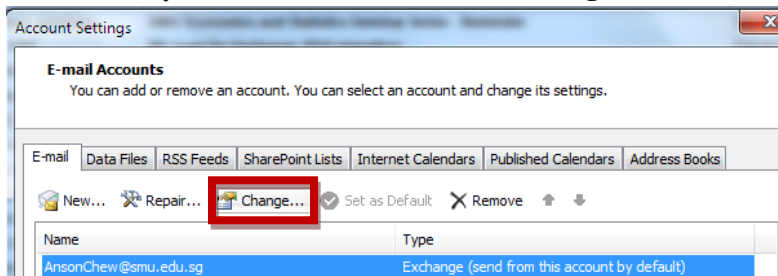
## Step 1

For Exchange 2010 migrated users, please kindly launch your Outlook 2007 mail client and select **File-> Tools -> Account Settings**



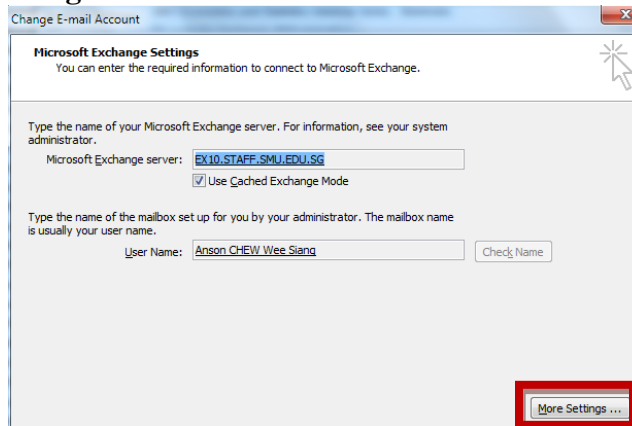
## Step 2

Please select your SMU name and click on **Change**



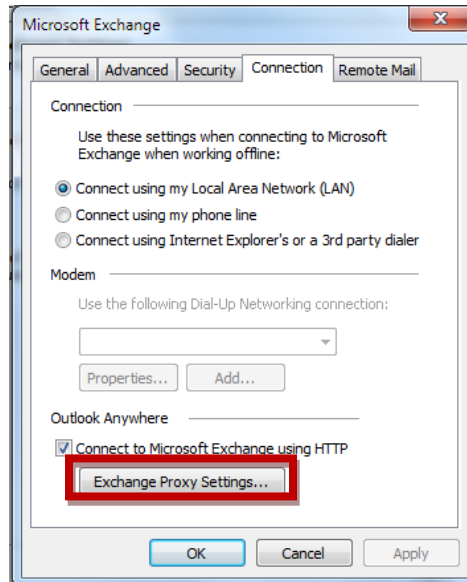
## Step 3

Please click on **More Settings**



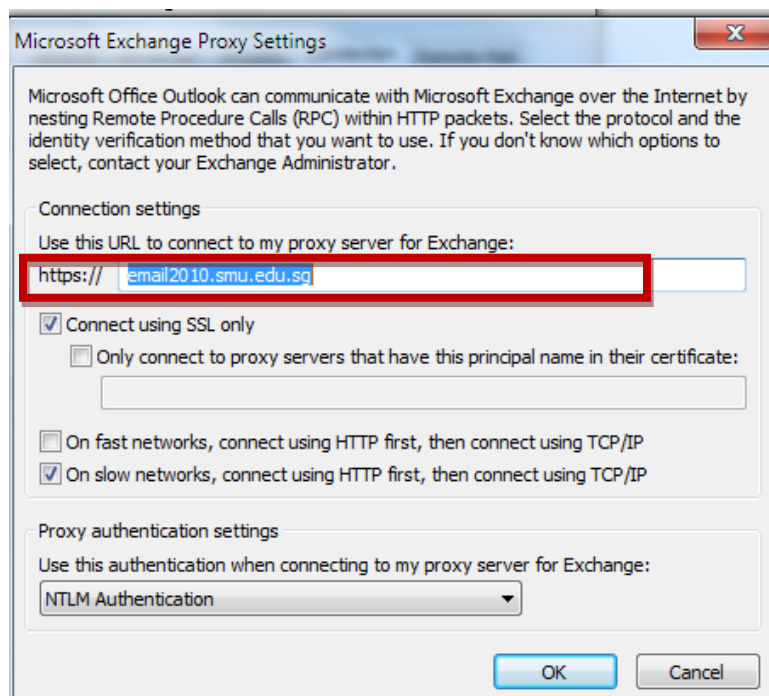
#### Step 4

Select the **Connection** Tab and select **Exchange Proxy Settings**



#### Step 5

Please change the URL to **email2010.smu.edu.sg**



#### Step 6

Click **Ok** and you are done. Restart Outlook for changes to take effect