

## Application – Email

### How to read UNF Email from Home using Outlook Client

**IMPORTANT:** These instructions will only work with [UNF Faculty Email](#) using [high-speed internet](#) (Cable or DSL Internet).

Connect to UNF using VPN connection

If you do not have a connection to UNF VPN, following the instructions under VPN at <http://www.unf.edu/coggin/tech/>.

Setup Outlook to Connect to UNF

1. To setup Outlook, go to Start → Settings → Control Panel.  
If the Control Panel opens in Category View.  
Click User Account > Mail.  
If the Control Panel opens in Classic View.  
Click Mail.
2. Select Email Accounts.
3. Select “Add a new email account”. Click next.
4. Select “Microsoft Exchange server”. Click next.
5. Type “lynx.unf.edu” as the Microsoft Exchange Server
6. Check “Use cached exchange mode”
7. Type your username (i.e. N number) in the “Username”. Click “Check Name”.  
(Username should resolve to your name.)
8. Click Finish.

Using Outlook

1. Ensure you are connected to the UNF VPN.  
Note: Outlook will not function properly if not connected to the VPN.
2. Open Outlook.
3. Sign in using your UNF login and password.
4. After using Outlook, disconnect from VPN.  
Note: Click on UNF VPN icon and select disconnect.