Open Outlook 2011 application. If you haven’t set up any e-mail account yet, it should look like the picture above.
Click Tools from the main menu of Outlook 2011, then click Accounts.
Click “Exchange or Office 365” symbol to add your CDUDH e-mail account from the pop-up window.
Uncheck “Configure automatically” option on the account information pop-up window.
Enter your CSUDH e-mail address, username, and password as it shown on the picture above. Also, type owa.csudh.edu into the Server field, then click “Add Account” button.
Your CSUDH account will appear on the left side of the Accounts window. If you wish, you can modify/change the Full name and the Account description fields. When you are done, close the Accounts window.
You should be able to see your e-mails and folders now.