

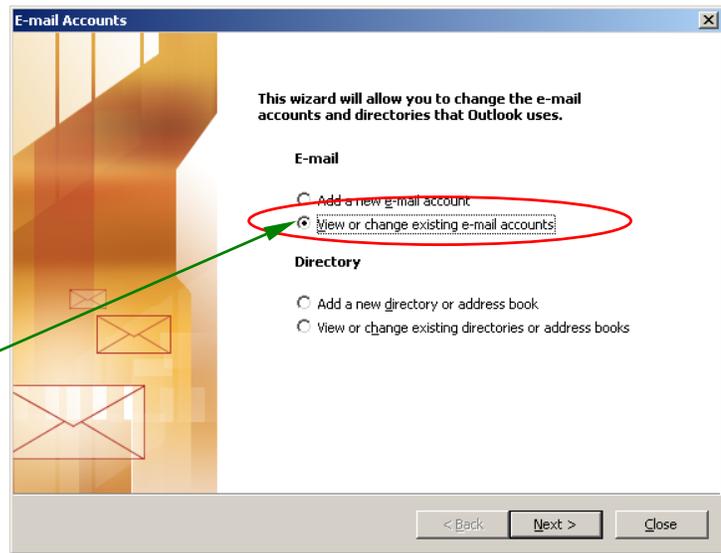
MS Outlook 2003: Setting Up The Outlook Client

You don't need any special privileges to set up the MS Outlook 2003 Client. Any teacher can do it for him/herself:

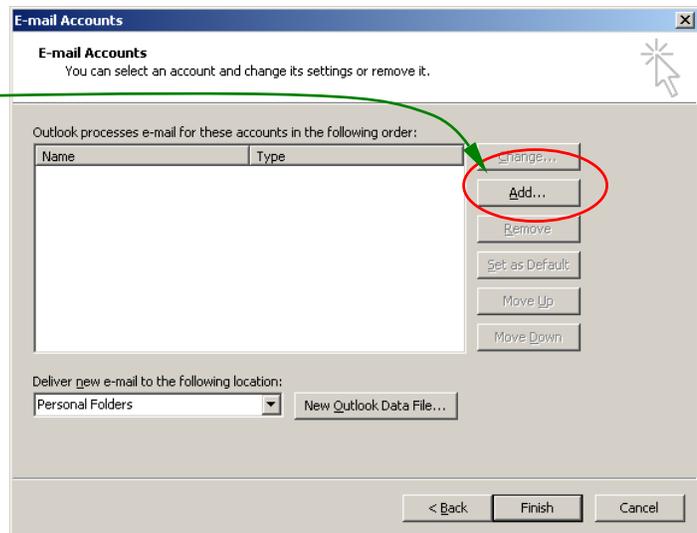
1. Log in as the user.
2. Click on the *Start* button
3. Select *Settings*
4. Select *Control Panel*
5. Select the *Mail* icon

(The quick way to get to the same place would be to right-click on the Outlook desktop icon and select *Properties*)

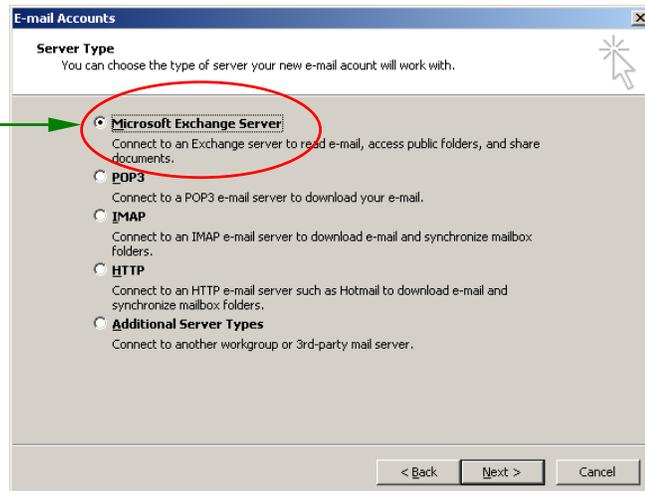
6. Click on the *View or change an existing e-mail account*
7. Click the *Next* button.



8. Click on the *Add* button



9. Select *Microsoft Exchange Server* and click the *Next* button.

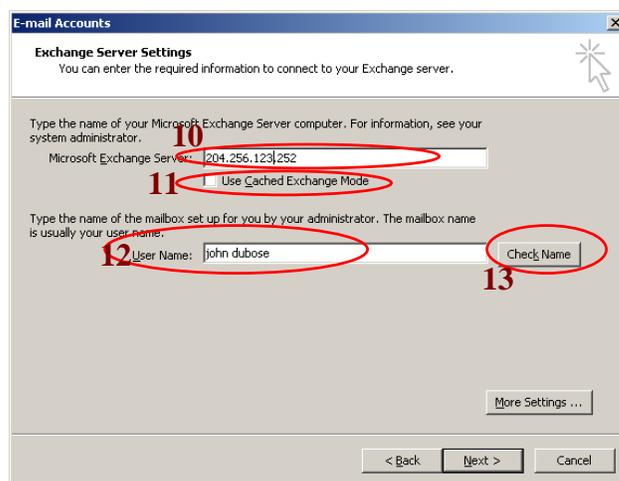


10. Enter the IP address of your Exchange server (see your AT for details). You *could* also use the name, but I find that IP address ALWAYS works.

11. Make sure the *Use Cached Exchange Mode* is UNCHECKED.

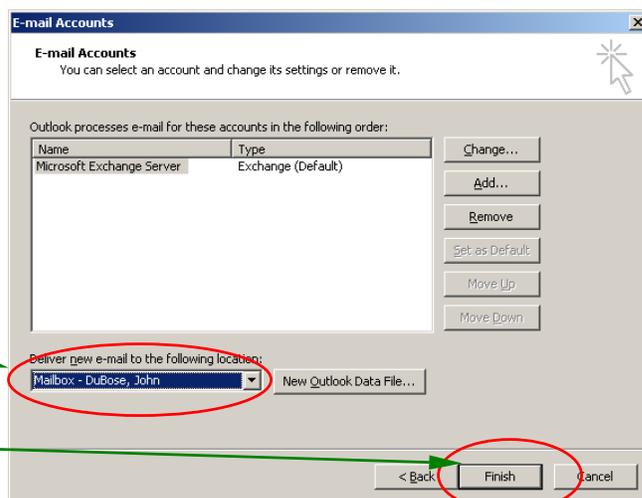
12. Enter the user name.

13. Click the *Check Name* button. If it found it, it should be underlined.



14. Change the setting to *Deliver new e-mail to the following location: Mailbox – “UserName”*

15. Click the Finish button



16. Start Outlook.

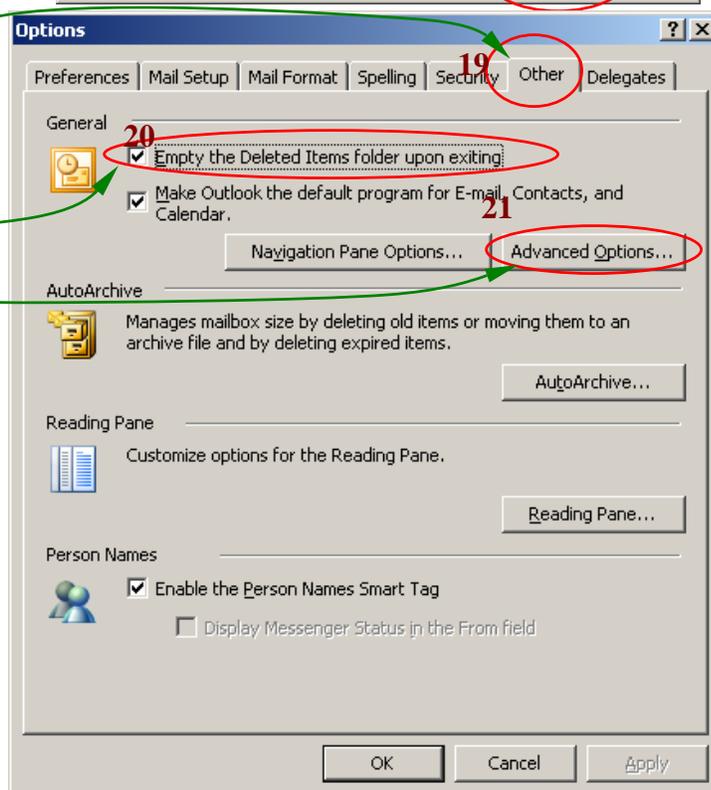
17. Click on the *Tools* menu item

18. Select *Options* (towards the bottom)

19. Click on the *Other* tab

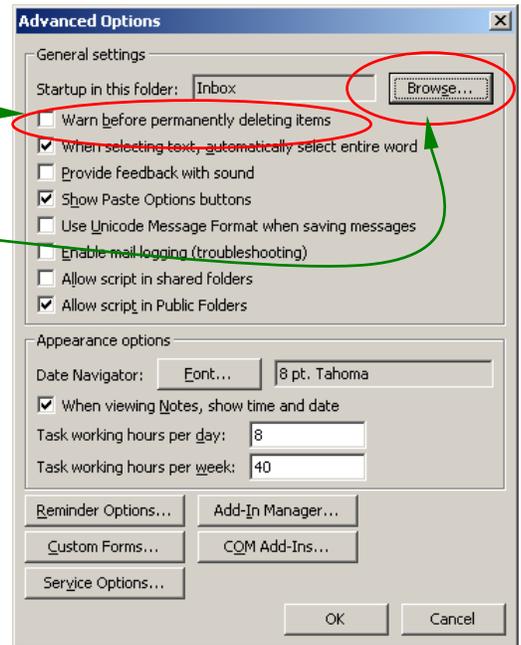
20. Check the box to *Empty the Deleted Items folder upon exiting*.

21. Click on the *Advanced Options...* button.

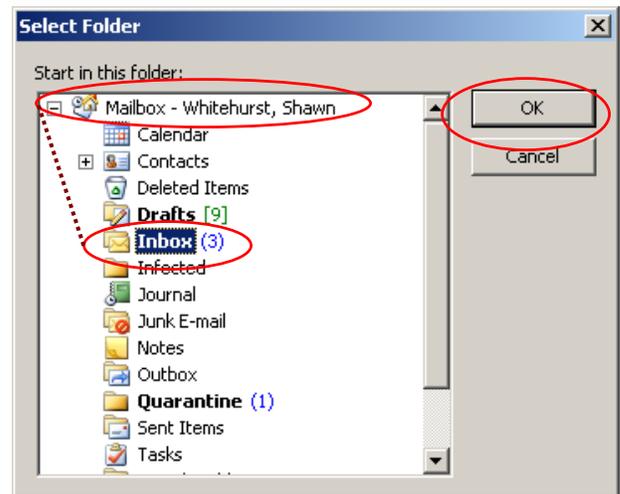


22. Uncheck the box to *Warn before permanently deleting items.*

23. Click on the *Browse...* button.



24. Select the *Inbox* that is under the users *Mailbox*.



25. Click *Ok, Ok, Ok* until all open dialogue boxes go away. You're finished.