

Outlook 2003 Exchange Configuration

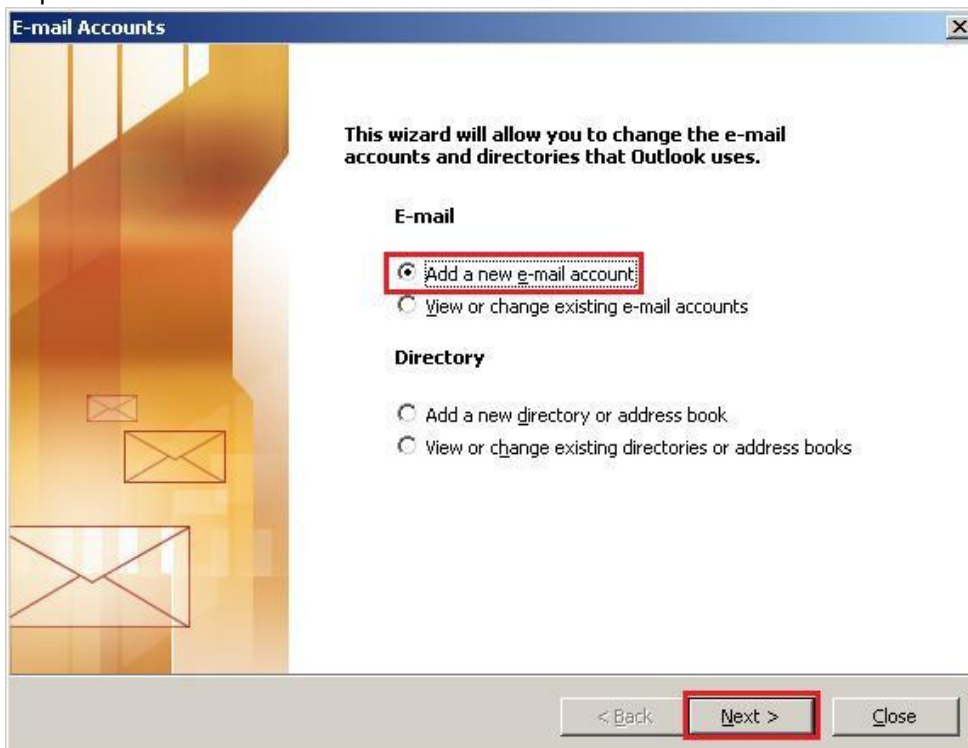
Please follow the steps below carefully. I have highlighted each step that you will need to complete.

Go to Start – (Settings) – Control Panel – Mail and follow the steps below:

Step 1 – Click on “E-mail Accounts”



Step 2 – Select “Add a new e-mail account” and click “Next”



Step 3 – Select “Microsoft Exchange Server” and click “Next”

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section. The 'Microsoft Exchange Server' option is selected and highlighted with a red box. Below it are options for POP3, IMAP, HTTP, and Additional Server Types. At the bottom, the 'Next >' button is also highlighted with a red box.

E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

Microsoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share documents.

POP3
Connect to a POP3 e-mail server to download your e-mail.

IMAP
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

HTTP
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

Additional Server Types
Connect to another workgroup or 3rd-party mail server.

< Back **Next >** Cancel

Step 4 – Enter the Server Name and Username you were sent and click “More Settings”. **Do NOT** click “Check Name” at this time.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' section. The 'Microsoft Exchange Server' text box contains 'coloexch1' and is highlighted with a red box. The 'Use Cached Exchange Mode' checkbox is checked. The 'User Name' text box is empty and highlighted with a red box. The 'More Settings ...' button is highlighted with a red box.

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server: *Enter Server Name here*

Use Cached Exchange Mode

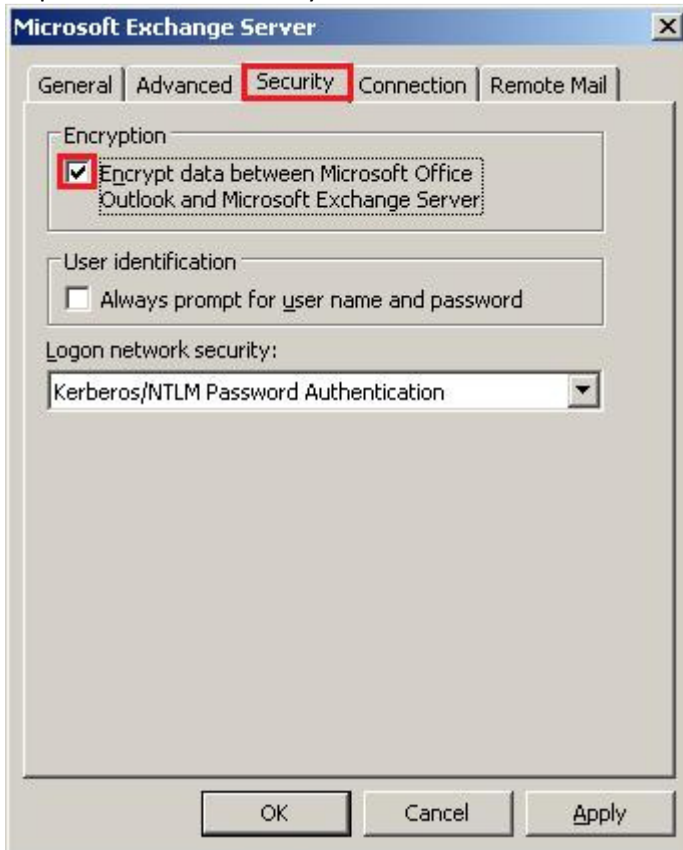
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name: *Enter your username here* Check Name

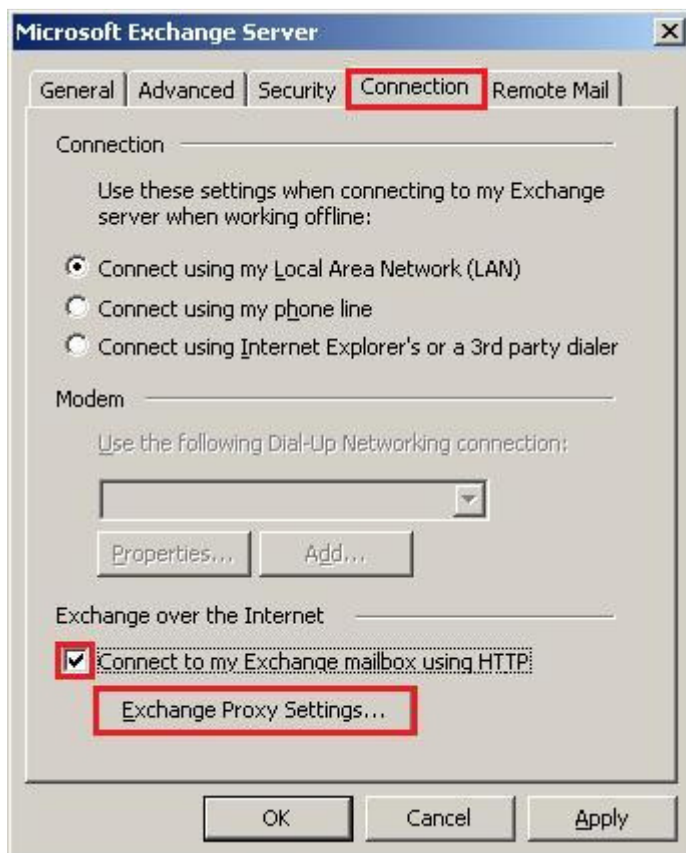
More Settings ...

< Back **Next >** Cancel

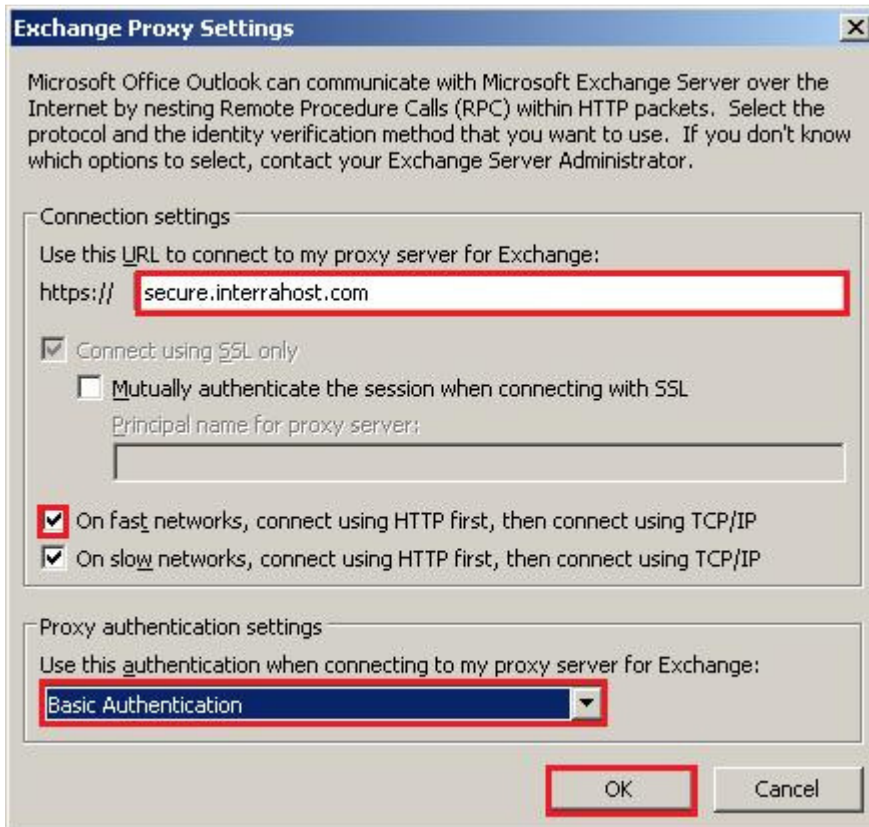
Step 5 – Click the “Security” tab and check the box labeled “Encrypt data between...”



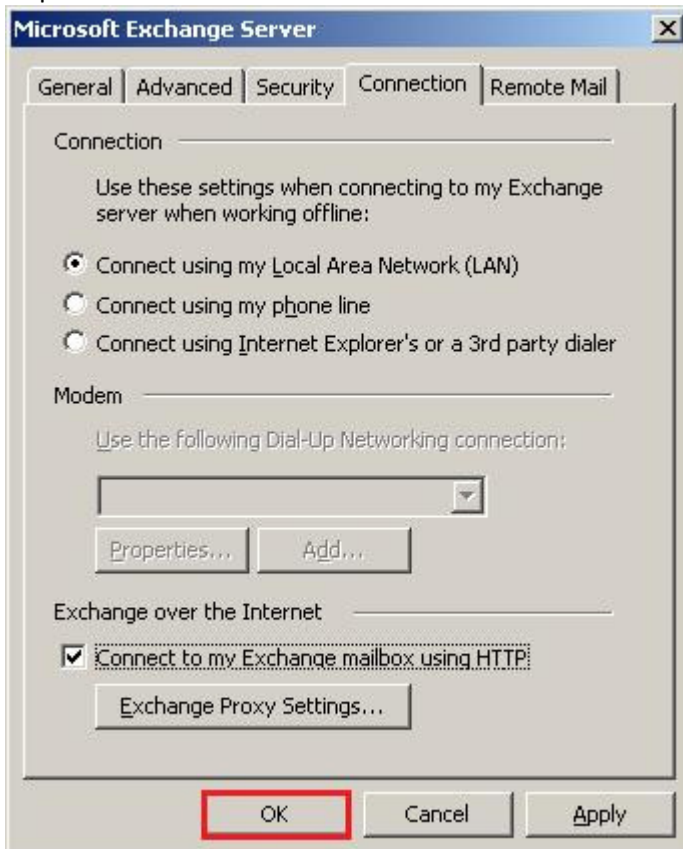
Step 6 – Click the “Connection” tab, check the box labeled “Connect to my Exchange mailbox using HTTP” and then click the button labeled “Exchange Proxy Settings”



Step 7 – Enter “secure.interrahost.com” in the box next to HTTPS://, Check the box “On fast networks...”, select “Basic Authentication” and click “OK”



Step 8 – Click “OK”



Step 9 – If the Microsoft Exchange Server and your UserName have not been underlined, click “Check Name” and then click “Next”.

E-mail Accounts

Exchange Server Settings
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Microsoft Exchange Server:

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

Step 10 – Click Finish.

Your account is now configured and your Outlook will begin synchronizing with the Exchange server. You will need to carefully manage your disk space as all your email remains on the server. One way to help manage your email is by creating PST files and moving your email into these PST files. For more information on doing this and for creating rules, please go to Outlook Help and look at the following topics. To open Outlook help either click on Help in the top menu or press the F1 key.

Creating PST files:

- Introduction to Outlook data files
- Create and use .pst data files in different versions of Outlook

Creating Rules to automatically Move Emails:

- Manage Messages by Using Rules

Allowing other to access your Calendar, Email, Contacts, etc.

- Share your calendar information
- Open another person's Exchange Calendar
- Open another person's Exchange Tasks