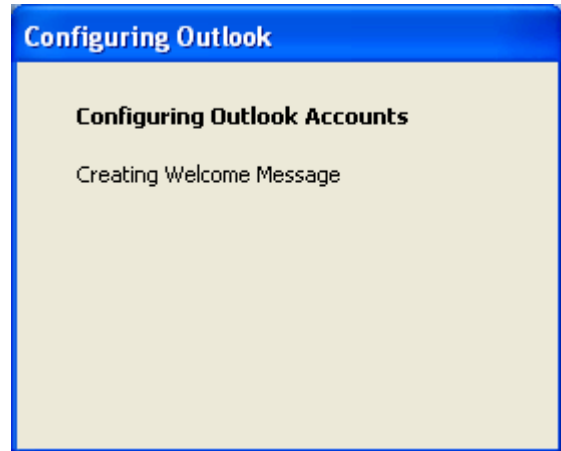


# Setting up Outlook for Exchange

Start Outlook. Go to Start--All Programs--Microsoft Office--MS Office Outlook 2003

If this is the first time you've used Outlook, you should see:

And



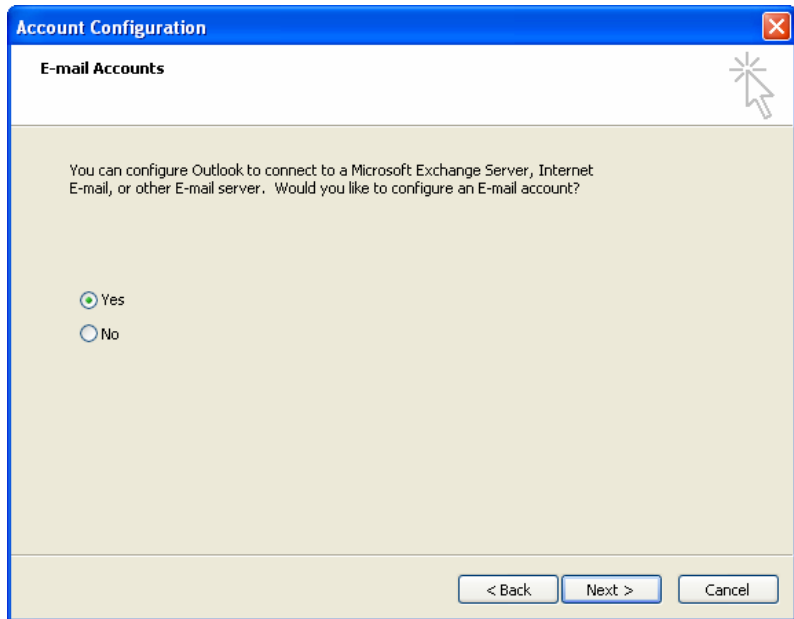
Click **Next**.

*(if you don't see this at startup, go to Tools...E-Mail Accounts. Select 'Add a new e-mail account'. Proceed to page 3):*



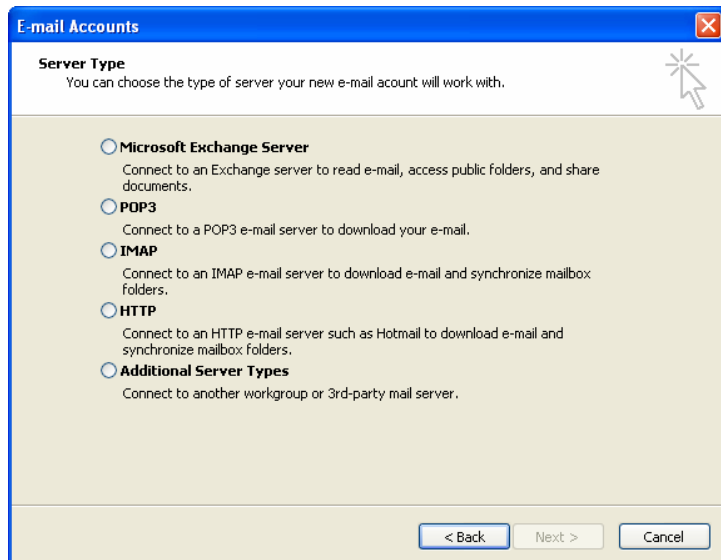
Under Account Configuration, select **Yes**.

Click **Next**.



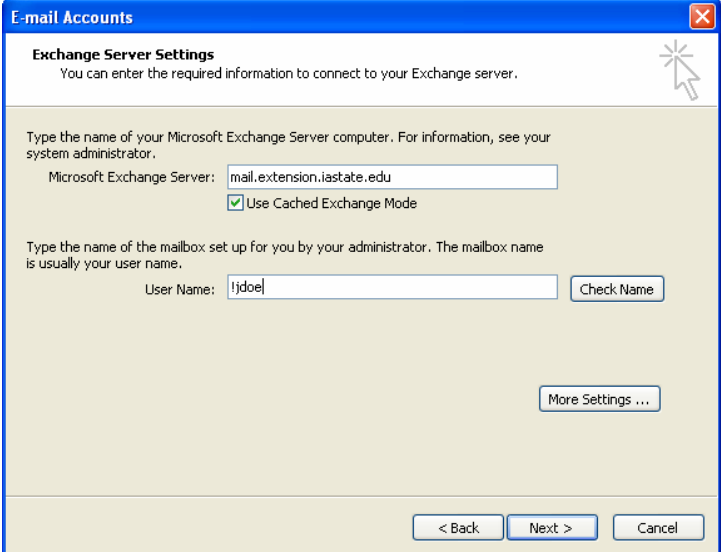
Under E-Mail Accounts, select **Microsoft Exchange Server**.

Click **Next**.



For Exchange Server Settings, type **mail.extension.iastate.edu**. Make sure **Use Cached Exchange Mode** is checked.

Under User Name, type **your Net-ID** (for example, jdoe)



**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:

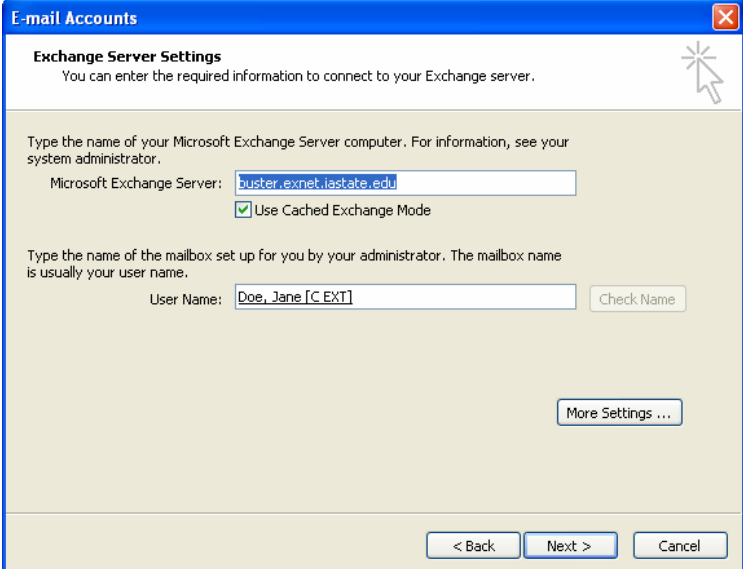
Use Cached Exchange Mode

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

User Name:

Click **Check Name**. If you've entered your Net-ID correctly, your full name (last name, first name) will replace your Net-ID.

Click **Next**.



**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.

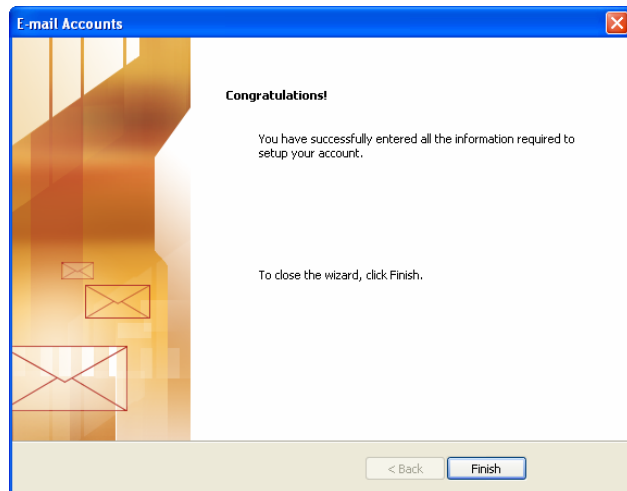
Microsoft Exchange Server:

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:

Click **Finish**.



To make sure Outlook is delivering your new email to the correct location, go to **Tools...E-Mail accounts...View/Change existing e-mail accounts**. Under 'Deliver new e-mail to the following location:' make sure that 'Mailbox-[Your name]' is selected. If not, click on the drop-down menu and select 'Mailbox...'. Choose **Finish**.

Close and reopen Outlook.

