

Setting up Outlook for Exchange

Before setup

- Signup for training and an Exchange account (you will do this at least 5 working days before the training date you're signing up for)
- Make sure you have Outlook 2003 on your machine (you can do this anytime)

Timeline

At midnight, three working days before your Outlook training class (for example, if your Outlook training class is scheduled for Thursday, October 13, 2005, your account would be set up at midnight on Monday, October 10, 2005), the following will happen:

- Your new Exchange account will be setup
- Your current email address will be forwarded to your new Exchange account

When you come to work two working days before your Outlook training class (for example, if your Outlook training class is scheduled for Friday, November 11, 2005, this will apply on Wednesday, November 9, 2005), you will need to be aware of the following:

- You will no longer be able to receive mail in Eudora
 - And, you will no longer be able to receive mail with your current Outlook settings (if you have already been using Outlook)
- You can setup Outlook to send and receive mail with exchange by following these instructions.
- If you have questions or problems, you can contact the Computer Hotline at 515-294-1725

When you have successfully received mail using the new Outlook setup that follows, please send email to

exchange-test@extension.iastate.edu

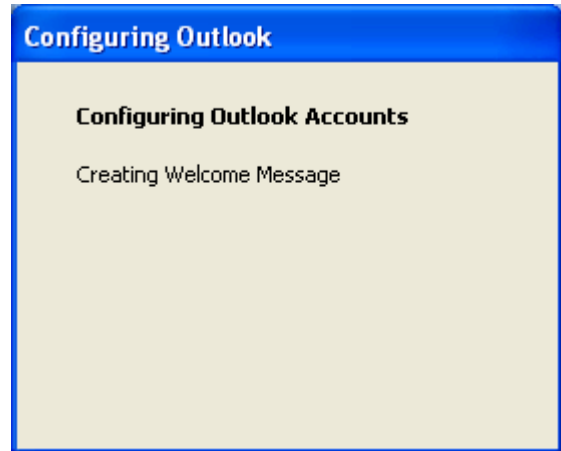
This will tell us that you have working email again.

Setup

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

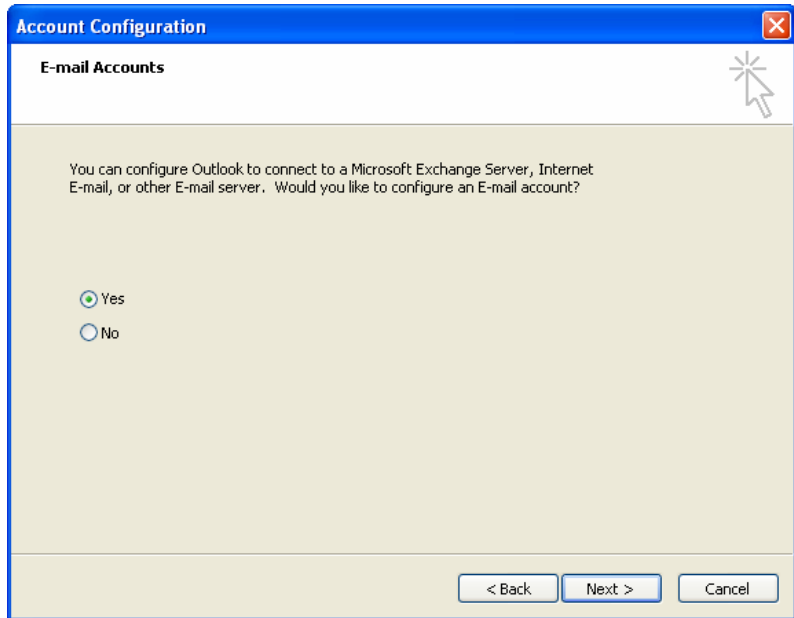


Click **Next**.



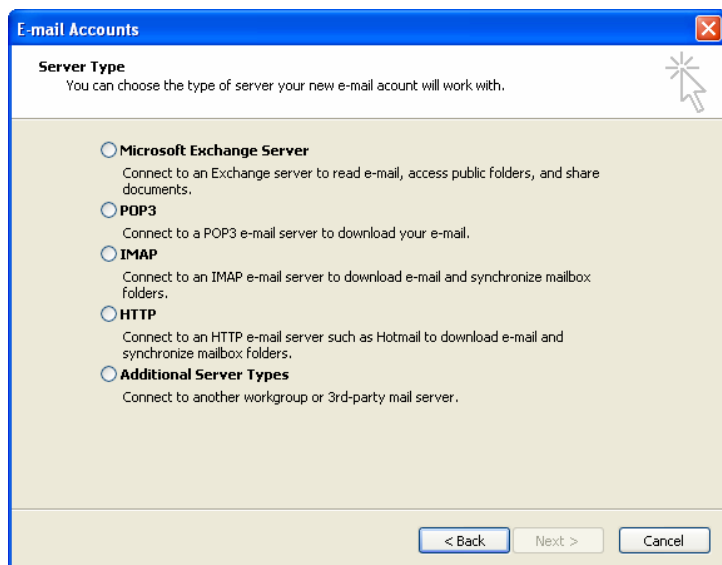
Under Account Configuration, select **Yes**.

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**.

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User Name:

Click **Finish**.

