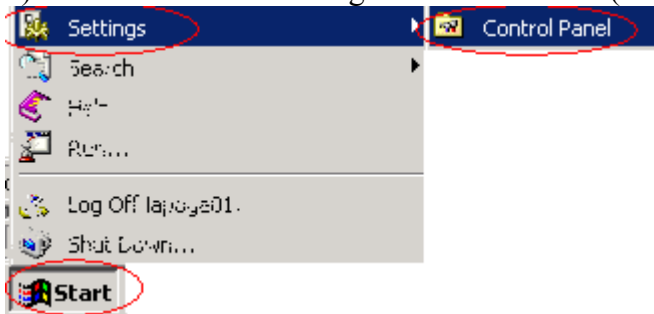


Problems with Microsoft Outlook for since returning?

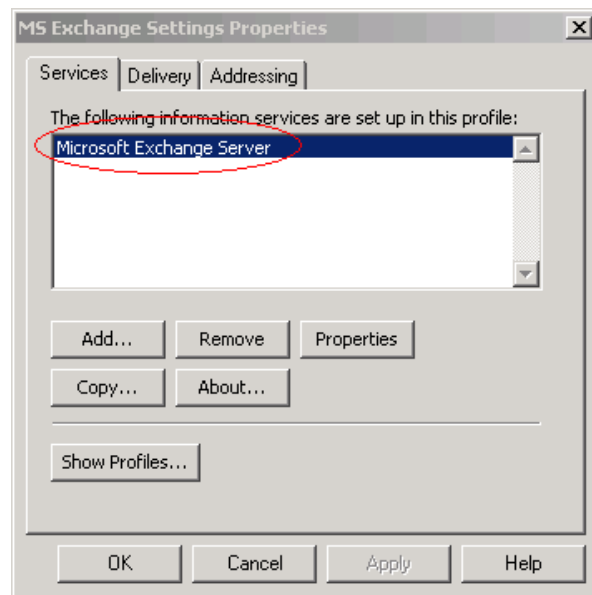
This is ONLY for configuration issues. Not for the first time configuration at a different computer.

- 1) Be sure to exit (quit) Outlook.
- 2) Click START → Settings → Control Panel (and let go of the mouse).



- 3) Then double-click on the Mail Icon.

- 4) Double-click on MICROSOFT EXCHANGE SERVER.



- 5) Make sure the MICROSOFT EXCHANGE SERVER is yours, the first four letters of your building followed by a 01 (SHEA01, FISH01, VAND01, JEFF01, THUR01, ADDA01, PIER01)

- 6) Make sure your name is in the MAILBOX field.

- 7) Answer OK to the dialog boxes.

- 8) Start Microsoft Outlook again.

