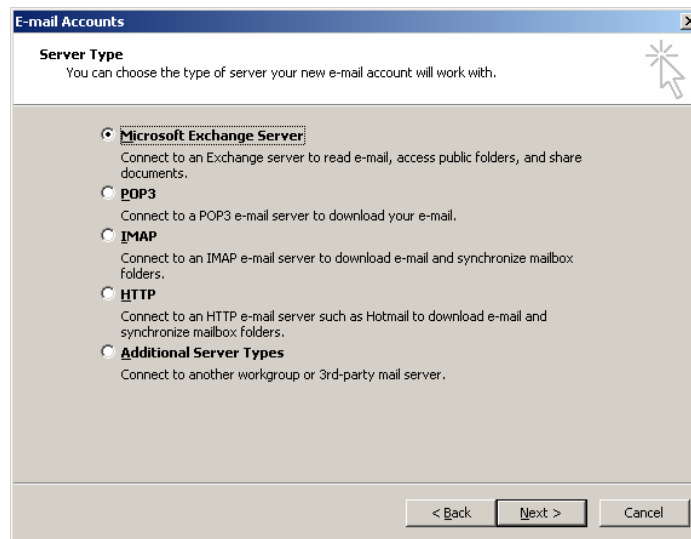


This document explains the steps needed to configure Outlook for use with our email system. These steps need to be completed before you can use Outlook on a particular computer.

- 1) Start Outlook by double-clicking on the Microsoft Office Outlook 2003 shortcut on the desktop.
- 2) You'll see an "Outlook 2003 Startup" screen. Click on **Next**.
- 3) The following screen will ask whether you would like to configure an email account. Make sure "Yes" is selected, and click on **Next**.
- 4) Select **Microsoft Exchange Server** on the "Server Type" screen, and click **Next**.



- 5) In the next window, enter the name of your building's server in the space next to "Microsoft Exchange Server", and enter your user name in the space next to "User Name".

Addams	–	<b>adda01</b>
Fisher	–	<b>fish01</b>
Jefferson	–	<b>jeff01</b>
Pierce	–	<b>pier01</b>
Shear	–	<b>shea01</b>
Thurston	–	<b>thur01</b>
Vandenberg	–	<b>vand01</b>

- 6) Click the **Check Name** button. Outlook will resolve your name and server, and you'll see the information in both spaces change. Now click **Next**.
- 7) Click **Finish**, on the next screen. That's it!