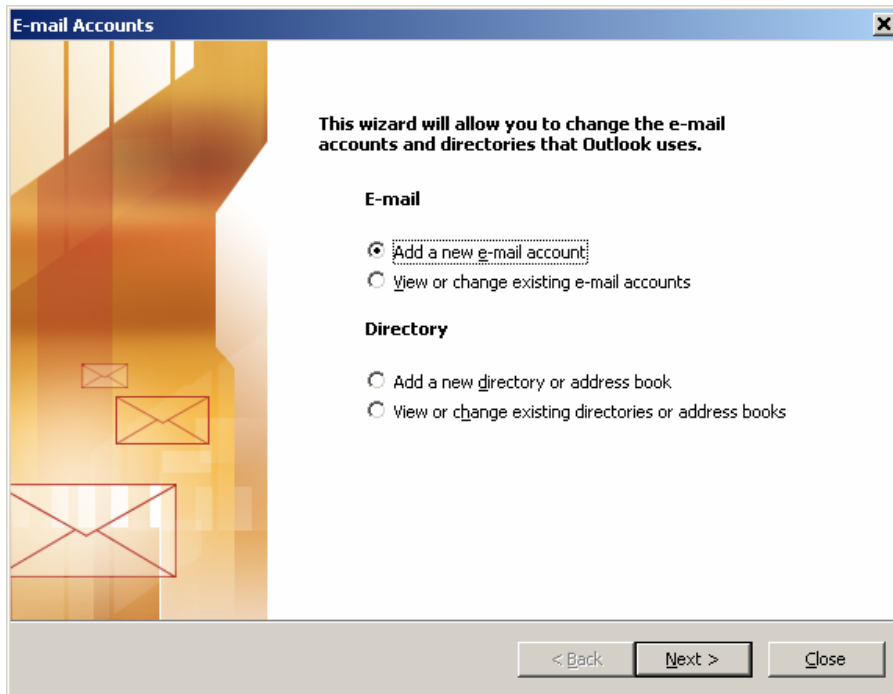


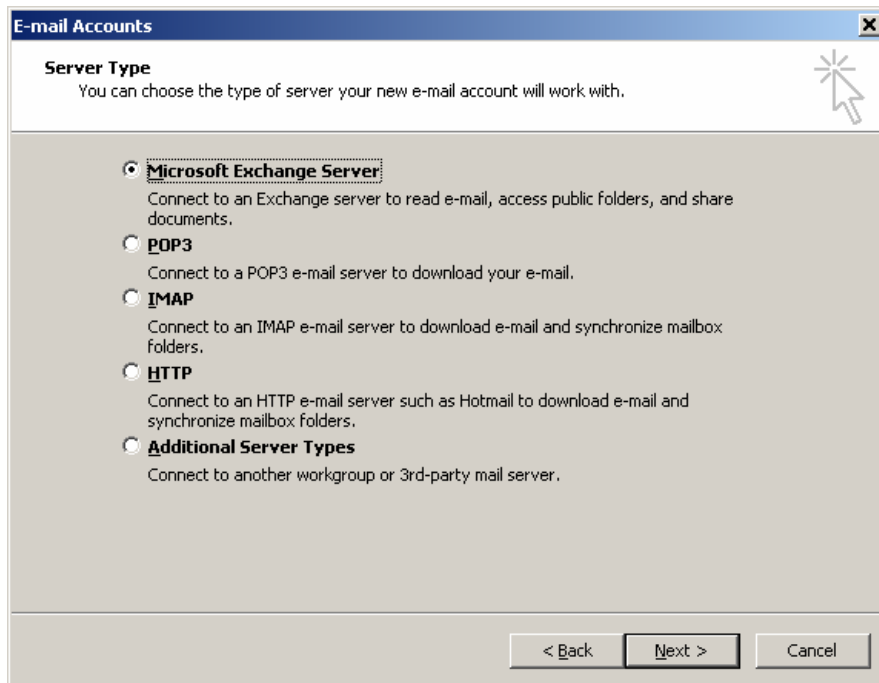
How to Setup Microsoft Outlook 2003 to connect to an Exchange server

This guide assumes that you are either on your campus workstation or are connect to the campus network via VPN from home.

1. Run Outlook by going to Start → Programs → Microsoft Office → Microsoft Office Outlook 2003
If you do not see the screen below, then go to Start → Settings → Control Panel → double click on Mail → click on E-mail Accounts
2. Select Add a new e-mail account



3. Select Microsoft Exchange Server for the e-mail account type.



4. Enter the appropriate exchange server name:
 - e2k1.ad.fullerton.edu (for faculty)
 - e2k2.ad.fullerton.edu (for staff)
 - e2k3.ad.fullerton.edu (for management and administrative accounts)
 - e2k4.fullerton.edu (part-time faculty)
5. Uncheck the box Use Cached Exchange Mode
6. Enter your campus email username.
7. Click the Check Name button name.
8. If you are prompted for a password. Enter your campus email password.
9. Click Next

E-mail Accounts [X]

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:

10. Click on Finish.

