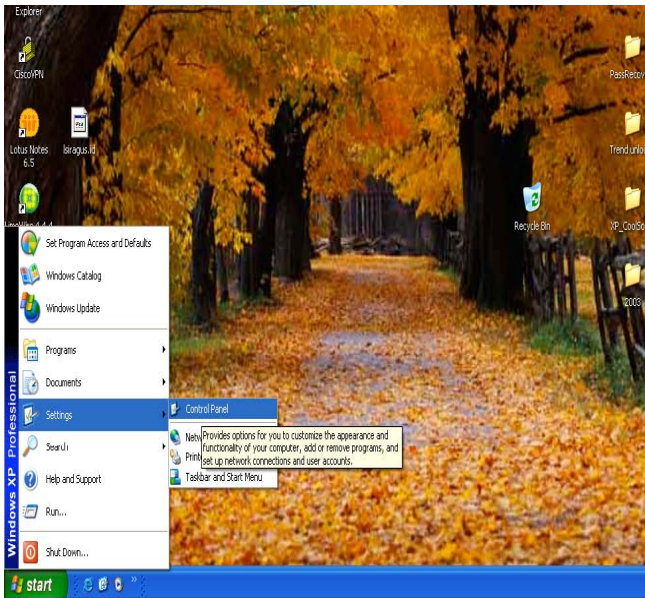


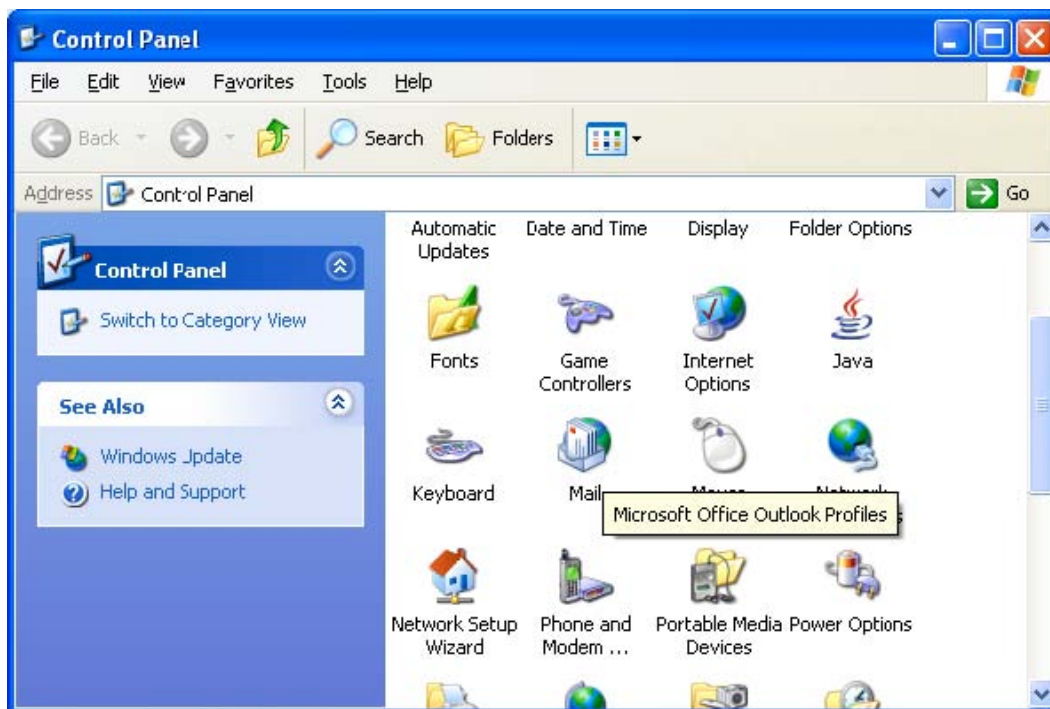
Configuring Outlook XP/2003 for Exchange

Please make sure the URMV VPN is connected before attempting to setup Outlook XP/2003.

- To setup Outlook XP/2003, go to *Start, Settings, Control Panel*.



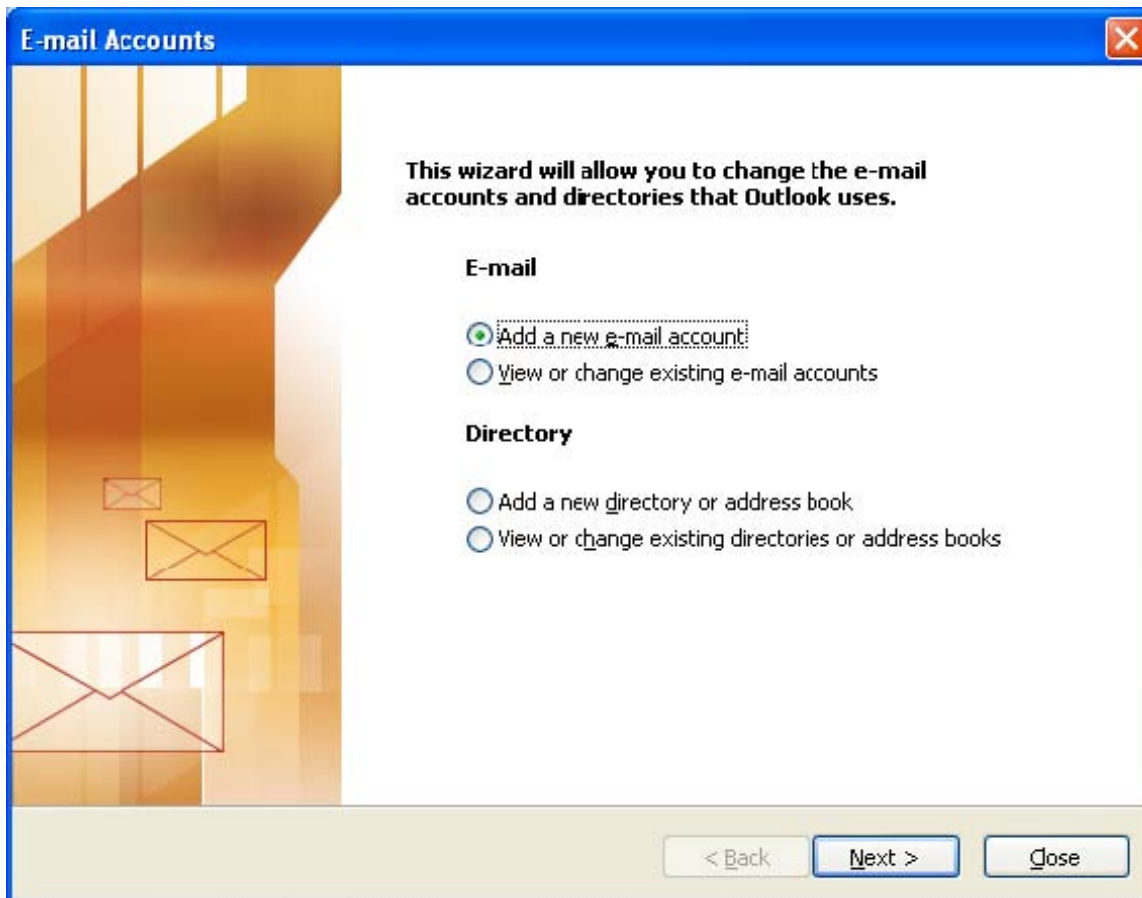
- Double click the *Mail* icon in Control Panel. Note, if you are using Windows XP and your Control Panel does not look like the example below, you can adjust it by clicking on *Switch to Classic View* in the upper left corner of your screen.



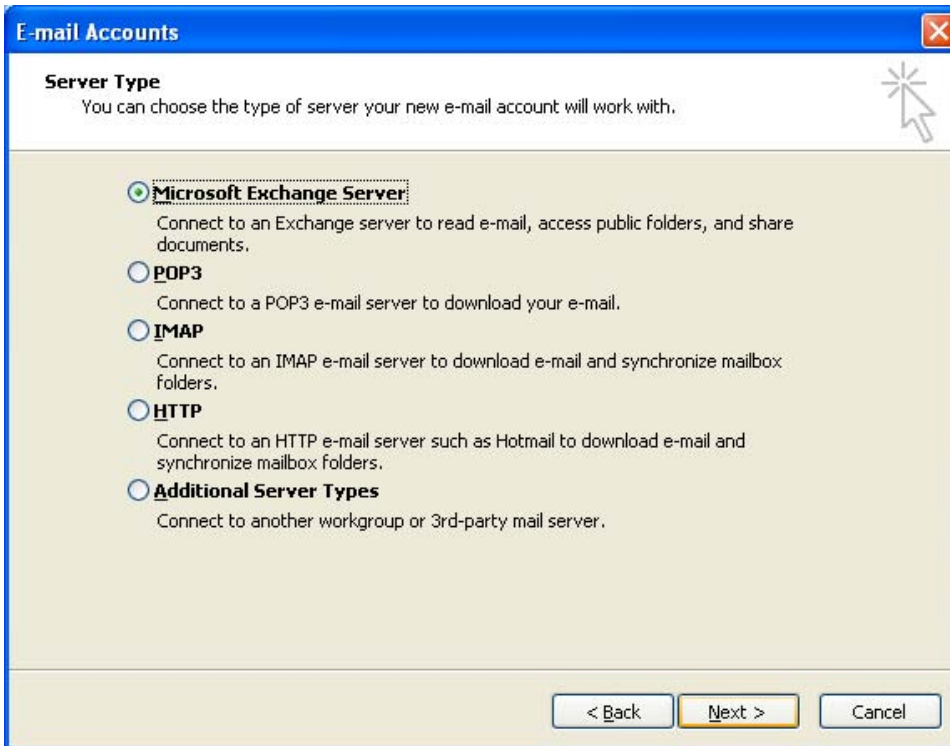
- The screen below will appear. Click *E-mail Accounts...* button.



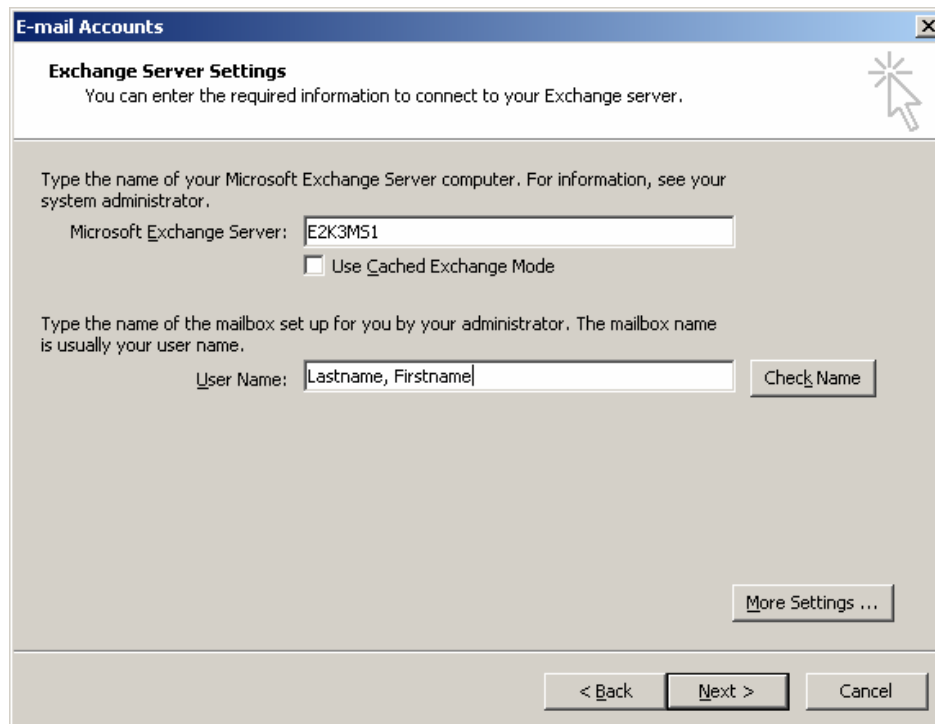
- Select Add a new e-mail account and click Next.



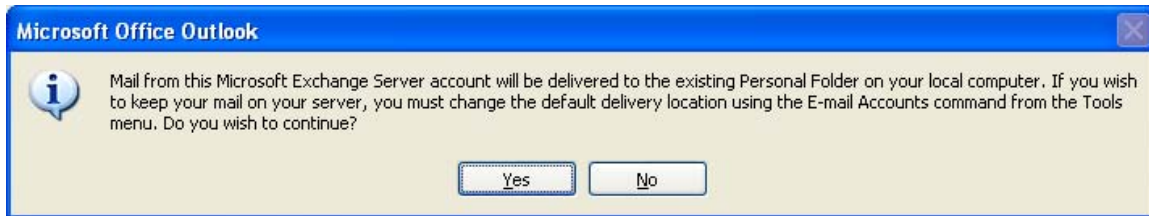
- Select *Microsoft Exchange Server* and click *Next*.



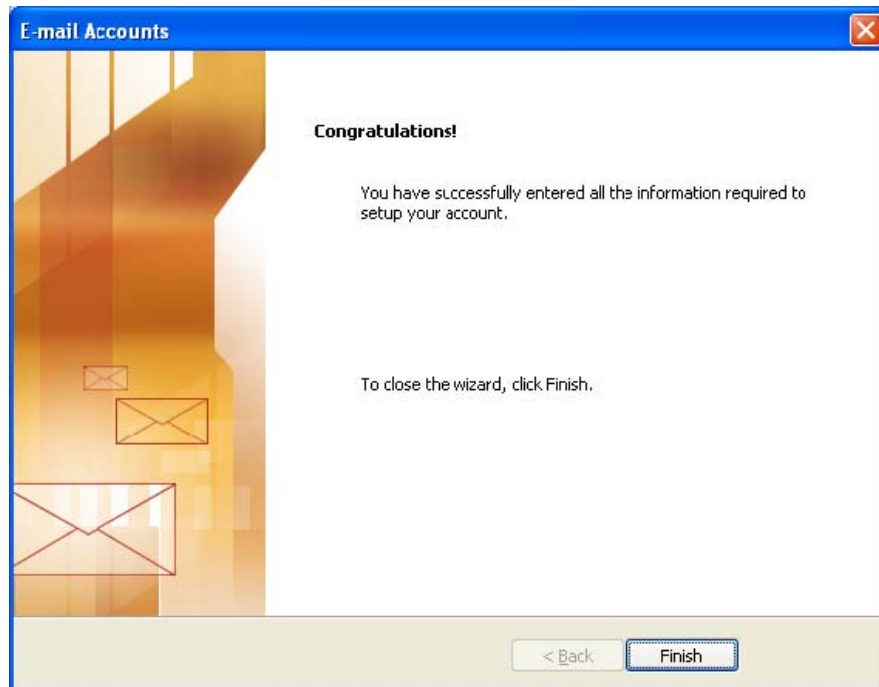
- On the next screen, for *Microsoft Exchange Server*, enter the name of your Exchange server. If you do not know the name of your Exchange server, enter **E2K3MS1**. For *Mailbox*, enter your **Lastname, Firstname**. A comma and space must be in between the last and first name as shown below:
- Click *Check Name* to test these settings. If the settings are correct, an underline will appear. Once this is complete, click *Next*.



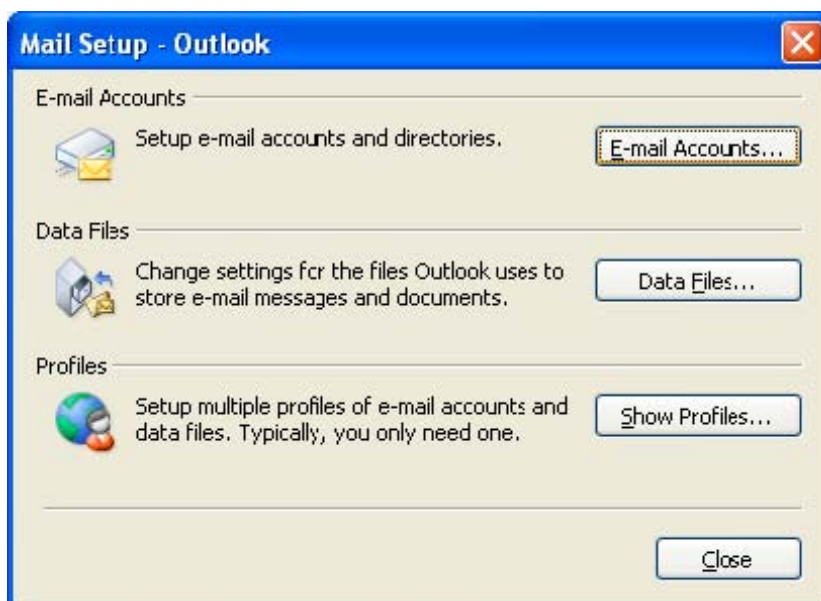
- The message below may appear after clicking next from the previous step. Click *Yes* to continue.



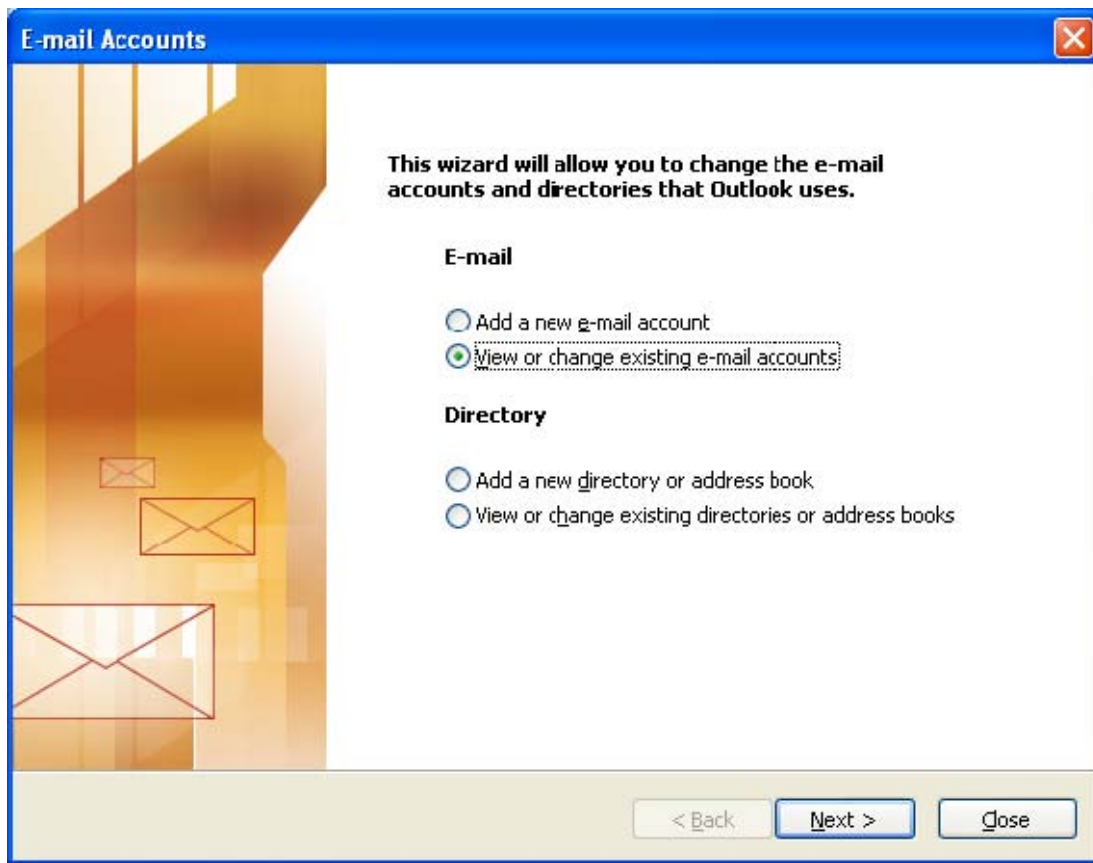
- Click *Finish*.



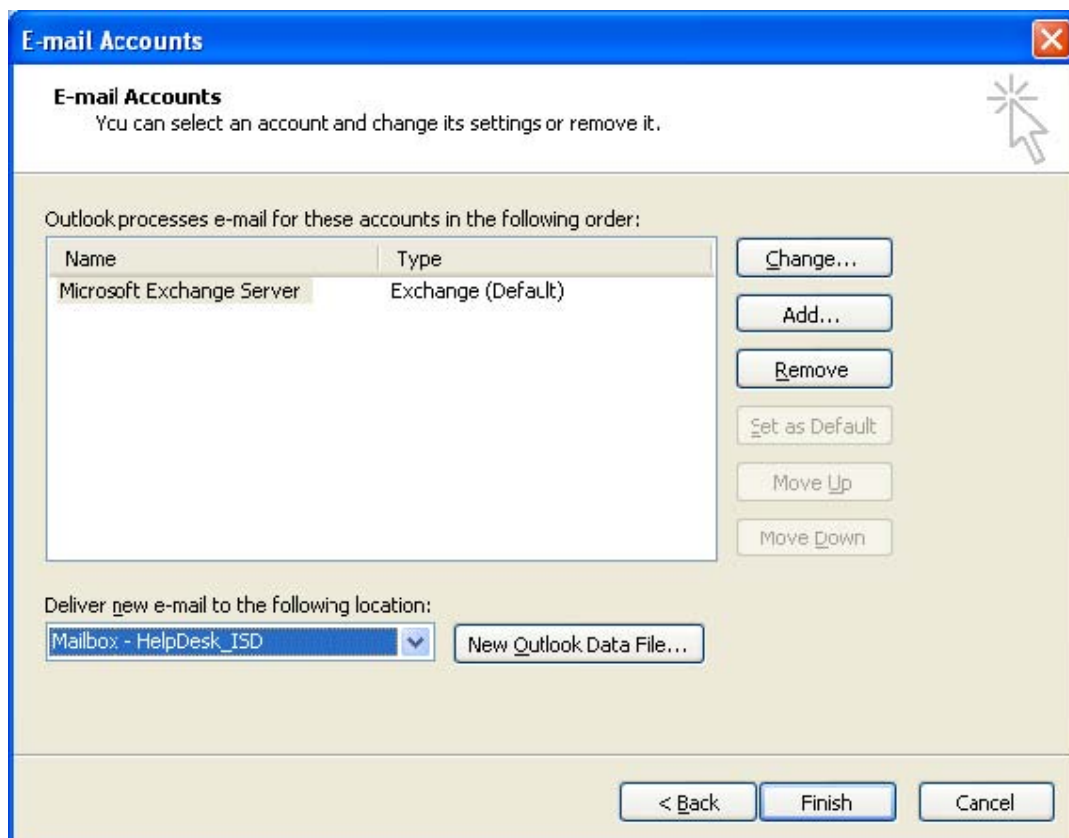
- Next, open the Outlook properties again and go to *Start, Settings, Control Panel* then double click the *Mail* icon. Click *E-mail Accounts...* as shown in the following example.



- Select *View or change existing e-mail accounts* and click *Next* to proceed.



- Please make sure the box labeled *Deliver new e-mail to the following location* resembles the example below (ex. Mailbox –Lastname, Firstname).
- Once the mailbox is correct, click *Finish*.



- The message below should appear after changing the setting above. Click *OK*. Outlook is now setup to access your email via Exchange.

