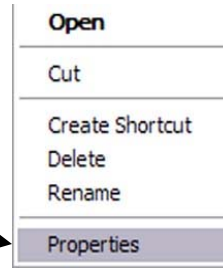


# Outlook Mailbox Setup

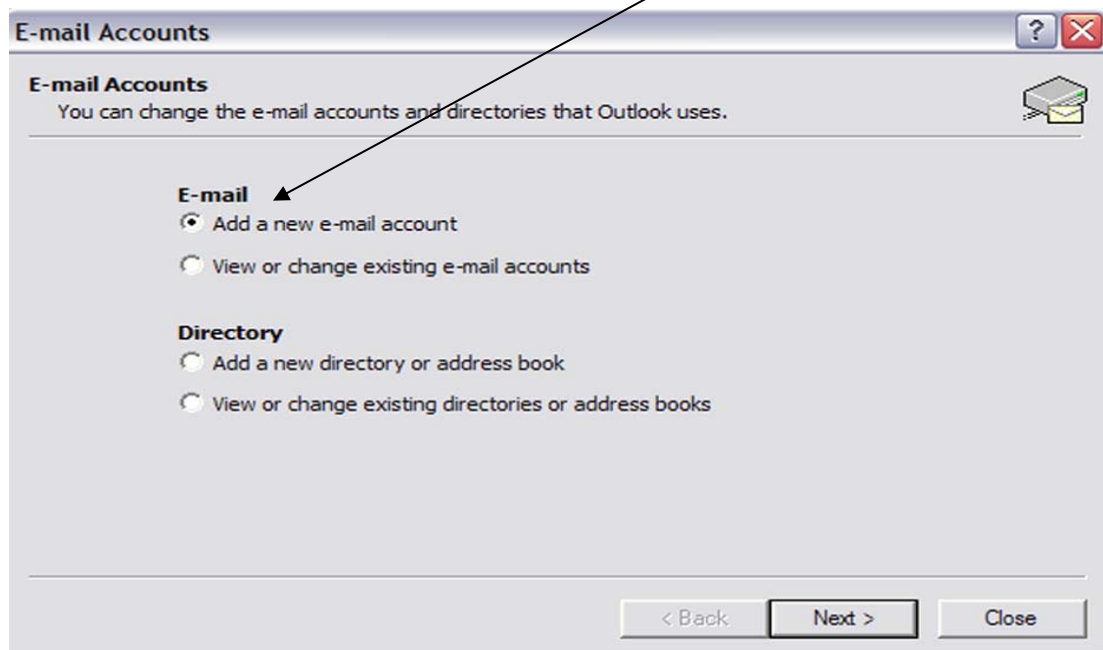
Once your Outlook Mailbox has been set up by Computing Services, it will be necessary to properly configure the Outlook client to begin receiving your mail. Just follow this process to configure your Outlook 2000, 2002 or 2003 client.

1. Right-click on the Outlook icon that is on your desktop. Choose the **“Properties”** selection from the menu.

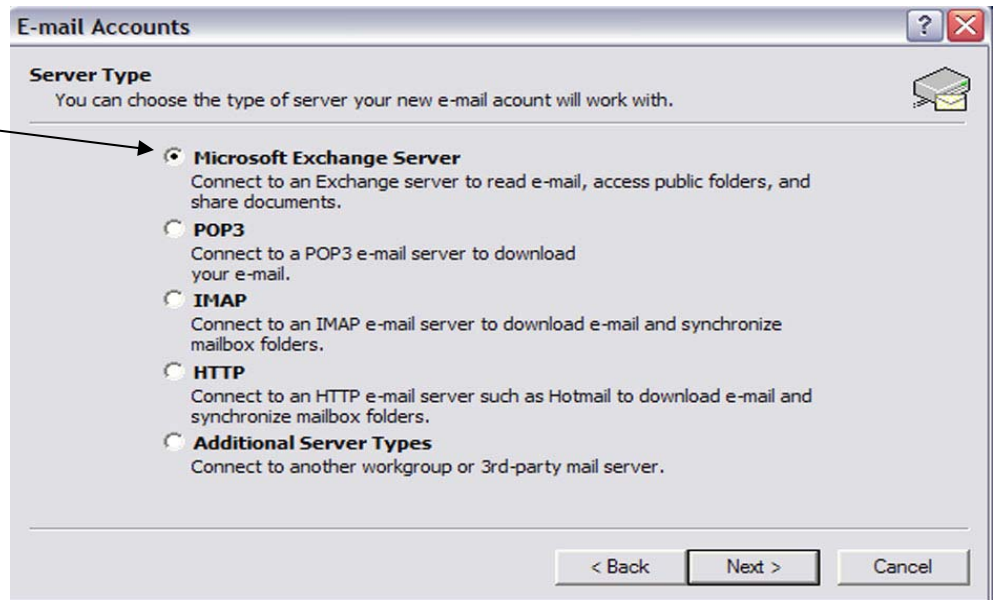


2. Click on the **“E-Mail Accounts”** button to set up an e-mail account.

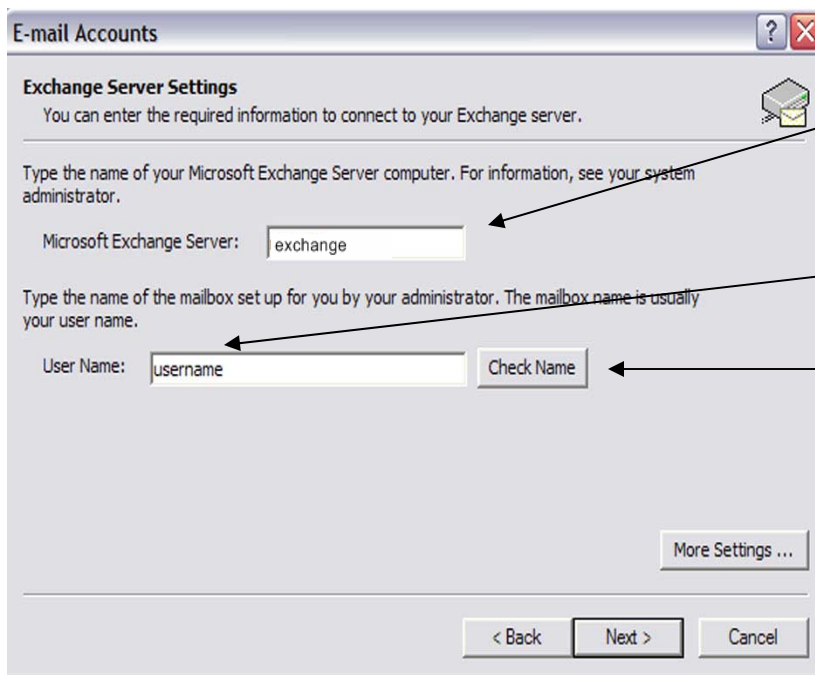
3. Choose the option to **“Add a new e-mail account”**. Click **“Next”**.



4. Choose the **“Microsoft Exchange Server”** option. Click Next.



5. Enter in **“exchange”** in the space for the **Microsoft Exchange Server**. Enter in your **username** in the space provided and click on the **“Check Name”** button. If it is found, your username will be underlined, as well as the server name for your account . Click Next.



6. Click **“Finish”** in the next box and your Outlook client has now been configured to read your e-mail.