



Pro Logic Computers (UK) Ltd

Introduction

This document is to explain how to setup Outlook 2003 to connect to your Microsoft Exchange server.

Prerequisites

Before we begin you will need...

- Your Exchange server name (example EXSERVER)
- Your Username (example JSmith)

Date First Published : 01/04/13

Created By : Paul Fox

Version : 1.1

Lasted Updated : 06/07/13

Technical Level : Mid-High

Version History

1.0 – First Published Version. (PF)

1.1 – Added Version History

Disclaimers & Acknowledgements

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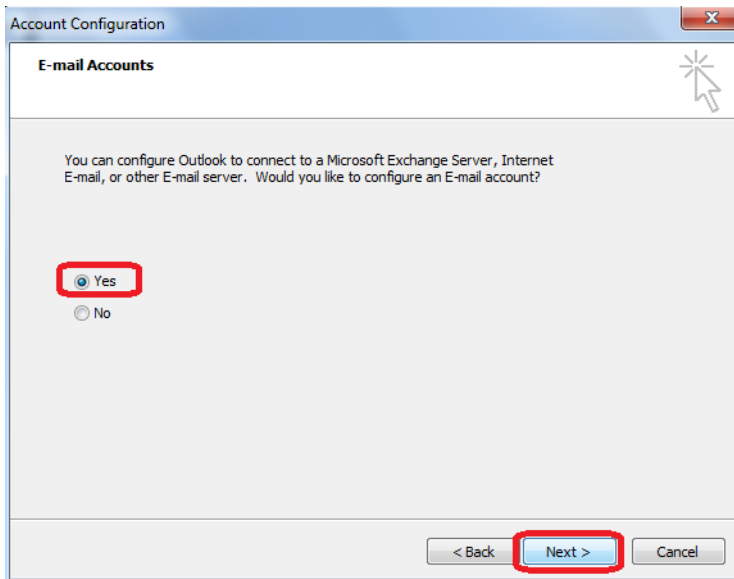


CONNECTING OUTLOOK 2003 TO YOUR EXCHANGE SERVER

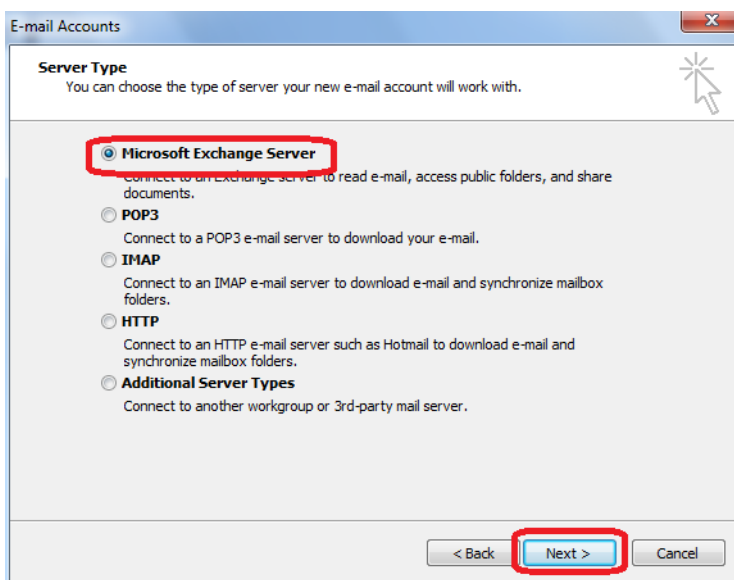


Open Outlook and Click **Next**.

If you do not see this wizard please see the Section A at the end of this document.



Select **Yes** and click **Next**.



Select **Microsoft Exchange Server** then click **Next**.



E-mail Accounts

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:

Type in the **server name** (ie exserver) in the top box and your **username** (ie JSmith) in the bottom, then click **Check Name**.

E-mail Accounts

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:

If the server recognises your details it will populate with your full name and underline it (if not make sure you are connected to the network, double check the server and username).

Click **Next** then **Finish**.

Outlook will now start to update.

We strongly advise you wait until you see the message "All Folders Are Up To Date" before closing Outlook, else any sent emails may remain in the Outbox.



Section A

If you do not see the Email Wizard when you start Outlook;

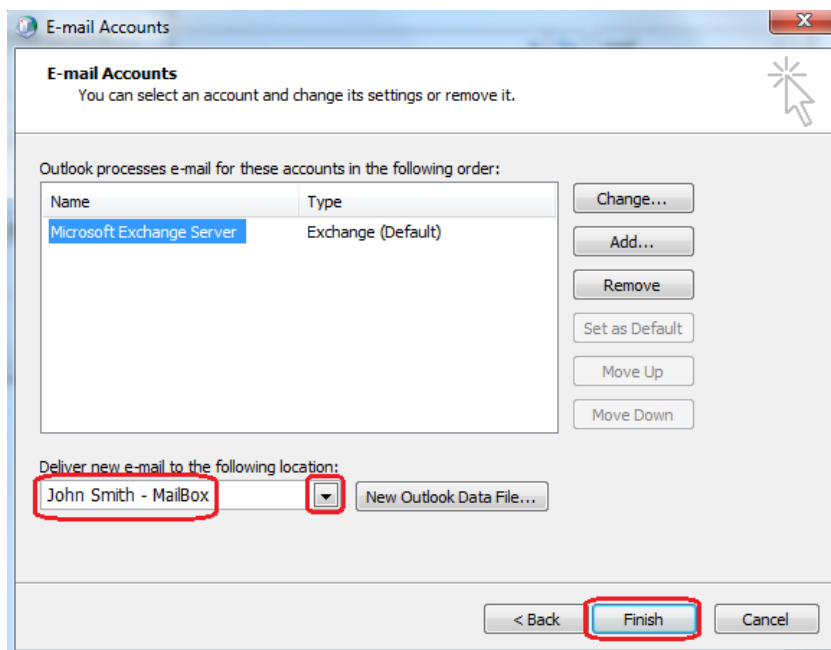
- Windows XP – Click the **Start Button** then click **Control Panel**. Now Click **Switch to Classic View**.
- Windows Vista / 7 – Click the **Windows Flag** then click **Control Panel**. Type **Mail** in the Search Bar in the top right of Control Panel.

Double click **Mail / Mail (32bit)**.

Select **Email Accounts**, click **Next**,

Select **Add a New e-mail Account**, click **Next**,

Now follow the steps from Page 1, however when you get to this screen...



Make sure **Delivery new email to the following location** is set to “**Your Name – Mailbox**” and **NOT Personal Folders**. Then Click **Finish**.