

# Setting Up Outlook 2003 and Exchange Server 2003

October 1, 2010

# Choosing Microsoft Outlook 2003

We begin by selecting the Start button and choosing Microsoft office Outlook on the Start menu.



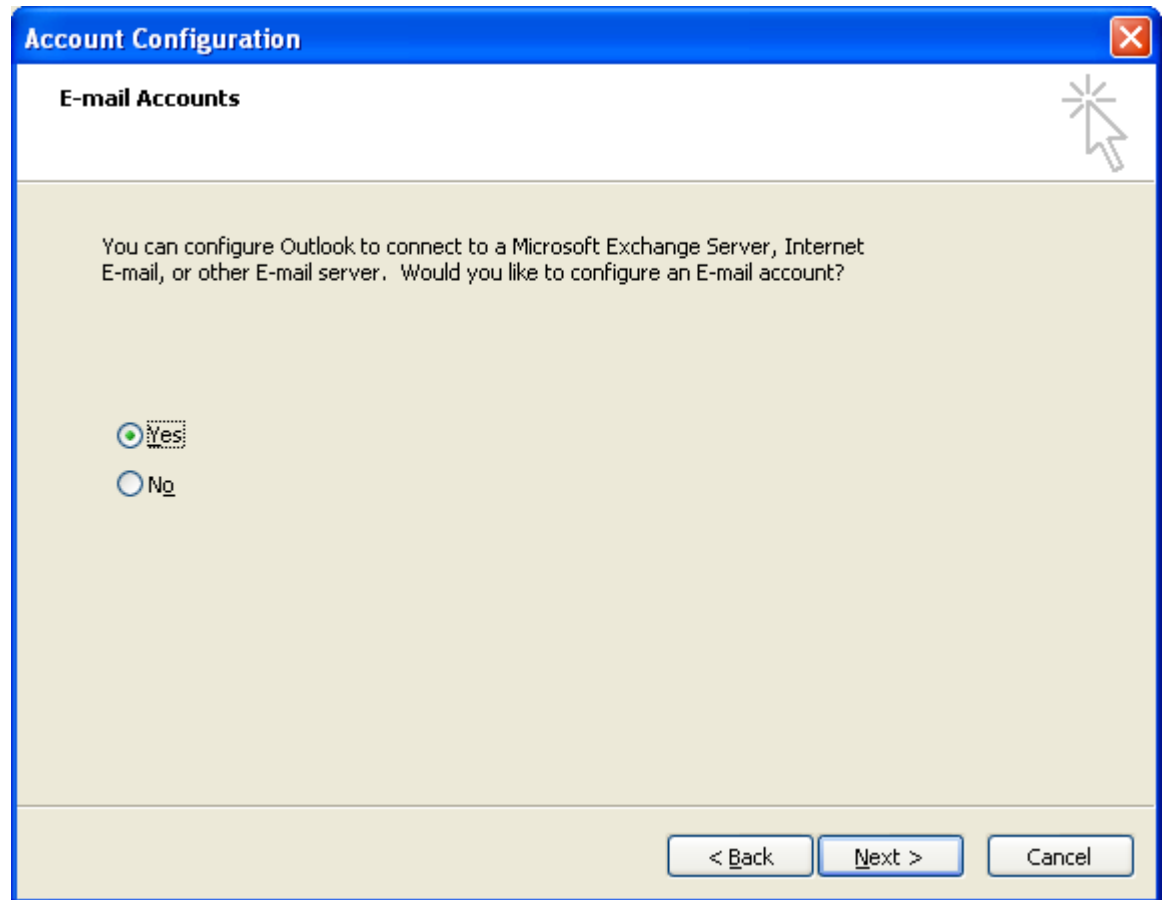
# Outlook 2003 Startup Wizard

The Outlook 2003 Startup wizard will begin. We choose the Next button to continue.



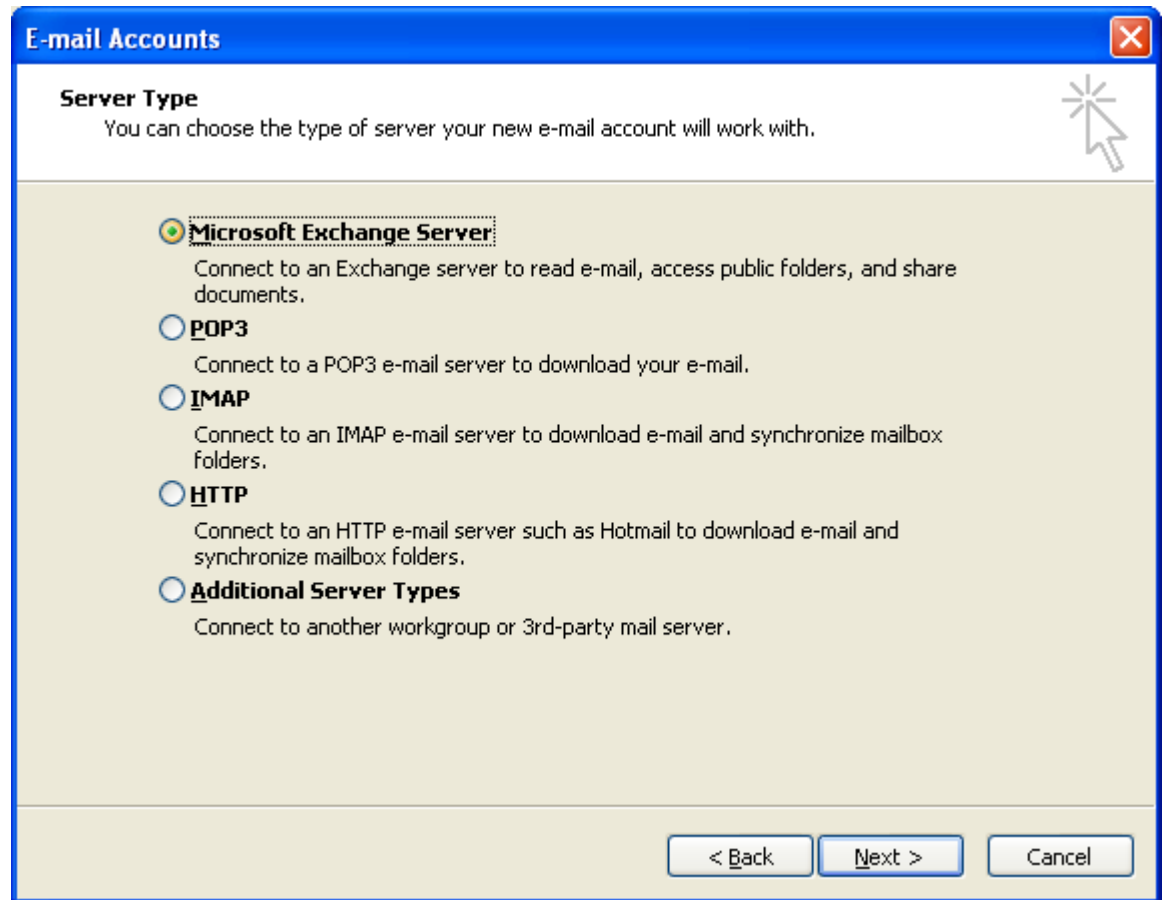
# Email Accounts

We can configure Outlook to connect to an Internet Email server or an Exchange server by opting for the Yes radial button. We pick the Next button to continue.



# Server Type

We then choose our server type and we will opt for our organization's Exchange server. We push the Next button to carry on.



# Microsoft Exchange Server Settings

Our Exchange Server name is bradford-5gf9wd.otis.local and our username is charles robbins. We select the Check Name button to verify the account.

**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:

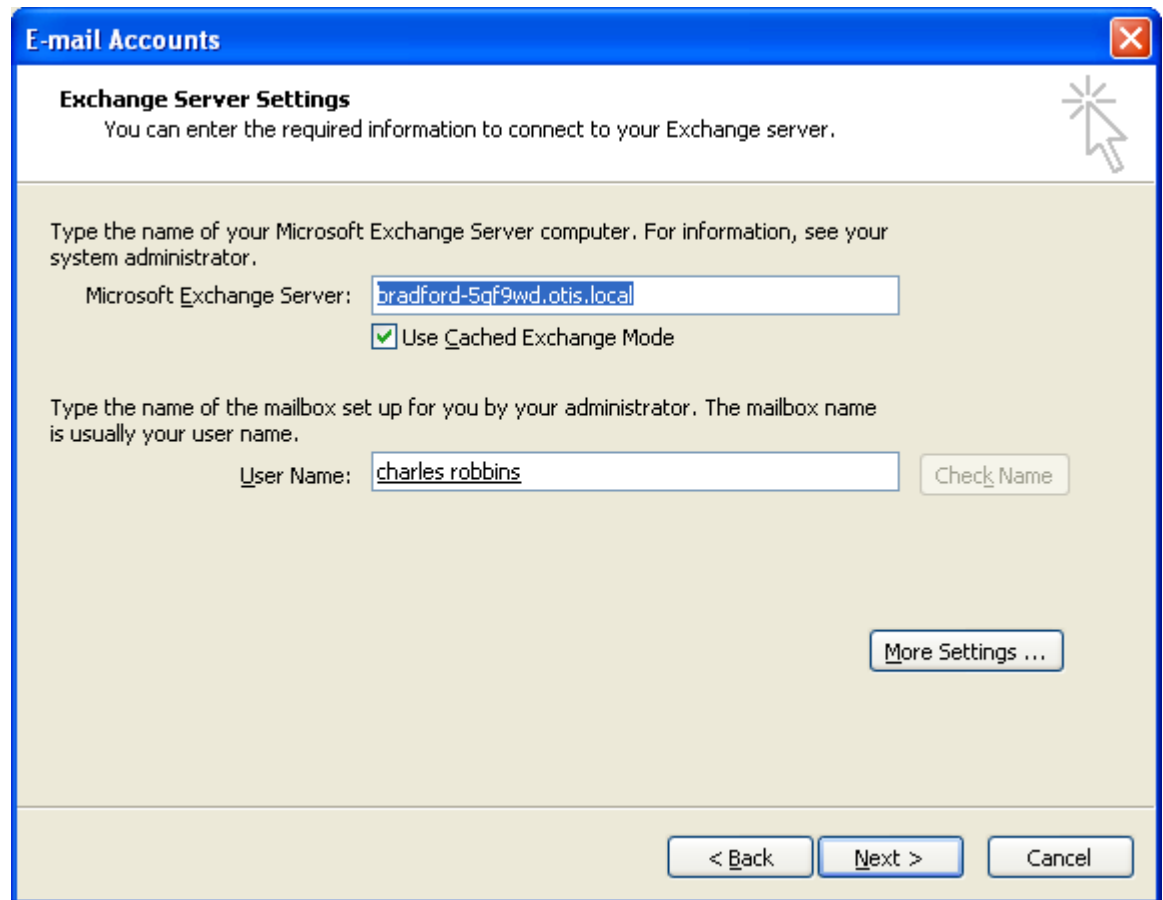
Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

# Account Verification

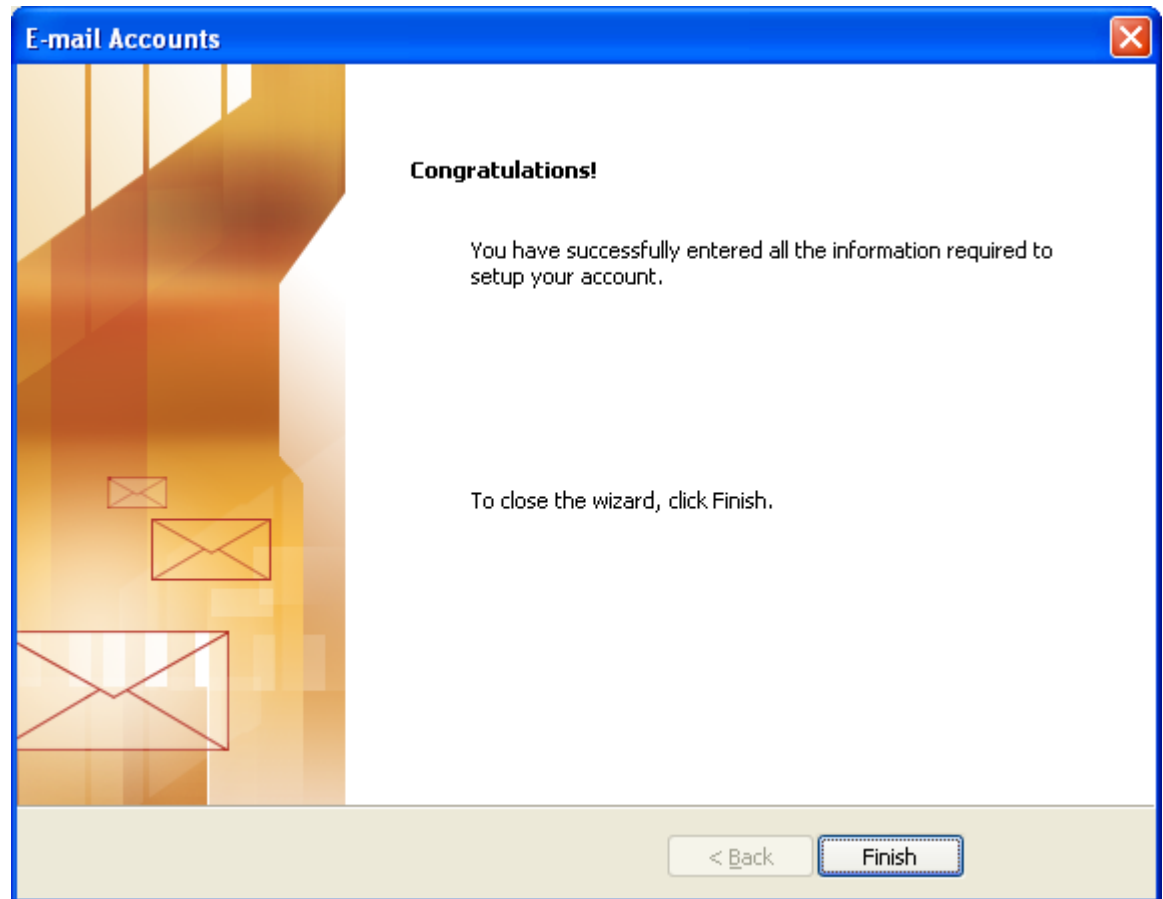
The server name comes back as the same name and underlined meaning the Exchange Server is valid. The username comes back as Charles Robbins and is underlined to demonstrate that the test is positive. We click on the Next button to go on.



The screenshot shows a Windows dialog box titled "E-mail Accounts" with a blue header bar. Below the header, the section is titled "Exchange Server Settings" with a sub-instruction: "You can enter the required information to connect to your Exchange server." A mouse cursor is pointing at a help icon in the top right corner. The main area contains two text input fields. The first is labeled "Microsoft Exchange Server:" and contains the text "bradford-5qf9wd.otis.local". Below it is a checked checkbox labeled "Use Cached Exchange Mode". The second text input field is labeled "User Name:" and contains the text "charles robbins". To the right of this field is a "Check Name" button. At the bottom right of the main area is a "More Settings ..." button. At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

# New Outlook Account Made

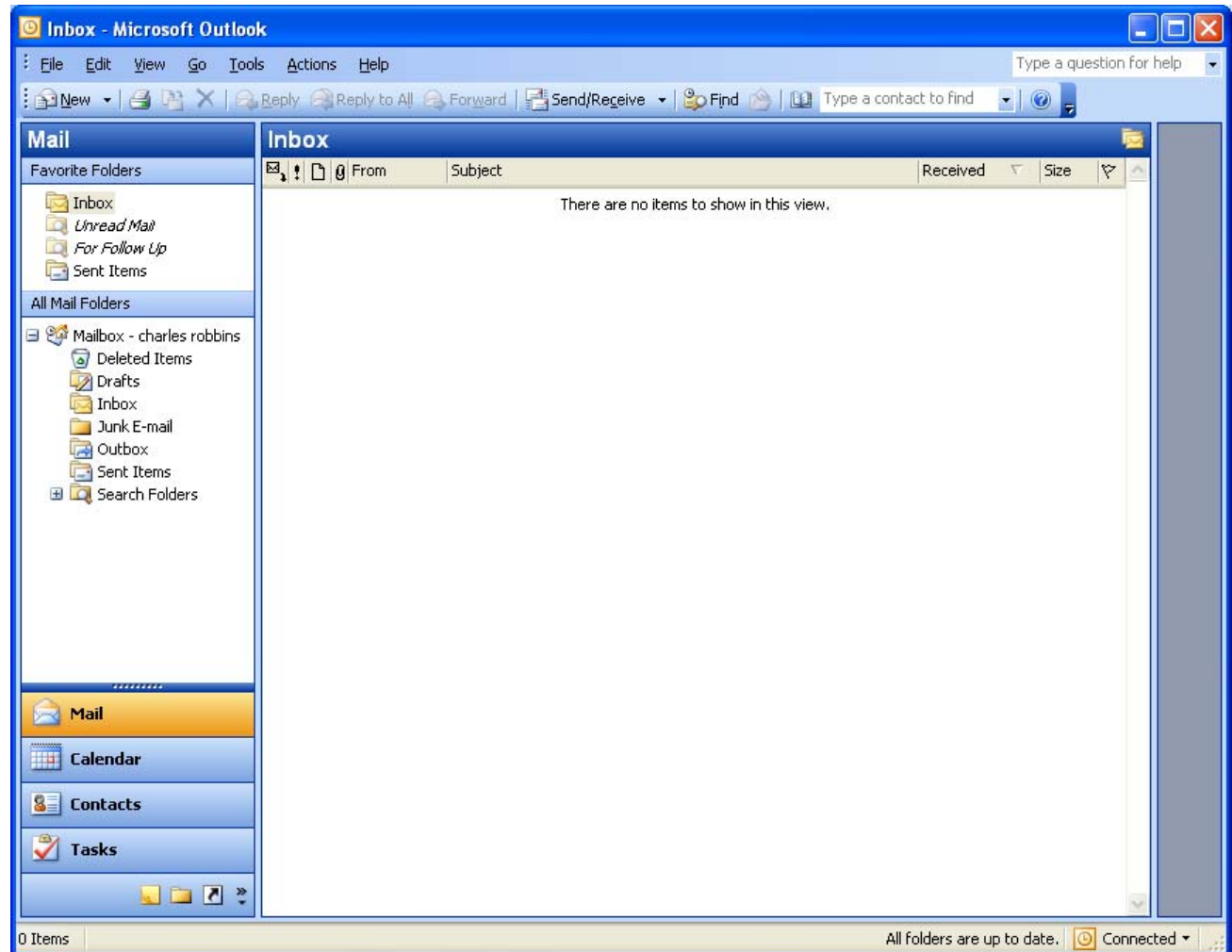
Our new Outlook account is made and we click on the Finish button to enter our email application.





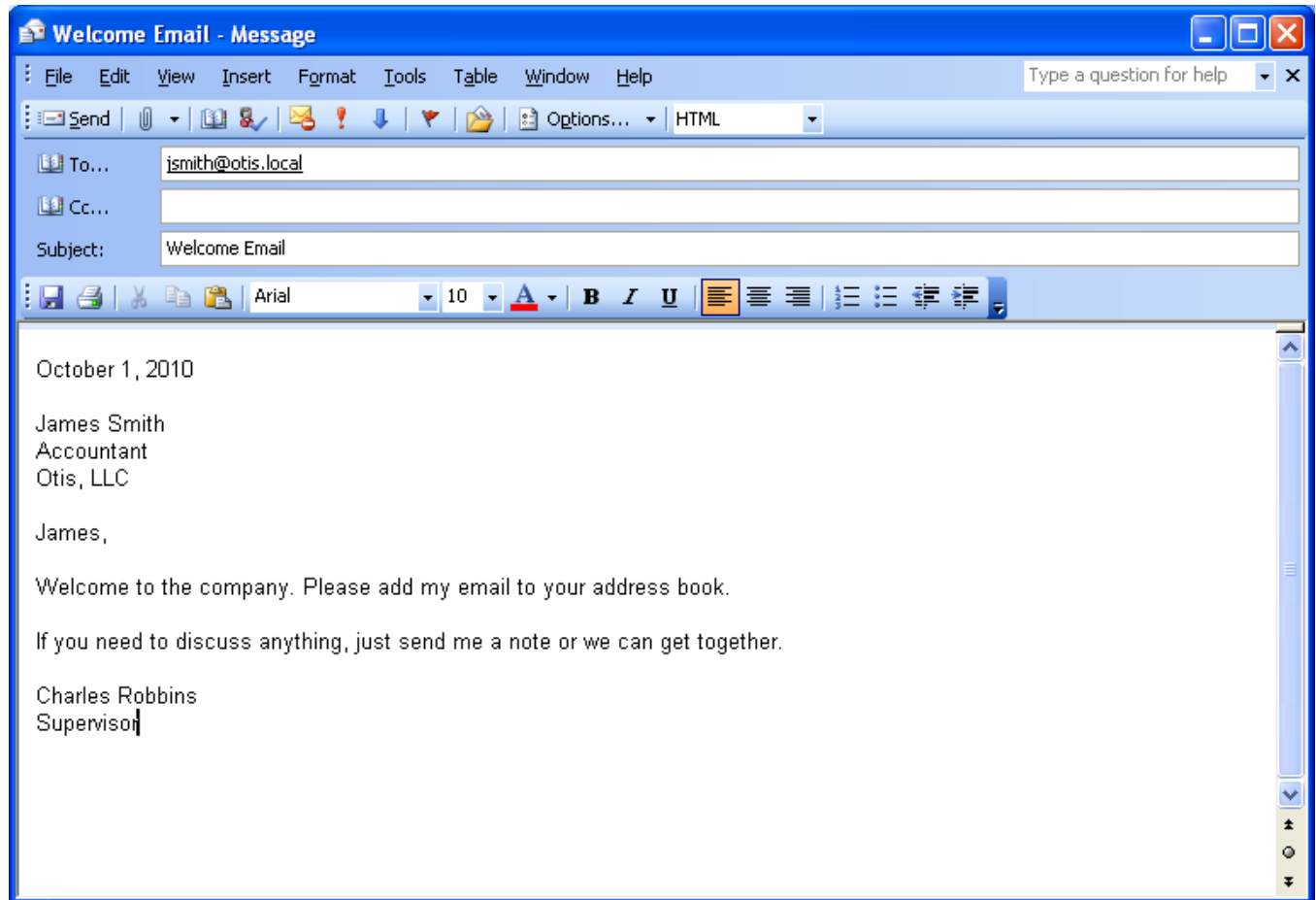
# Microsoft Outlook

We select the New hyperlink to send our test email.



# Test Email

We write a test email and select the send button to send it to another user on our domain and the Exchange server.



# Return of the Test Email

A few minutes later, our co-worker returns the email and we are now established on the organization's domain and Exchange server.

