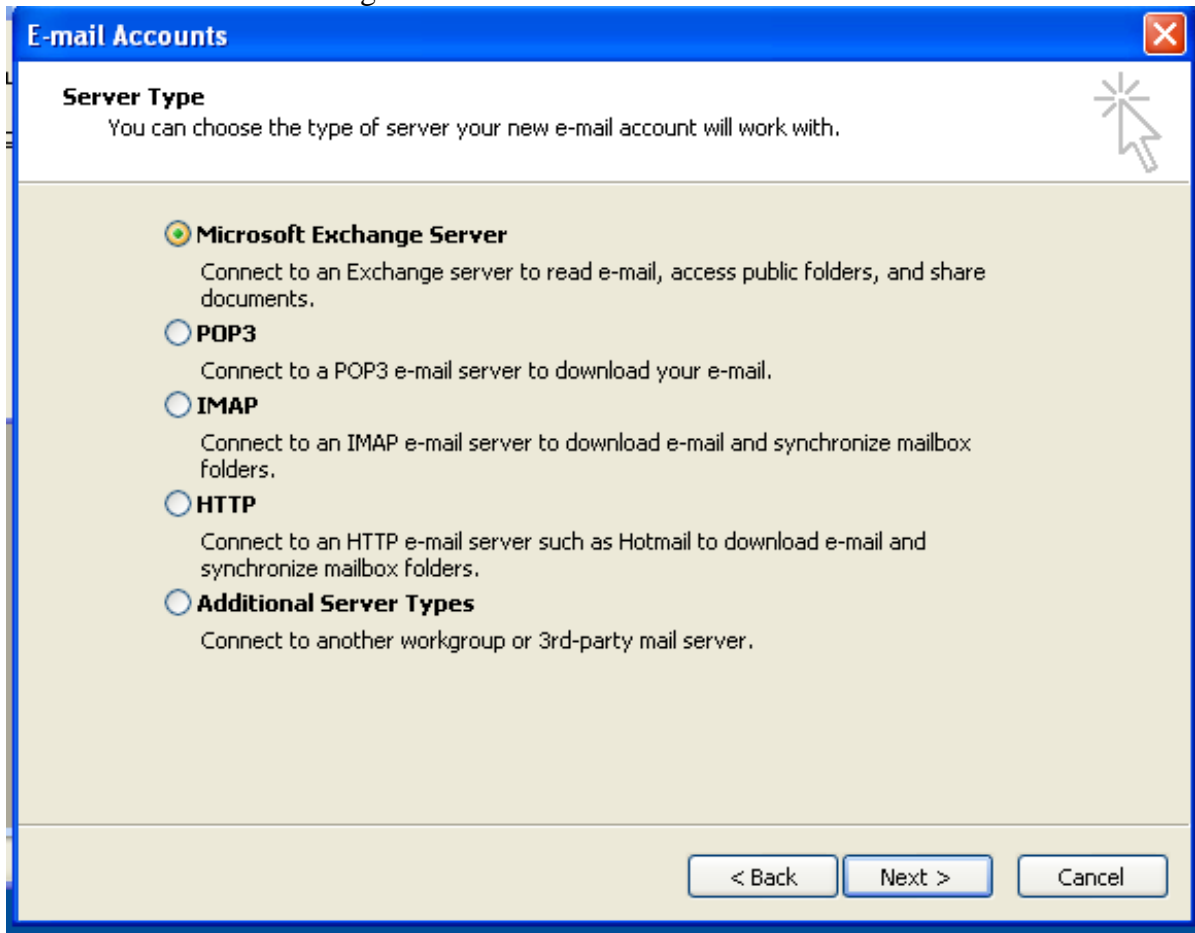


Double click the Outlook icon to start the wizard
If the wizard doesn't start skip to page 4.

Click Next on the Outlook Startup screen.

Click Next on the next screen, should have Yes marked.

Click the Microsoft Exchange Server choice then Next.



Enter Exchange for the Microsoft Exchange Server name.
Remove the check from the Use Cached Exchange Mode
Put your log on name in for User Name:
Click Next

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

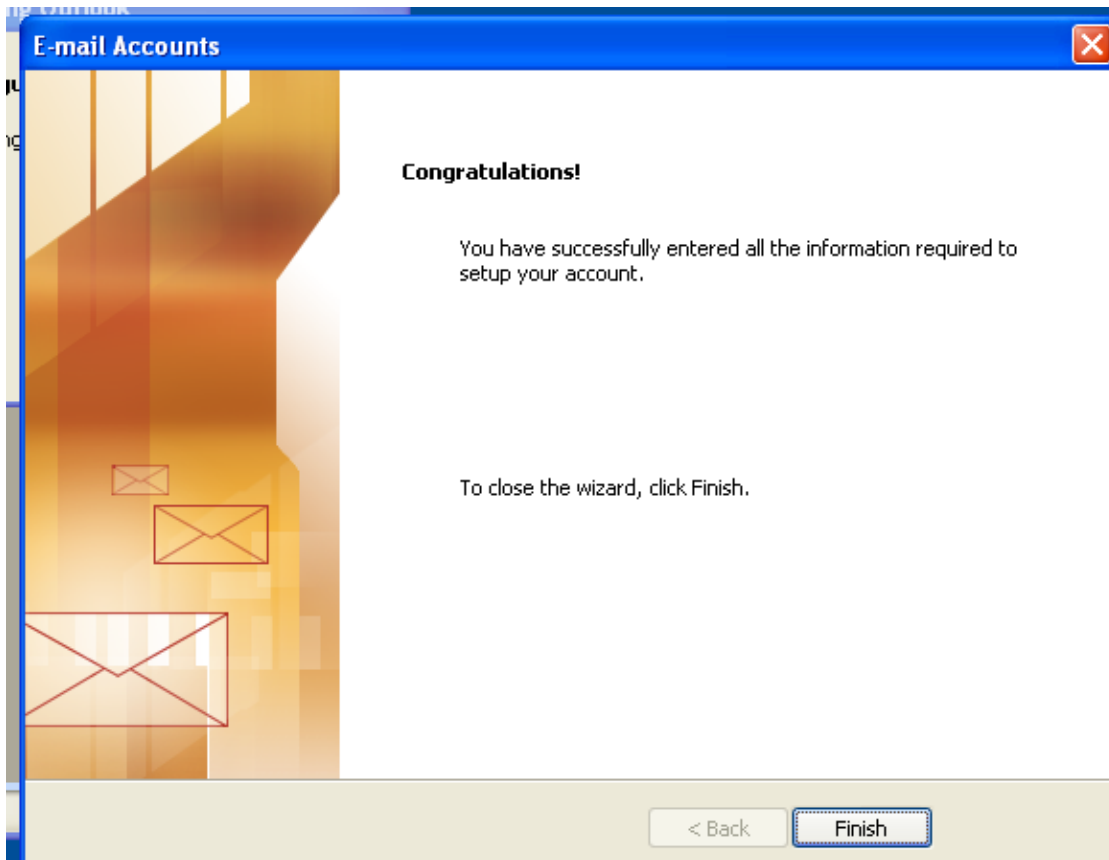
Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

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.

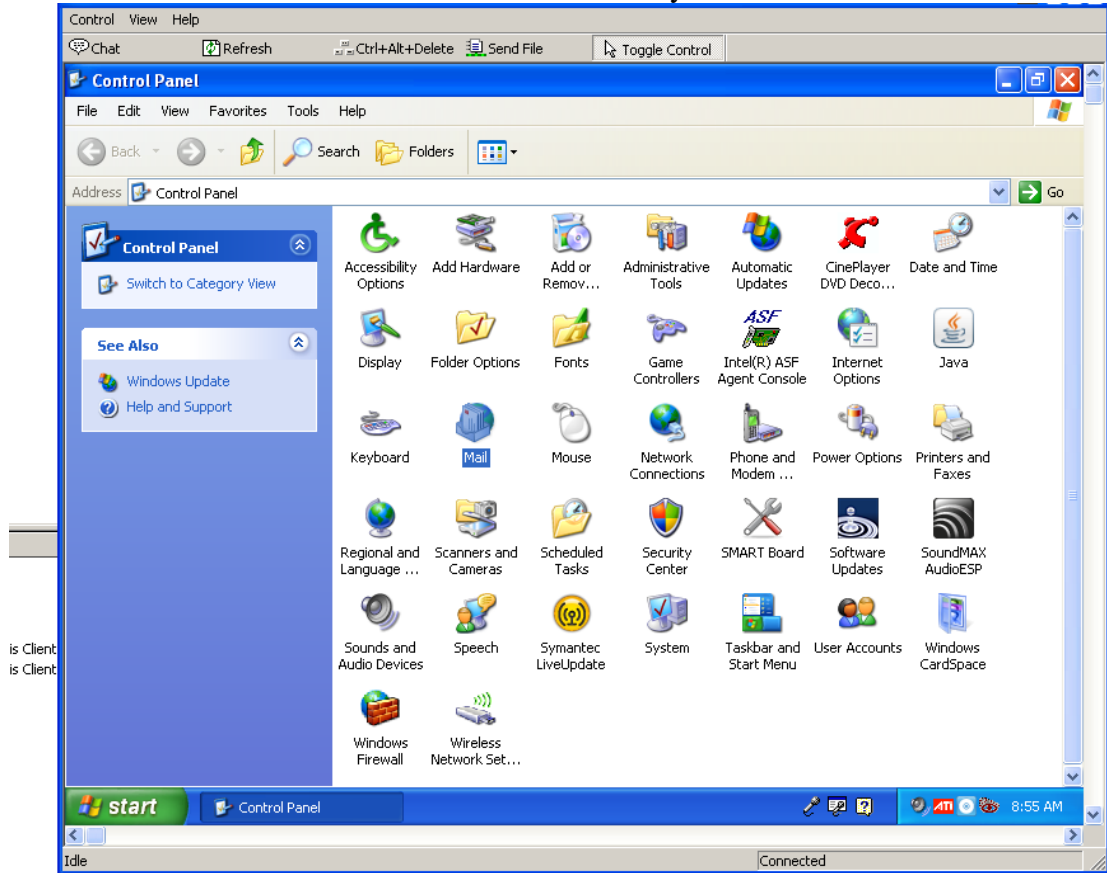
User Name:



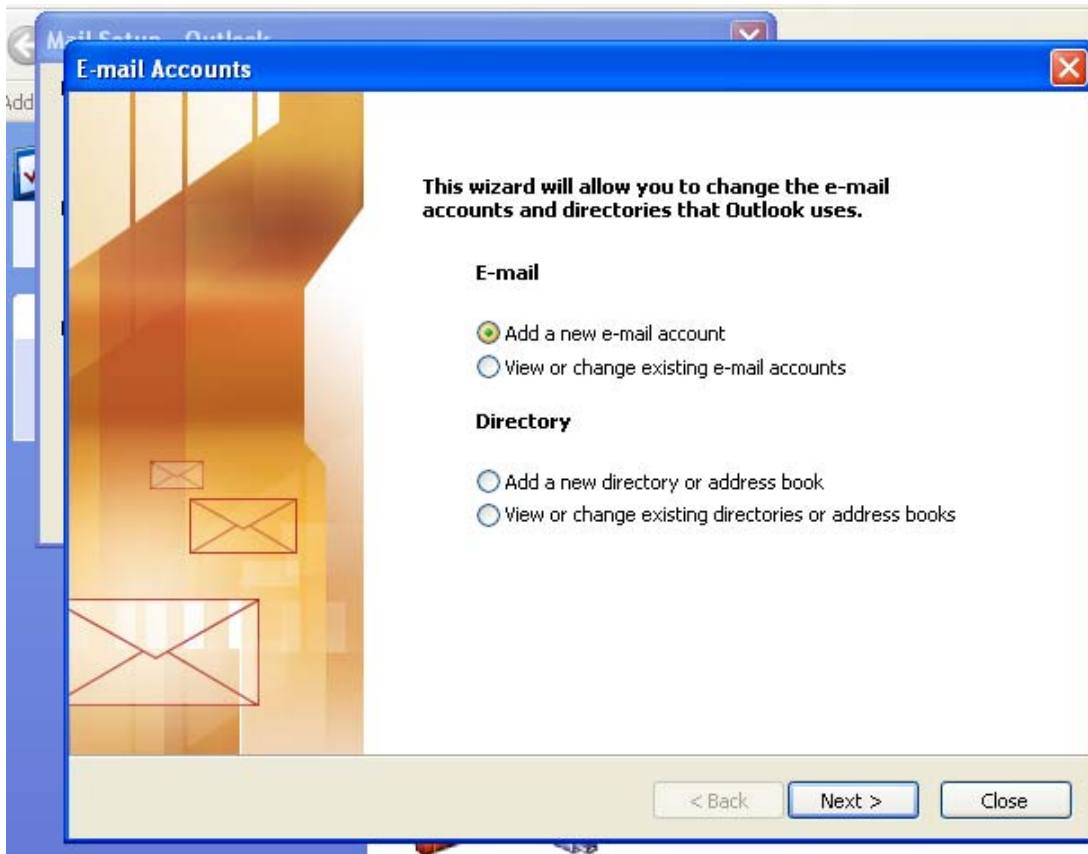
You should be all set.

Hope that helps and thanks for playing along. 😊

If you didn't get the wizard to start, go to **START** , **CONTROL PANEL**. You may have to switch the view to **Classic View** on the left. And you should see an icon for **Mail**.



When you double click it you get a mail setup menu, click **E-mail Accounts ...**



Click add new account, then click next. You should now get a screen that says Server Type. Now you can go back to page one and follow the directions from there.

Thanks Ted