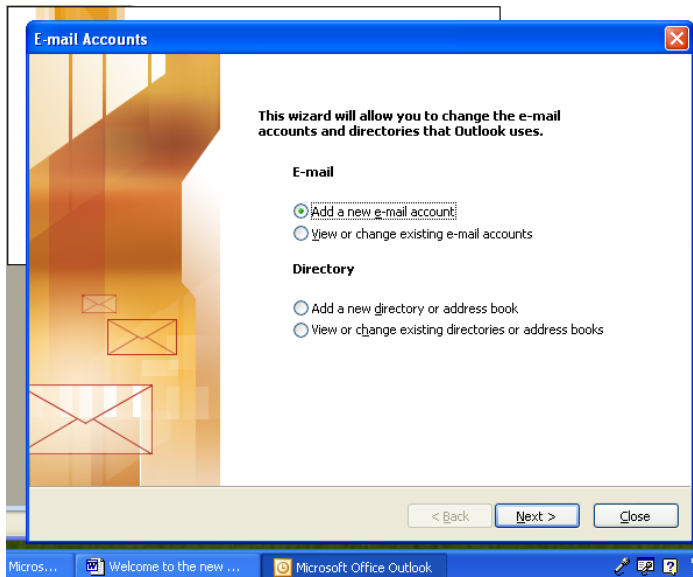


# Setting up Outlook 2003

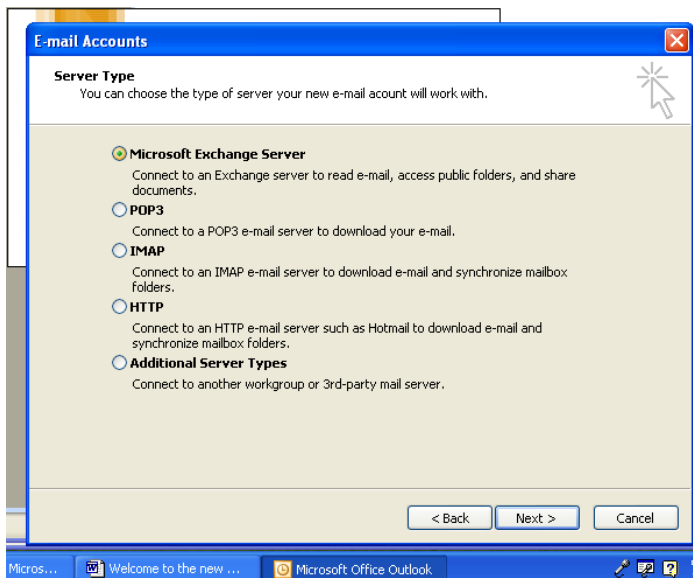
In order to be able to access your e-mail now that the system has been updated you must follow the following steps to activate your account:

1. Click on the Microsoft Outlook icon
2. You will see the Outlook wizard come up and the screen will say Outlook 2003 Startup, click the next button
3. The screen will now show the Account Configuration (E-mail Accounts) screen, click the circle Add a new email account and then the next button
4. The screen will now say E-mail Accounts, click the circle by Microsoft Exchange Server, then the next button
5. The screen will now say Exchange server settings, enter SCCSD-MAIL01 (the 0 is a zero) then enter your user name.
6. Click check name and your name should come up underlined then click next
7. Click finish



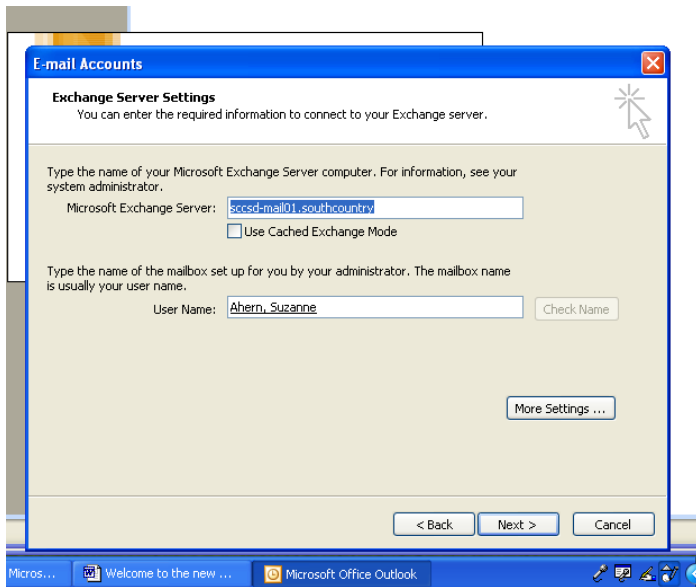
Step 1

Add a new email account



Step 2

Microsoft Exchange Server

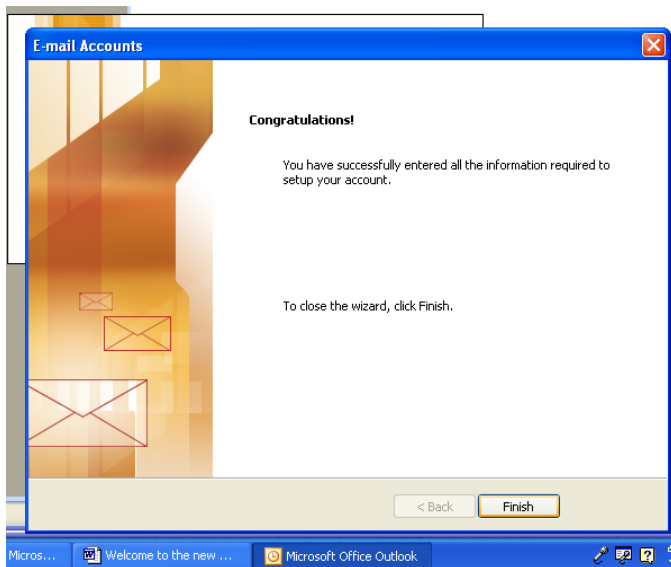


### Step 3

Microsoft Exchange Server -  
Sccsd-mail01

**\*\*\*When setting up Outlook 2003, at the Exchange Server Settings window - underneath where you put the Microsoft Exchange Server address (sccsd-mail01) the box that says Use Cached Exchange Mode should be unchecked.\*\*\***

After adding the user name click "Check Name" which will underline last name, first name



### Step 4

Click Finish