

Configuring Microsoft Outlook 2003 for the First Time

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Microsoft Outlook 2003 must be configured by the user before it can be used for the first time. Before configuring Outlook 2003, the user must have a valid mailbox on the Microsoft Exchange server and Outlook 2003 installed on the local system. This is a one-time procedure.

To configure Outlook 2003:

1. Click the **Start** button ► **All Programs** ► **Microsoft Office** ► **Microsoft Office Outlook 2003**. The *Outlook 2003 Startup* wizard window opens (see Figure 1).



Figure 1 - Outlook 2003 Startup Wizard Window

2. Click the **Next** button. The *Account Configuration* dialog box opens (see Figure 2).

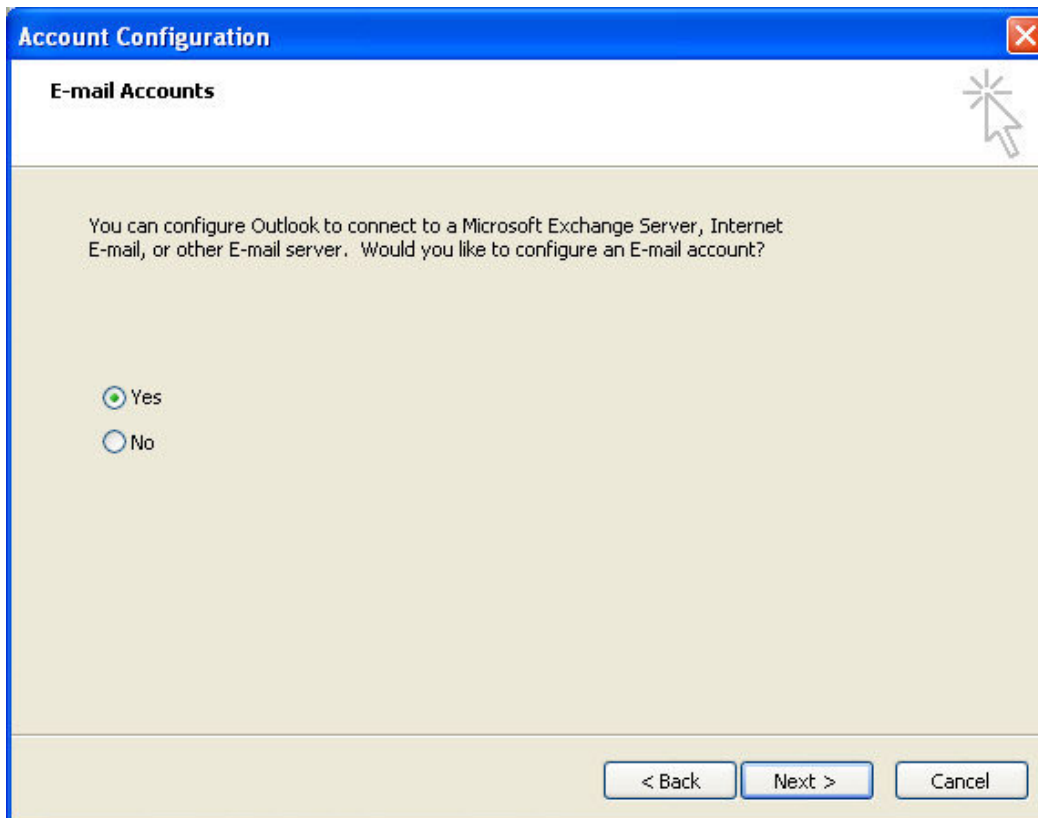


Figure 2 - Account Configuration Dialog Box

3. Click the **Yes** option button, and then click the **Next** button. The *E-mail Accounts Server Type* dialog box opens (see Figure 3).

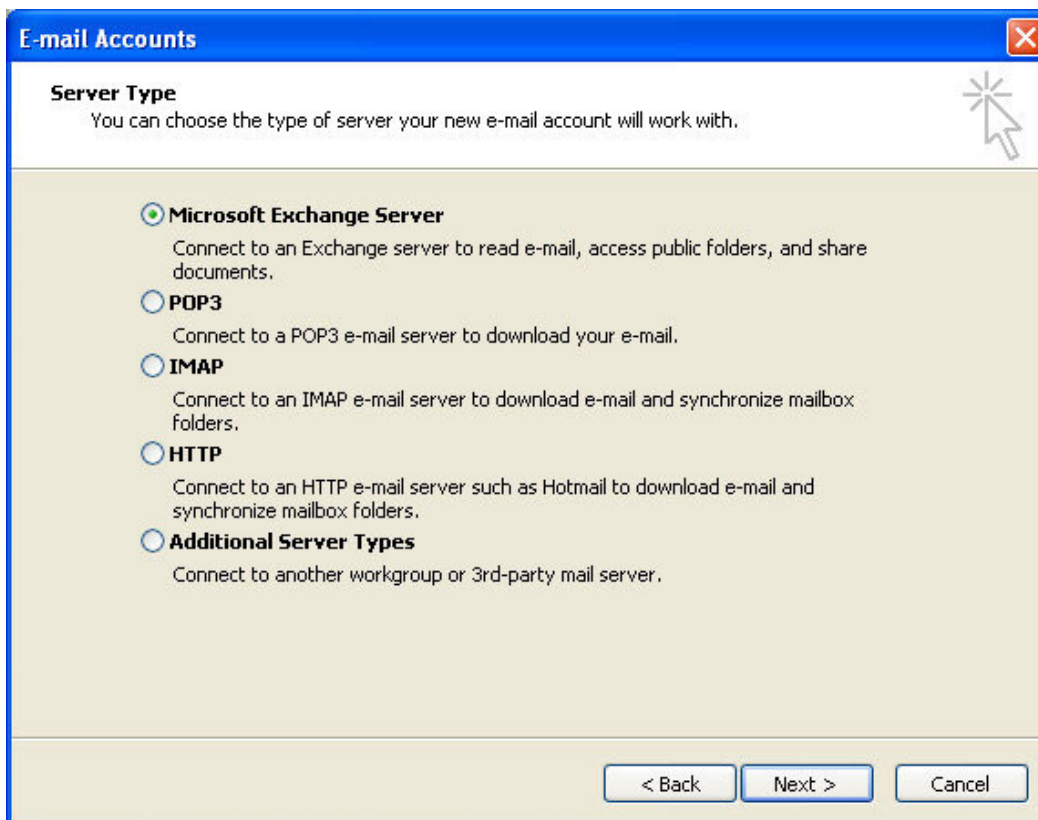


Figure 3 - E-mail Accounts Server Type Dialog Box

4. Click the **Microsoft Exchange Server** option button, and then click the **Next** button. The *E-mail Accounts Exchange Server Settings* dialog box opens (see Figure 4).

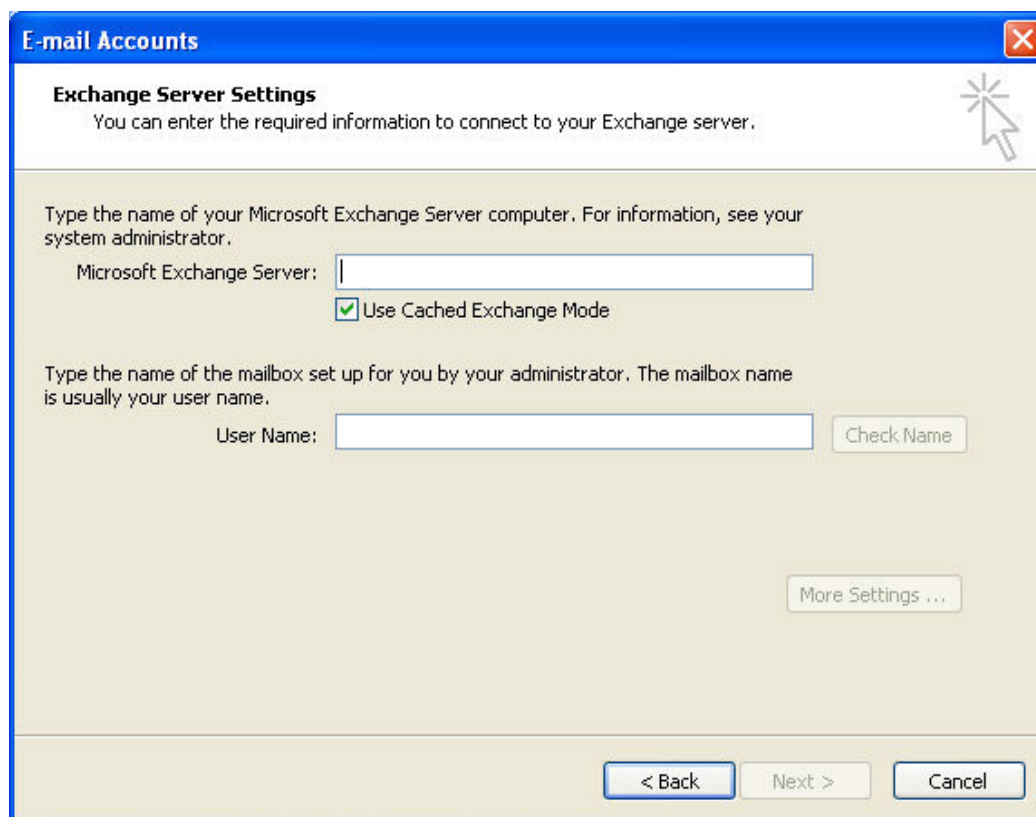


Figure 4 - E-mail Accounts Exchange Server Settings Dialog Box

5. In the **Microsoft Exchange Server** text box, type **santafe1**.
6. Uncheck the **Use Cached Exchange Mode** check box.
7. Enter the user name in the **User Name** text box. The **Check Name** button activates (see Figure 5).

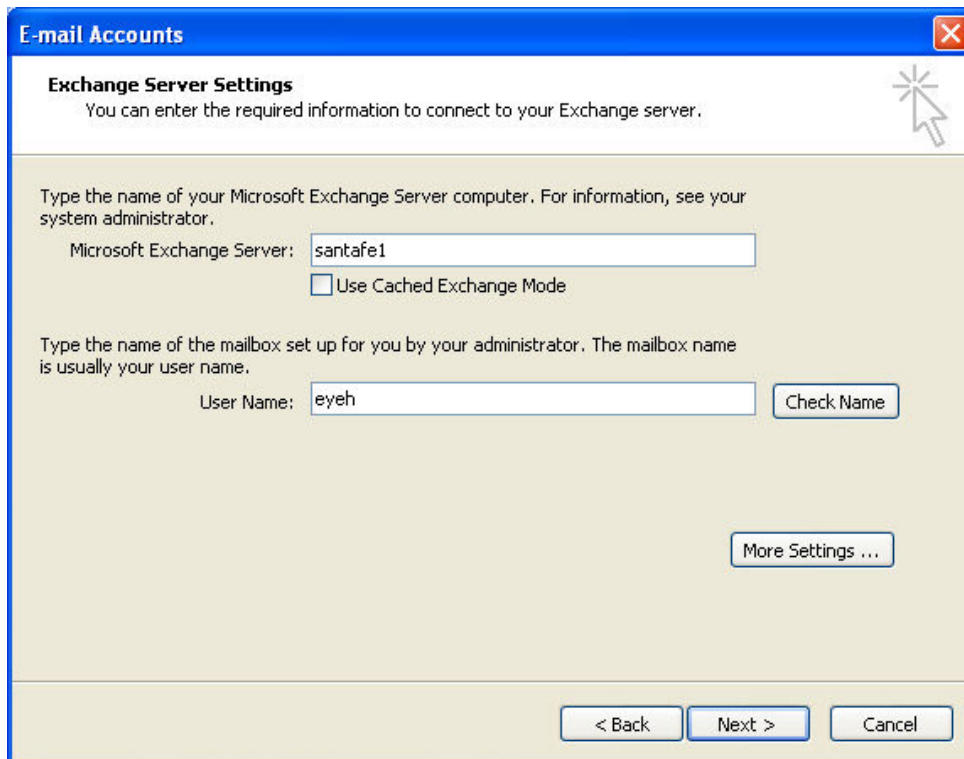


Figure 5 - E-mail Accounts Exchange Server Settings Dialog Box with Check Name Button Activated

8. Click the **Check Name** button. The *Connect to* dialog box opens (see Figure 6).

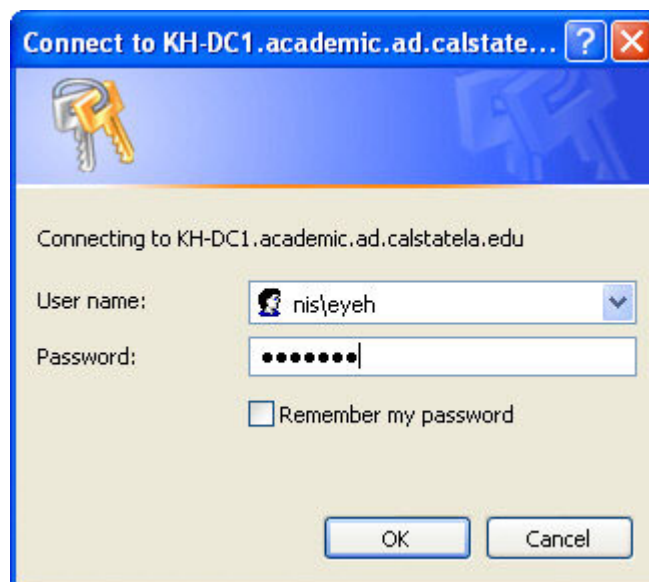


Figure 6 - Connect to Dialog Box

9. Enter the user domain (**nis** or **csla**) followed by a backslash (\) and the user name in the *User name* text box.
10. Enter the user password in the *Password* text box.
11. Click the **OK** button.

NOTE: The system will authenticate the user and the user mailbox on the Microsoft Exchange server. It is not unusual to experience a delay of up to a minute while the process completes. If the *Connect to* dialog box reappears with the *Password* text box empty, it means that the user was not authenticated on the server. Contact the ITS Help Desk at extension 3-6170 for further assistance.

12. When the user has been properly authenticated on the Microsoft Exchange server, the user name in the **User Name** text box on the *E-mail Accounts Exchange Server Settings* dialog box appears underlined (see Figure 7). Click the **Next** button. The *E-mail Accounts Congratulations* dialog box opens (see Figure 8).

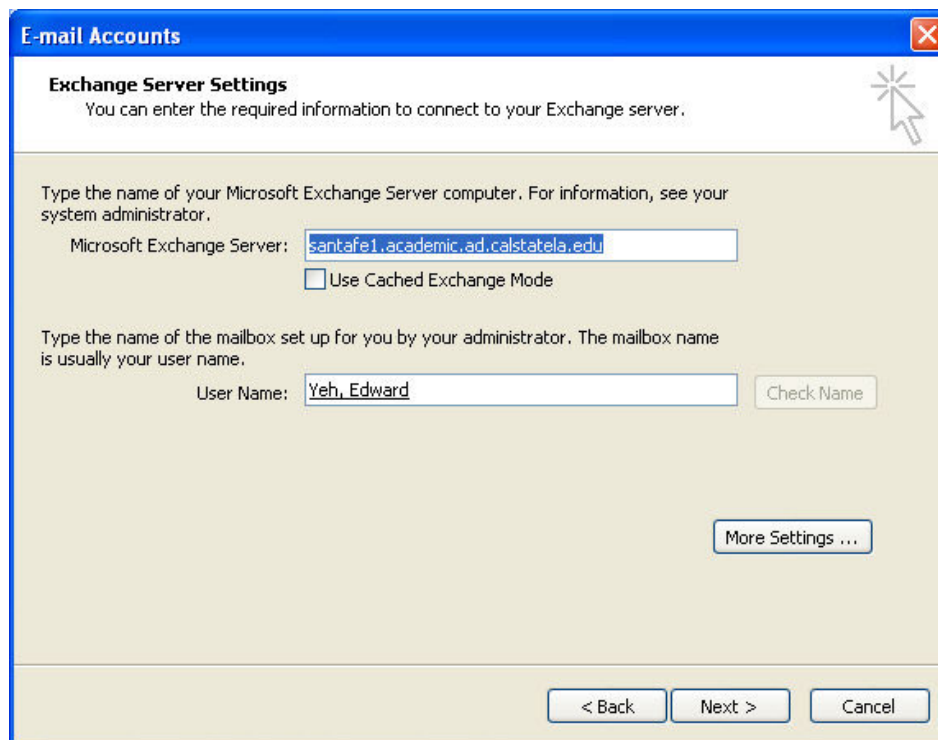


Figure 7 - E-mail Accounts Exchange Server Settings Dialog Box After Authentication

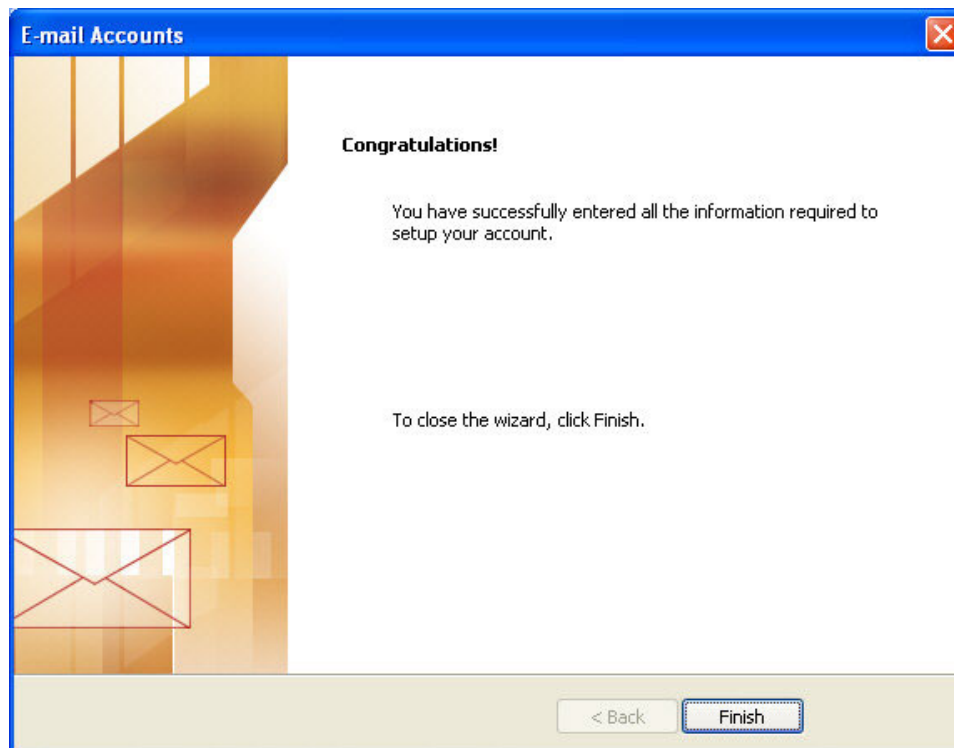


Figure 8 - E-mail Accounts Congratulations Dialog Box

13. Click the **Finish** button to complete the configuration and relaunch Outlook 2003, if necessary.