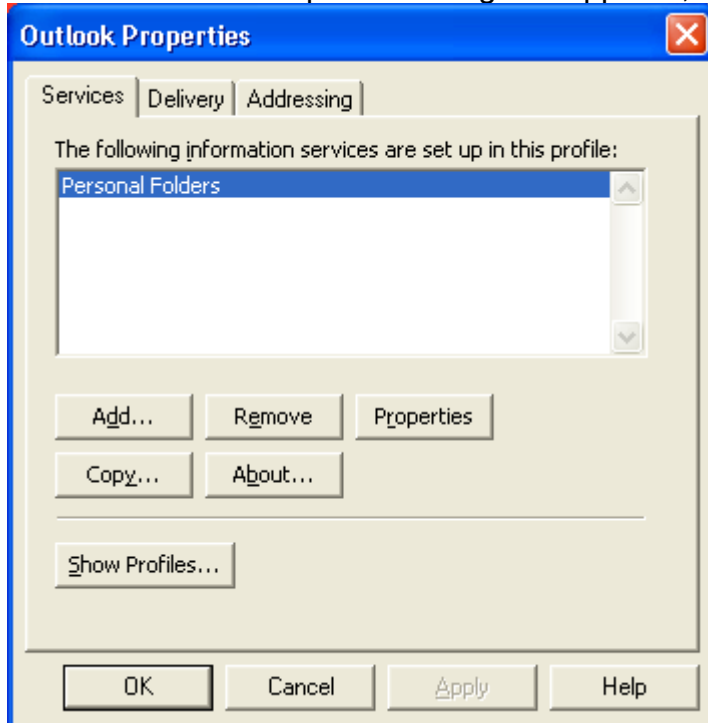


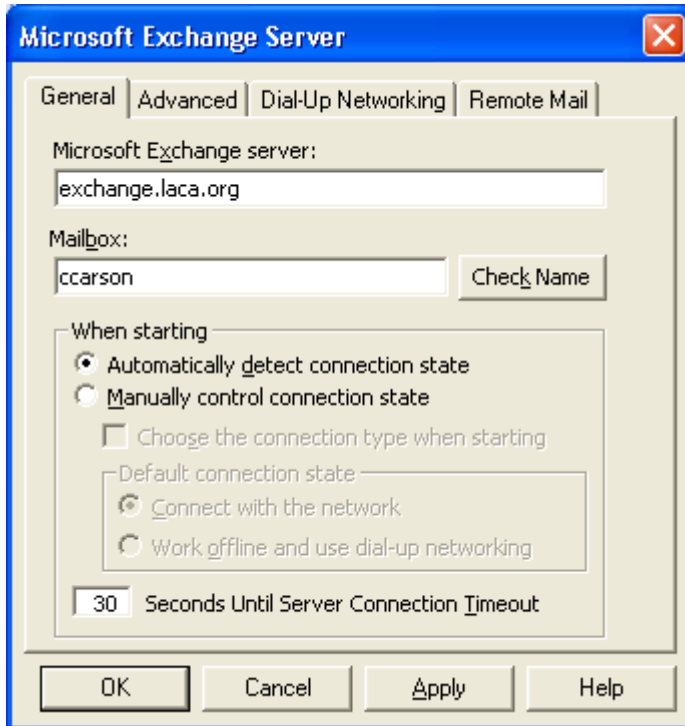
1. Go to Control Panel on your PC. This is necessary because you have to set up Exchange connections while Outlook is closed. Click on the "MAIL" icon in the Control Panel.
2. After the Outlook Properties dialog box appears, click the "Add..." button.



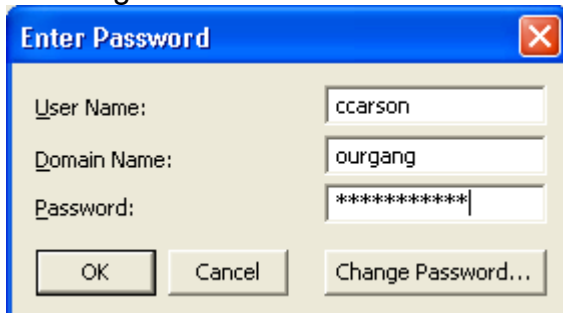
3. Choose "Microsoft Exchange Server", click OK.



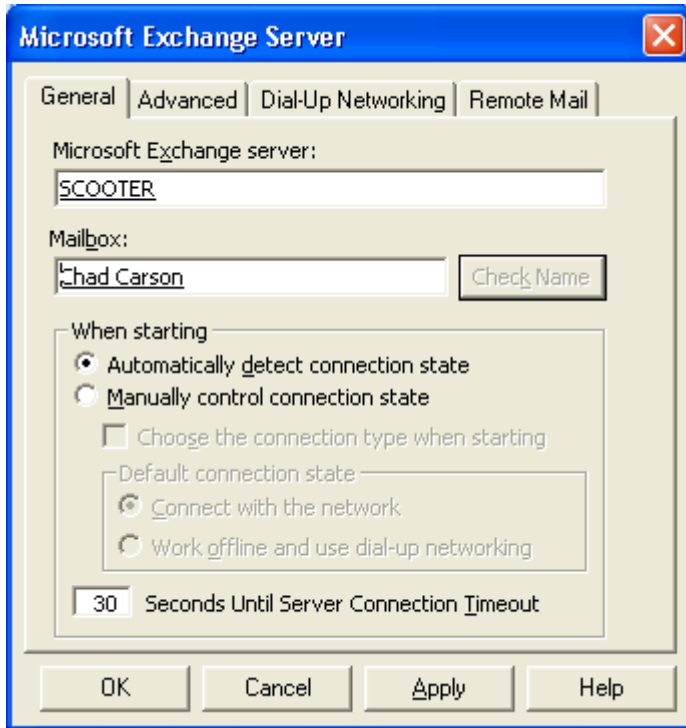
4. In the field "Microsoft Exchange Server", put in "exchange.laca.org". In the Mailbox field, put in your username. Click "Check Name".



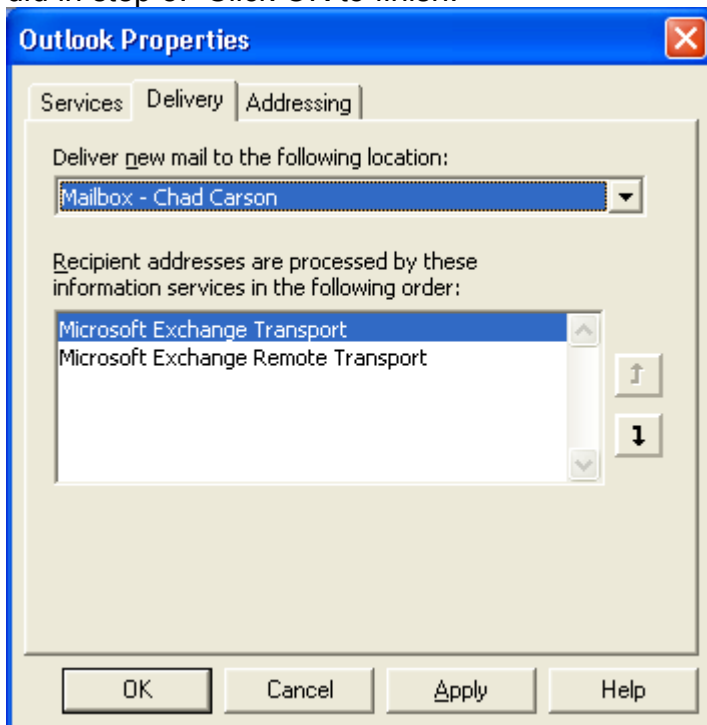
5. You will be prompted for a Username, Domain, and Password. Use your username for the User Name, OURGANG for the Domain Name, and your new e-mail password for the Exchange server. Click OK.



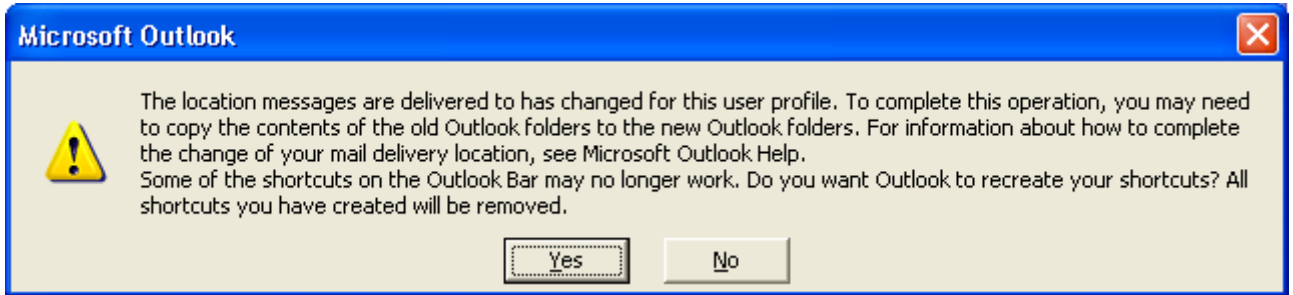
6. If you are successful logging into the Exchange server, the server name will change to "Scooter" (the true Windows 2003 name of our Exchange server) and the mailbox will change to your full name as configured in Exchange. Click OK.



7. Click the "Delivery" tab. Under "Deliver new mail to the following location" chose Mailbox, followed by your username. This option should already be available, you don't have to enter it. If your name did not resolve in the last step, you will not see this option. You MAY be asked to re-login at this point. If so, enter the same username/Domain/Password that you did in step 5. Click OK to finish.



8. Start up Outlook 2000. You will be prompted for your Username/Domain/Password. Use the same login information that you did in step 5.
9. You will be presented with this warning, since you have changed your default mailbox location from "Personal Folders" to "Mailbox - Username". Click "Yes" to continue.



10. You should now be connected to the Exchange server, and able to see your messages.