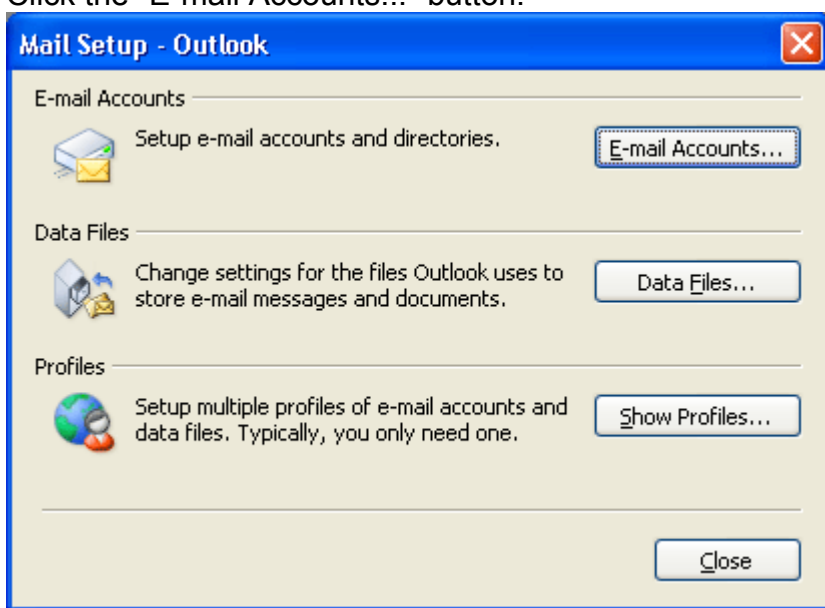




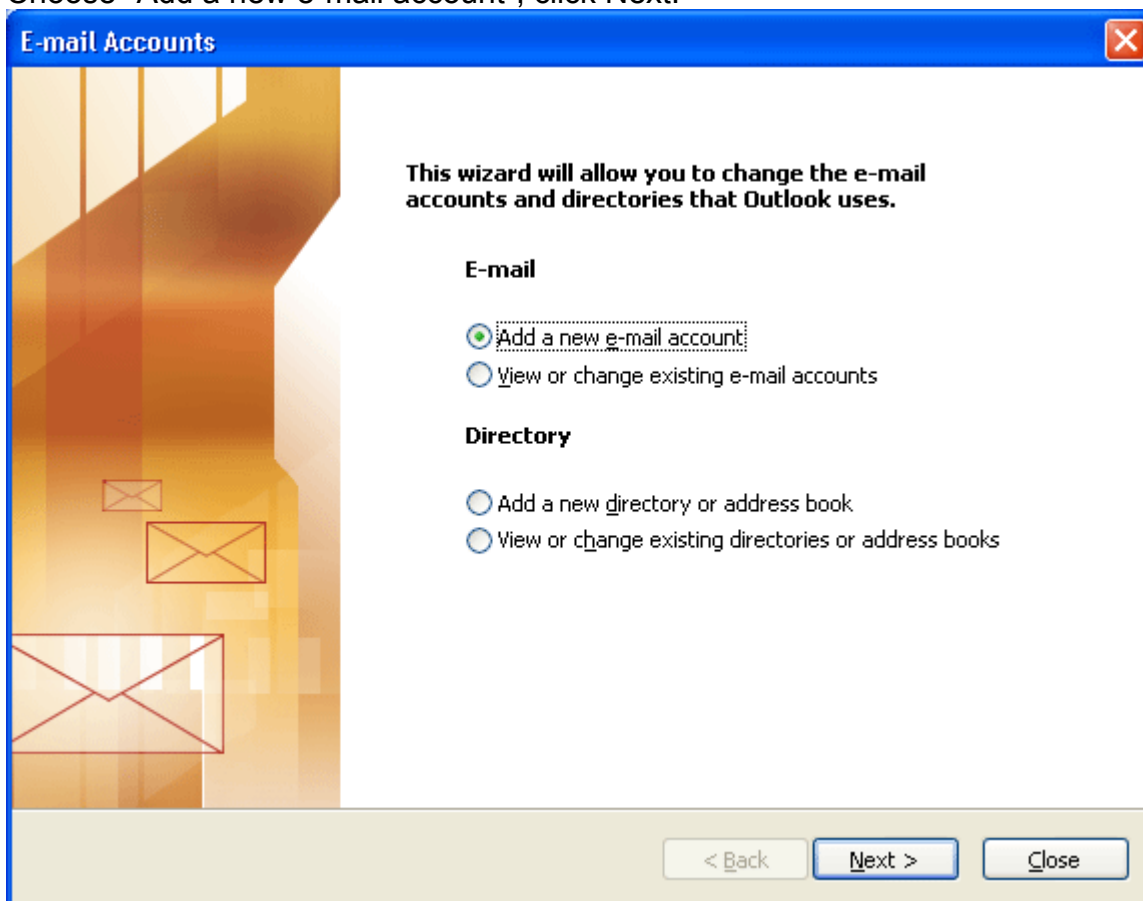
Outlook 2003

Setting up Outlook 2003 for use with LACA's Exchange Server

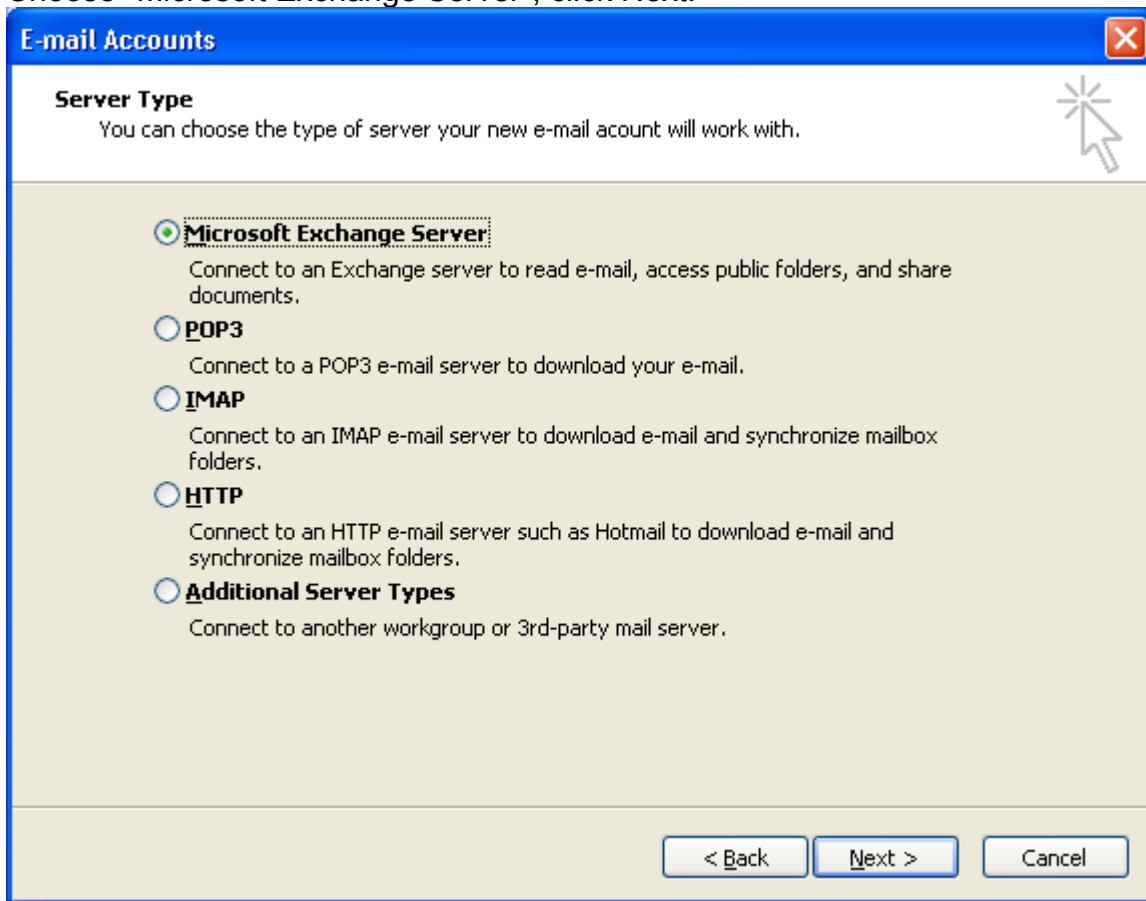
1. Go to Control Panel on your PC. This is necessary because you have to set up Exchange connections while Outlook is closed. Click on the "MAIL" icon in the Control Panel
2. Click the "E-mail Accounts..." button.



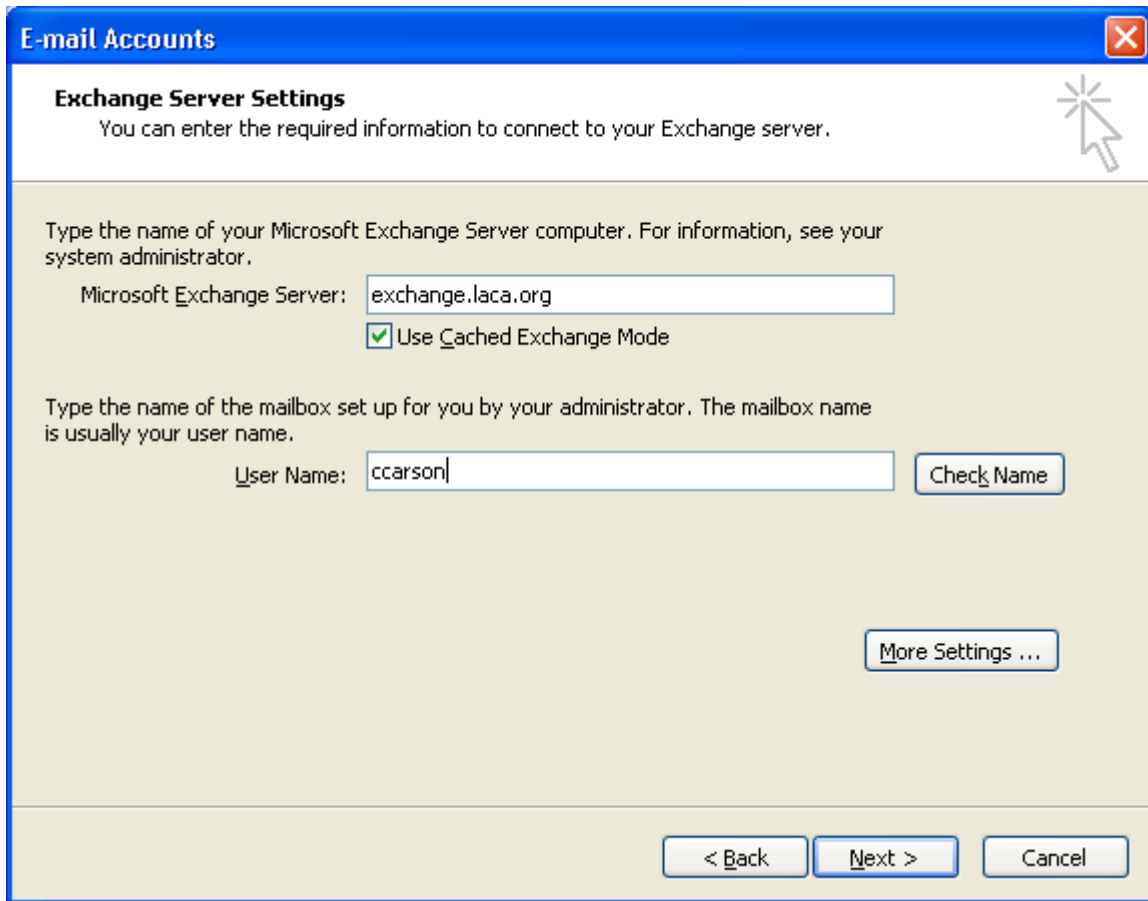
3. Choose "Add a new e-mail account", click Next.



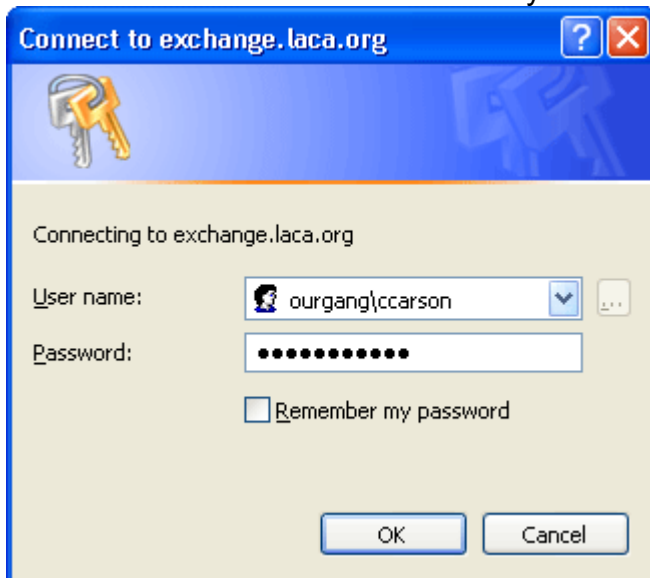
4. Choose "Microsoft Exchange Server", click Next.



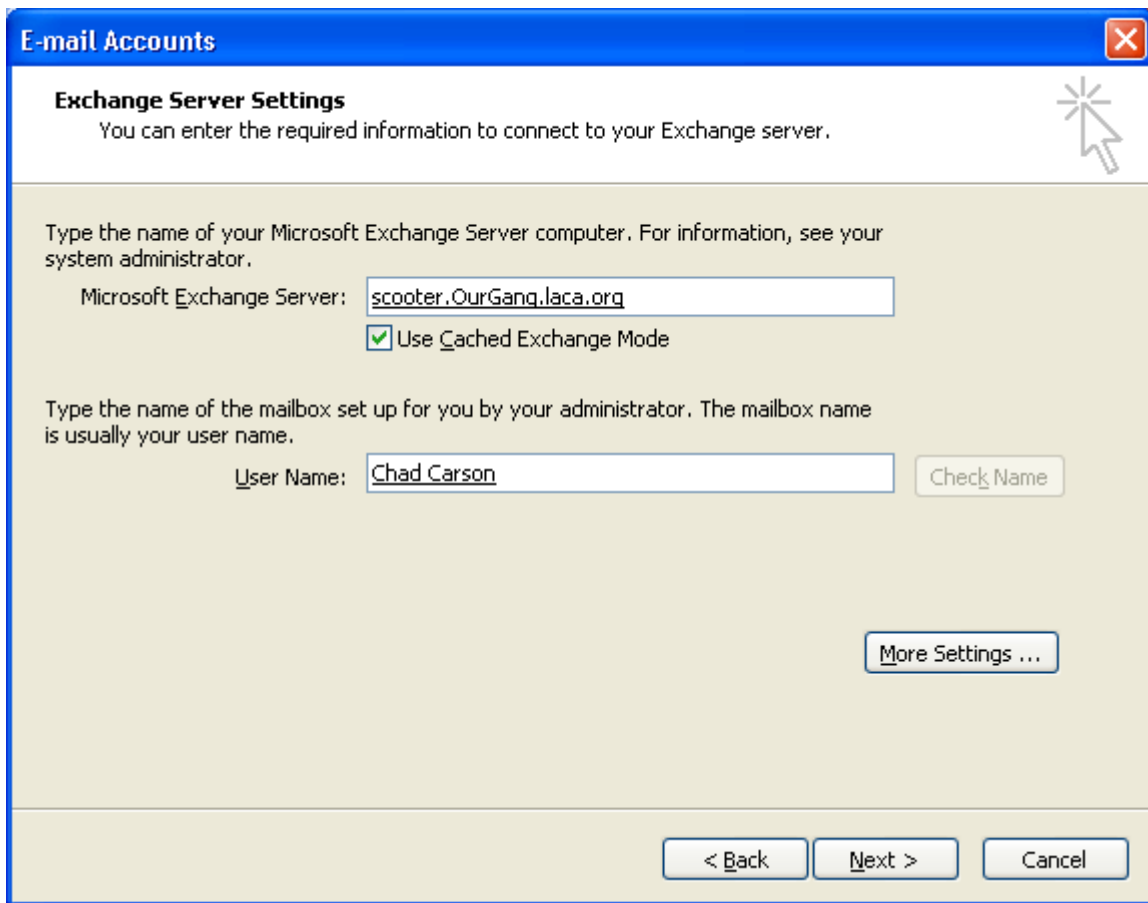
5. In the field "Microsoft Exchange Server", put in "exchange.laca.org". Select "Use Cached Exchange Mode". This will increase performance by storing copies of the information from the Exchange server into off-line folders on your local PC. For more information on this option, see the following link:
<http://www.microsoft.com/resources/documentation/office/2003/all/reskit/en-us/outb04.mspx>. Put in your username in the "User Name" field. Click "Check Name".



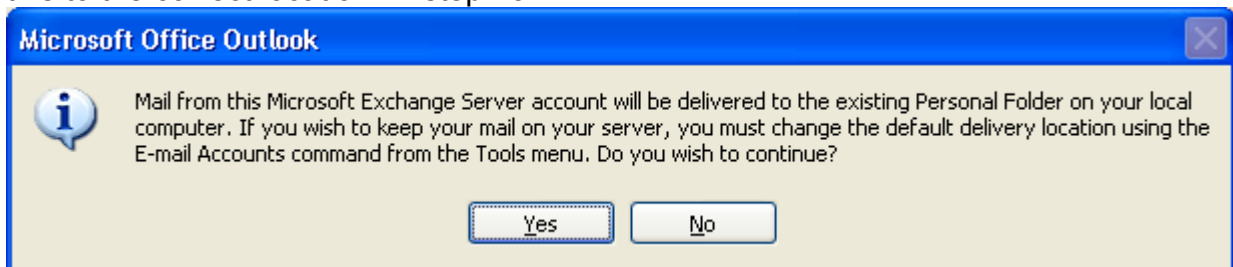
6. You will be prompted for your username and password. Be sure you have LACA's OURGANG domain name in front of your username.



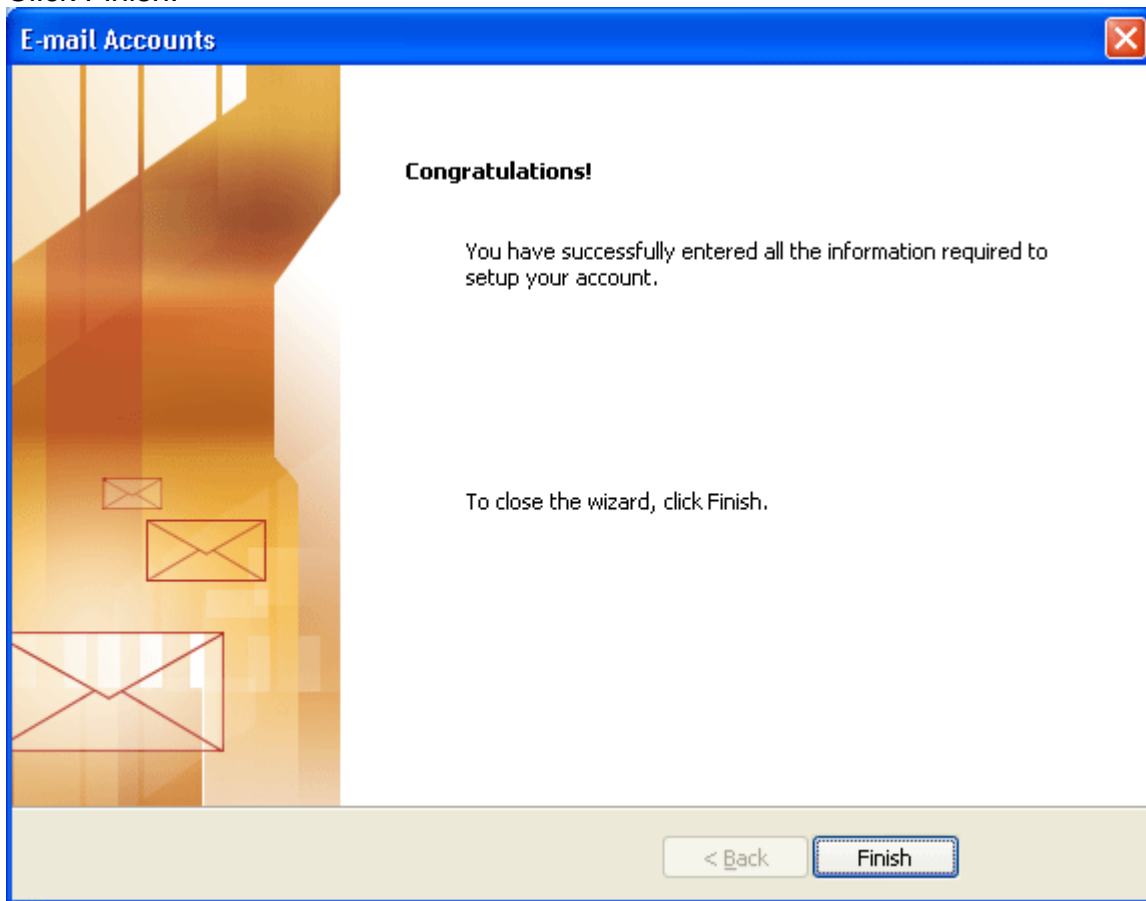
7. This may take a minute or two, but your full name should be returned (underlined) in the User Name field. The server name will also change to scooter.ourgang.laca.org, the actual name of the Exchange server within LACA's OURGANG domain. Click Next.



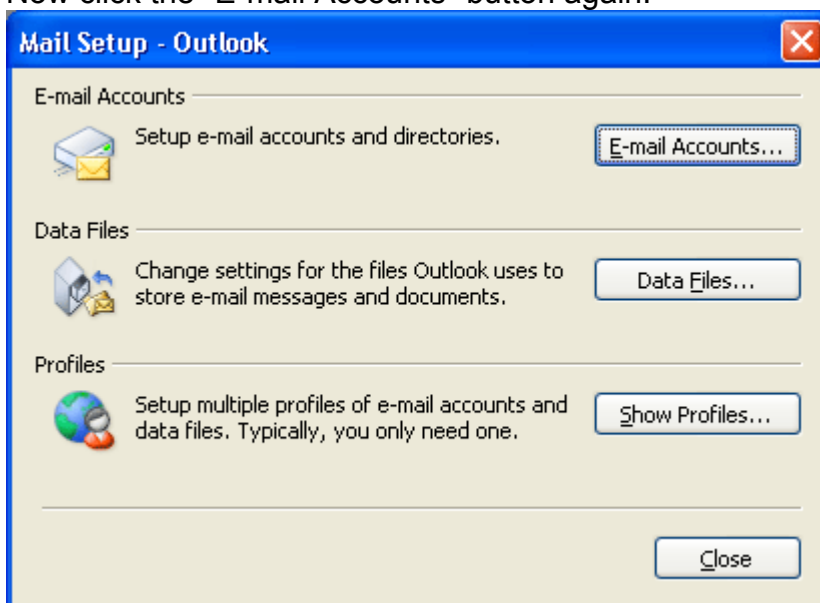
8. You will be presented with a warning message that mail will be delivered to your personal folder. This is NOT what we want, but you have to click "Yes" to continue. We'll change this to the correct location in step 13.



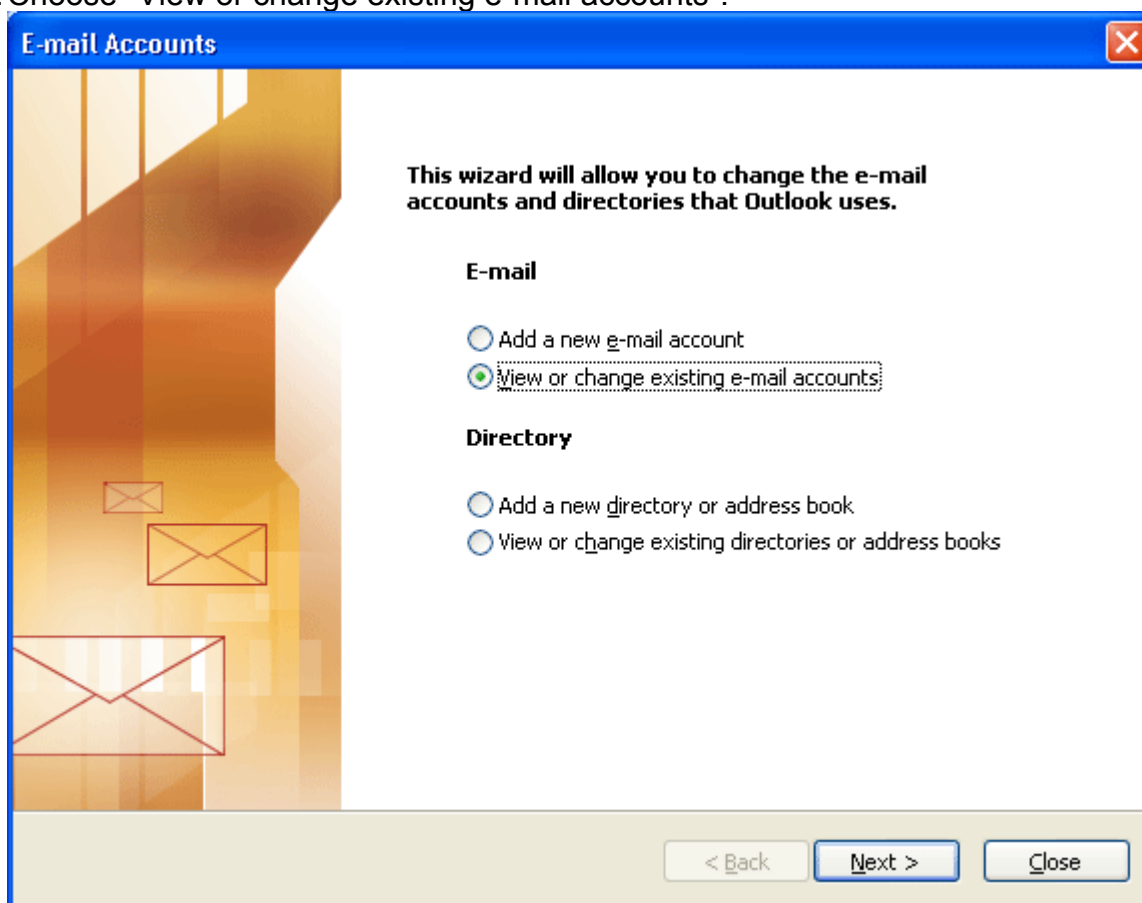
9. Click Finish.



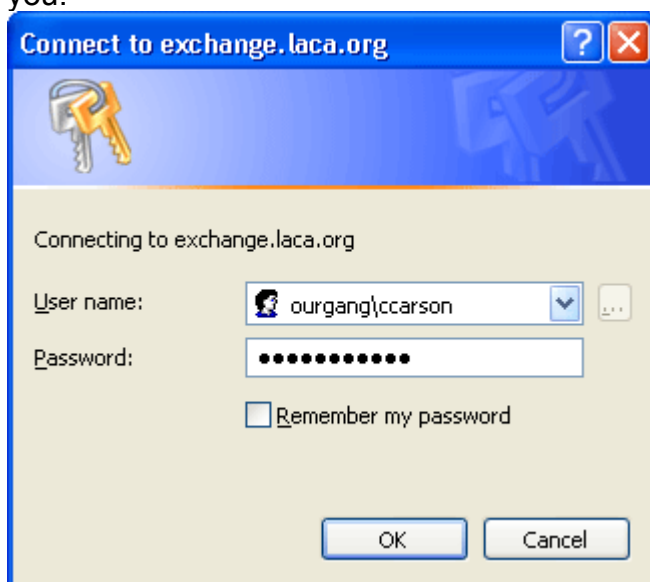
10. Now click the "E-mail Accounts" button again.



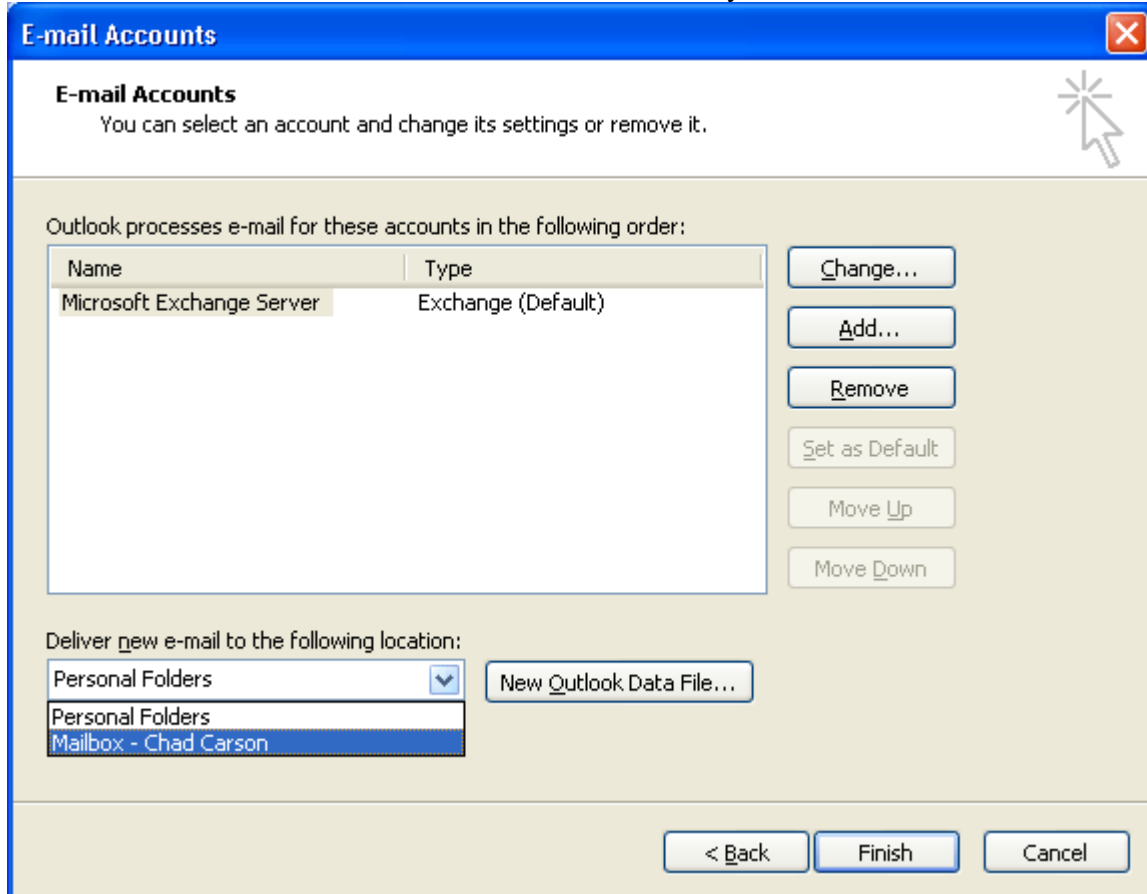
11. Choose "View or change existing e-mail accounts".



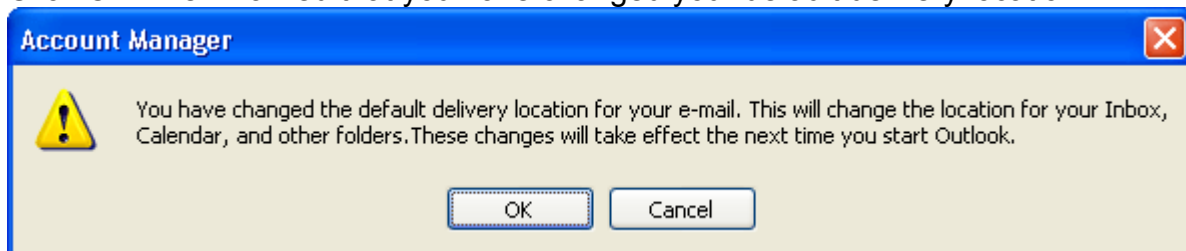
12. When prompted for your username and password, enter your username (preceded by OURGANG) and your Exchange e-mail password. It may take a minute to authenticate you.



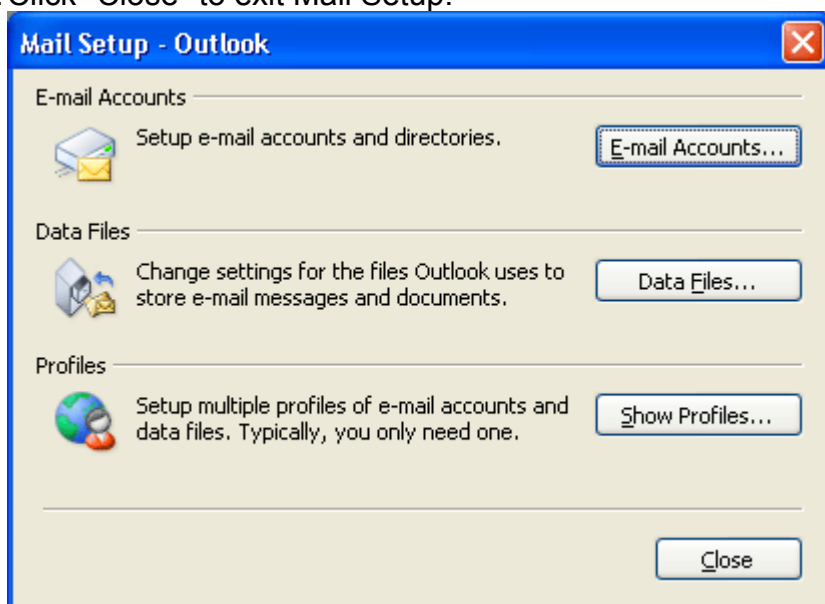
13. Under the drop down field labeled "Deliver new e-mail to the following location" chose "Mailbox - User Name" where "User Name" will be your account name. Click Finish.



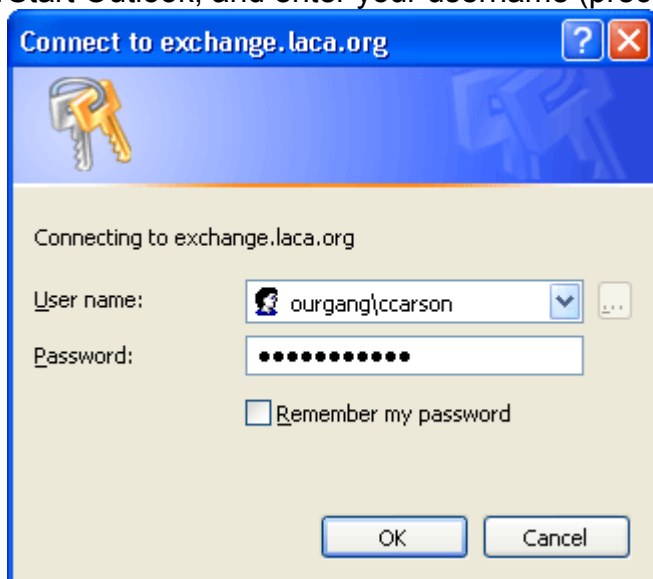
14. Click OK when warned that you have changed your default delivery location.



15. Click "Close" to exit Mail Setup.



16. Start Outlook, and enter your username (preceded by OURGANG\) and your password.



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