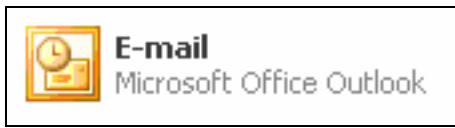


Outlook 2003: Setting Up Email

Log in on a computer using your regular login name and password.



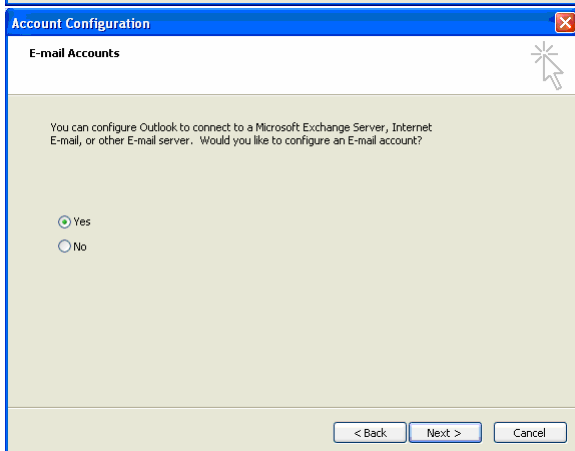
Click on the Outlook icon or use Start>All Programs>Microsoft Office>Microsoft Outlook 2003.

You will see the Microsoft Outlook Start Wizard.

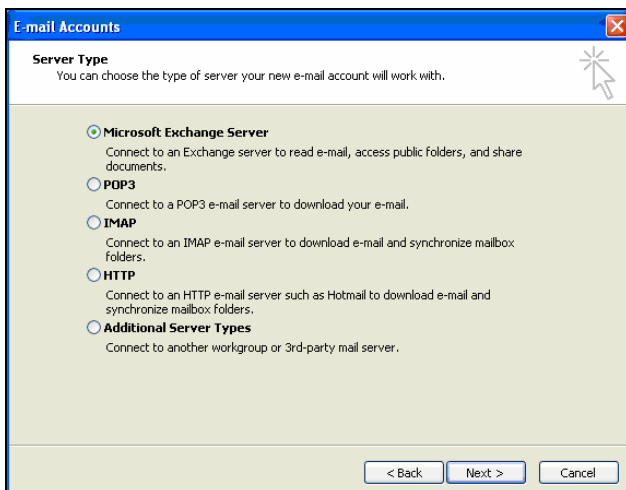


Click on Next.

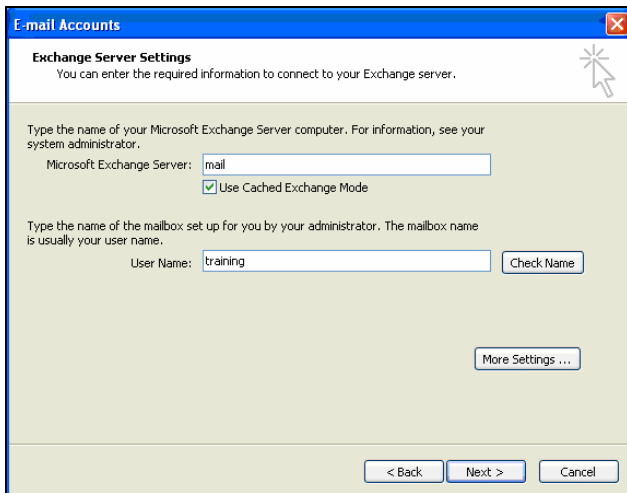
Click on E-mail Accounts. In the next box, click on "Add a new e-mail account" and click Next.



Click on Yes and click on Next.



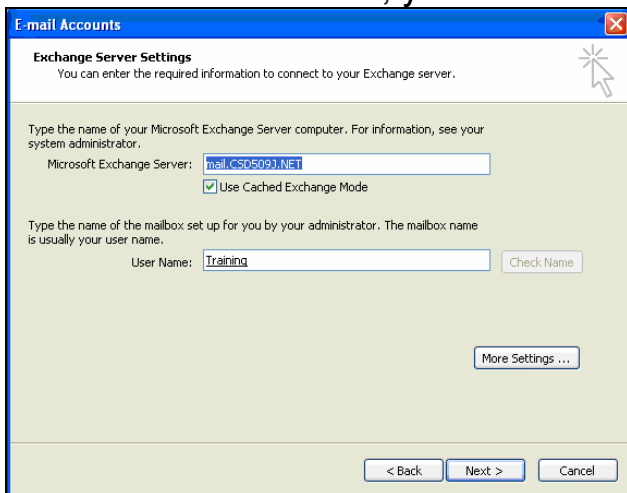
In Server Type, click on "Microsoft Exchange Server." Click Next.



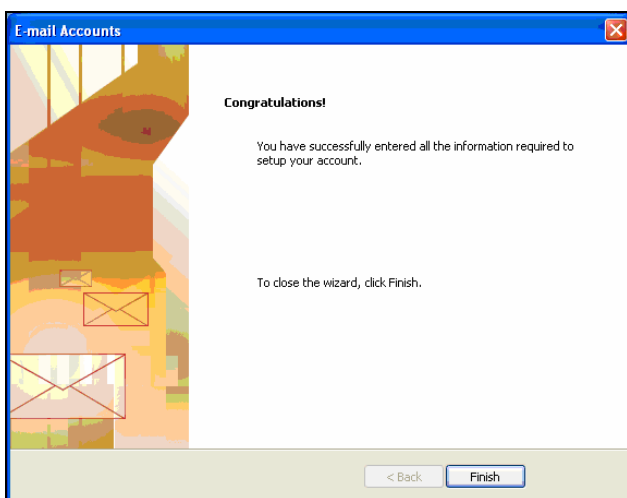
In the Exchange Server Settings, type “mail” in the Microsoft Exchange Server box.

In the User Name box, type “lastnamefirstinitial” & click on Check Name.

If the Exchange Server found you, “mail.csd509j.net” will show up in the first box. In the second box, your name will be underlined and active.



Click on Next.



The Wizard will show the Congratulations box. Click on Finish.

Outlook will start downloading your email.