

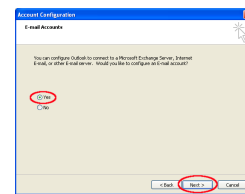
Using Outlook 2003 to Access Email from Home

Microsoft Outlook 2003 allows users to access their Exchange Server accounts over the Internet - without the use of a Web Browser - when working from home or on the road traveling. The following Step-by-Step document details how to configure Outlook 2003 on your home computer or laptop to use this functionality.

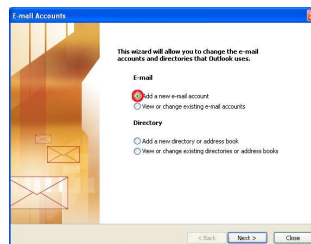
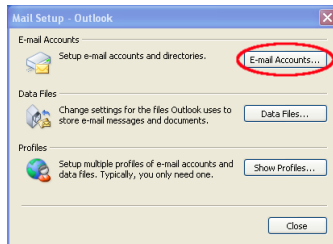
1. Click Start -> **Control Panel**. If you are in Category View, click Switch to **Classic View** on the left menu bar, and then double click the **Mail** icon. **If you DO NOT see the Mail icon, proceed to step 1a, otherwise continue to Step 2**



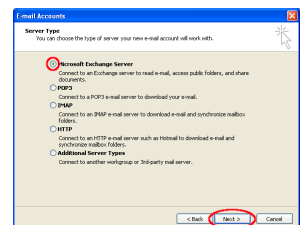
- a. **IF YOU DON'T SEE THE MAIL ICON**, then you may need to Start Outlook 2003 one time. To do so, click Start -> All Programs -> Microsoft Office -> Microsoft Office Outlook 2003
- b. Once the installation is complete, you will be prompted to setup an email account. Click **Next**
- c. On the Account Configuration dialog, select **Yes** and click **Next**
- d. **Proceed to Step 3**



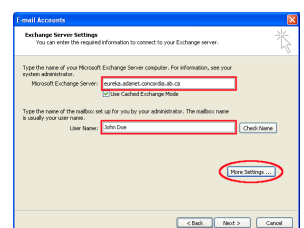
2. Click the **Email Accounts...** button. Select **"Add a new e-mail account"** and click **Next**



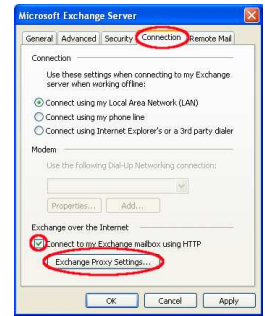
3. On the Server Type page, select **Microsoft Exchange Server** and click **Next**



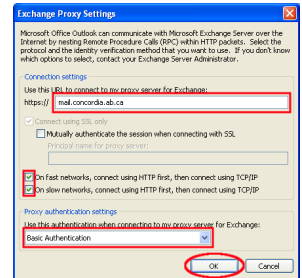
4. On the Exchange Server Settings page:
 - a. For the Microsoft Exchange Server, type **eureka.adanet.concordia.ab.ca**
 - b. Ensure **Use Cached Exchange Mode** is checked
 - c. For User Name, type your **full name** - e.g.: John Doe
 - d. Click the **More Settings...** button



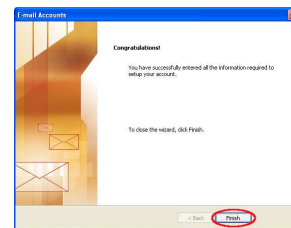
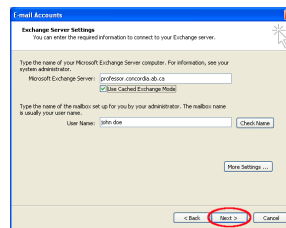
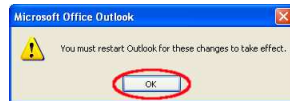
5. On the Microsoft Exchange Server dialog box
 - a. Click the **Connection** tab
 - b. Select **Connect to my Exchange mailbox using HTTP**
 - c. Click the **Exchange Proxy Settings...** button



6. On the Exchange Proxy Settings dialog box
 - a. Under Connection Settings type **mail.concordia.ab.ca** as the URL
 - b. Ensure there is a check mark beside, **On fast networks, connect using HTTP first, then connect using TCP/IP**
 - c. Ensure there is a check mark beside, **On slow networks, connect using HTTP first, then connect using TCP/IP**
 - d. Under Proxy authentication settings, change from NTLM Authentication to **Basic Authentication** and click **OK** to close the Exchange Proxy Setting dialog box



7. Click **OK** on the Microsoft Exchange Server dialog. If you get a warning to restart Outlook, just click **OK**
8. Click **Next** on the Email Account dialog and then click **Finish**



9. Enter your **user name** and **password** information e.g.: user name: **adanet\jdoe** and then your password

10. **The initial connection can take a very long time and does not reflect normal operational speed.** The first time Outlook connects to the server it needs to download a copy of all items in the mail account - subsequent logins will occur at normal speed.

