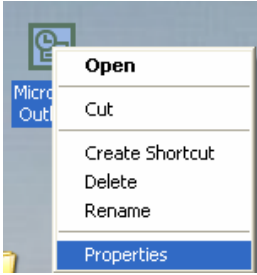


Setting Up Outlook Mailbox Location

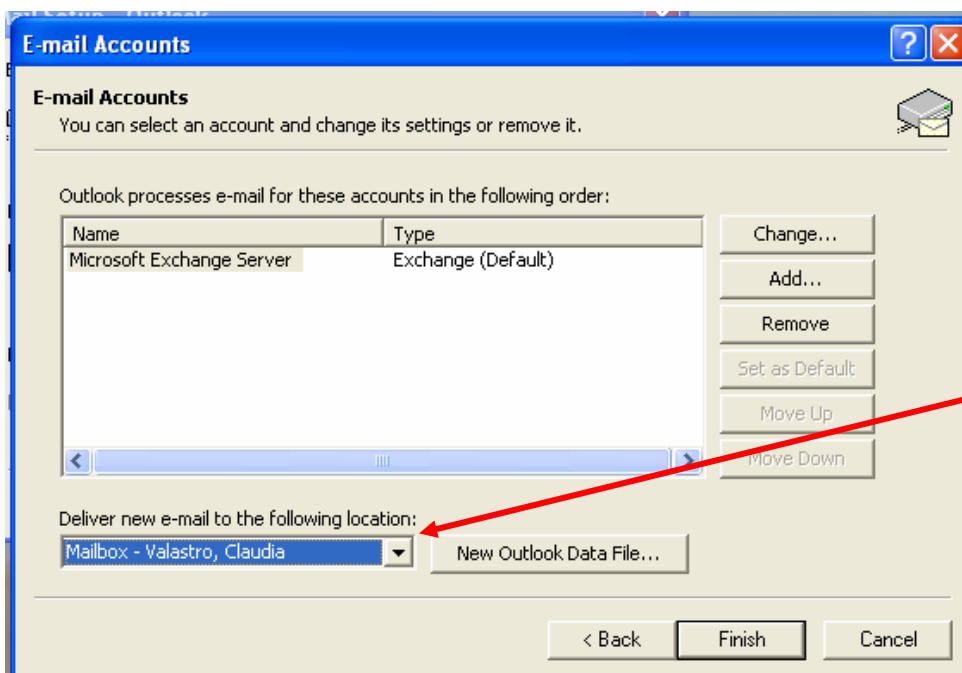


Point mouse to the MicroSoft Outlook icon, right click and choose properties.



Click on E-mail Accounts

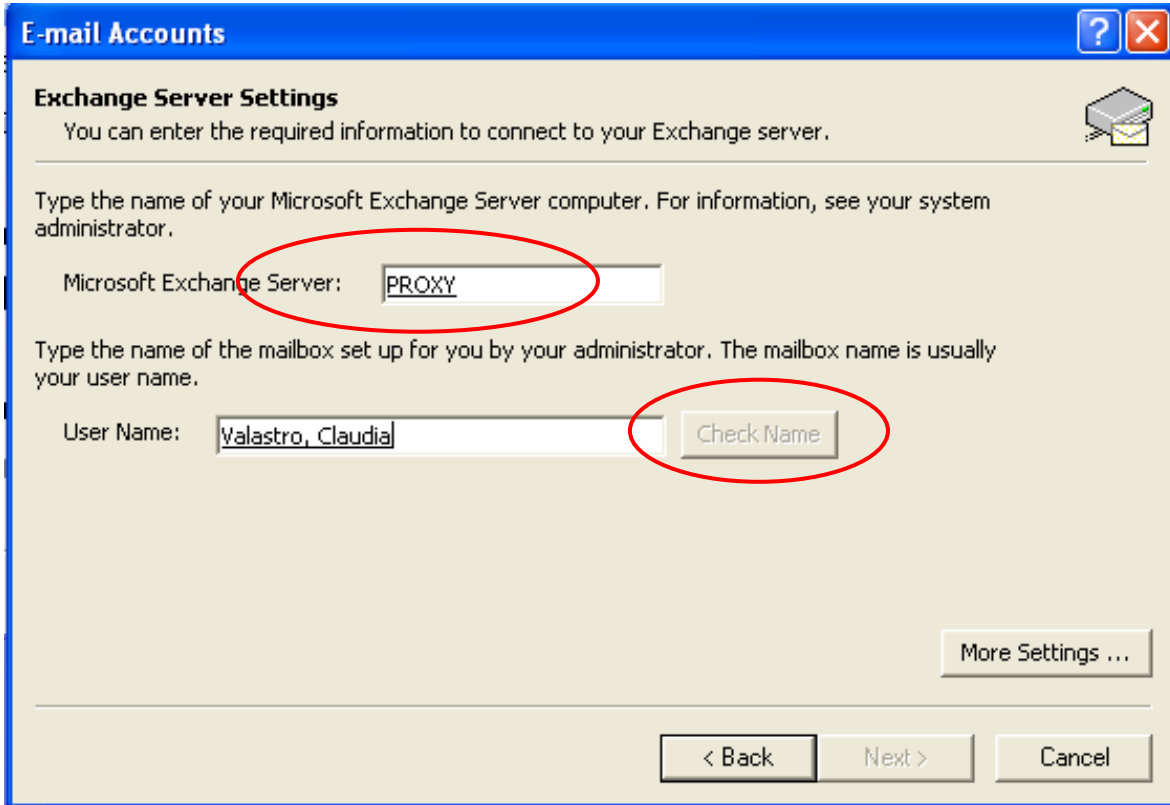
Choose view or change existing email accounts to see where the mailbox location is.



Make sure the user's mailbox and name is chosen below. Type in if necessary.

Setting Up Outlook Mailbox Location

If you are prompted for name of server, it is proxy. Also you may need to type in username and then use check name button to find your mailbox.



E-mail Accounts [?] [X]

Exchange Server Settings [Icon]

You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name: