

Microsoft Outlook 2003 – Windows XP

2009 - 2010 | Millsaps College | Information Technology Services

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For Millsaps Faculty, Staff, and Students

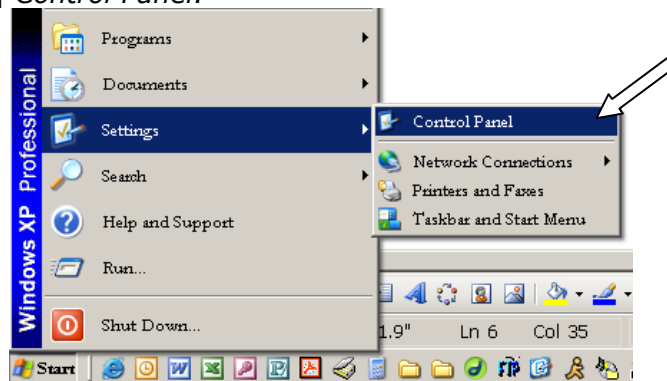
About Outlook

Through the Microsoft Exchange Server, Outlook can be configured for on-campus use to send and receive email, coordinate meetings and appointments, and provide contact information for members of the Millsaps community. Outlook can be set up on all student machines and most machines used by individual faculty and staff members. Outlook will not connect to the exchange server from off campus unless there is an active VPN connection.

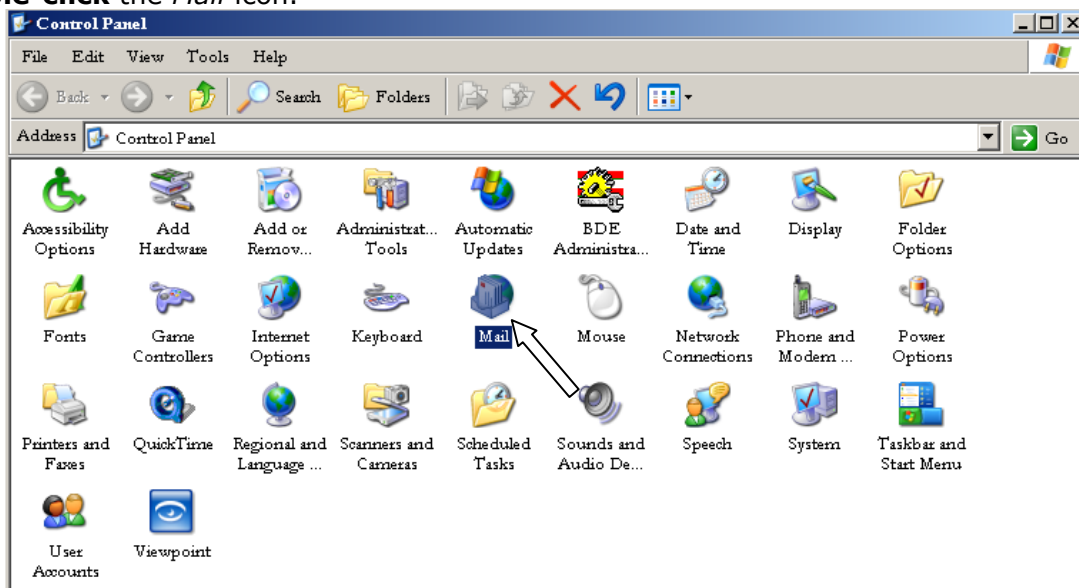
Setting up Outlook with Microsoft Exchange

Before you set up Outlook 2003 on a Windows XP computer, make sure that you are connected to the Millsaps Network.

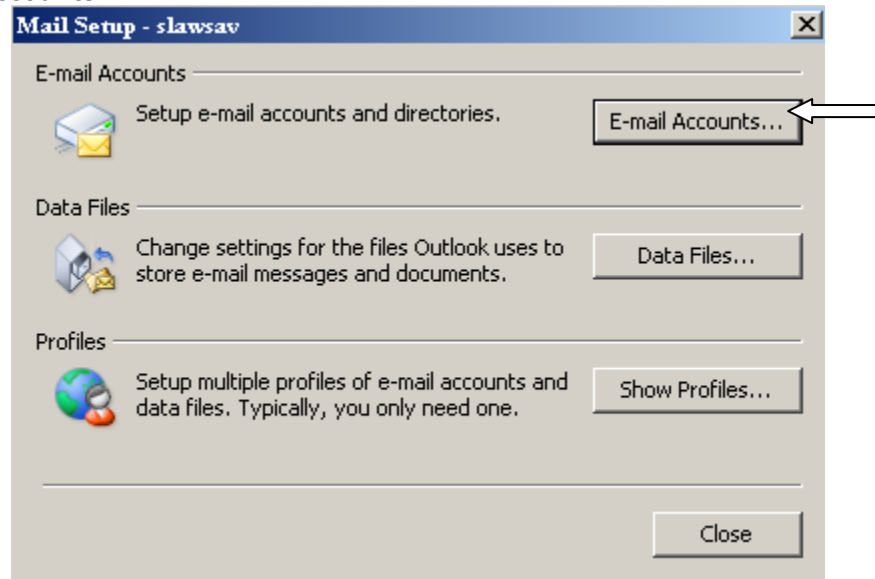
Click Start | Settings | Control Panel.



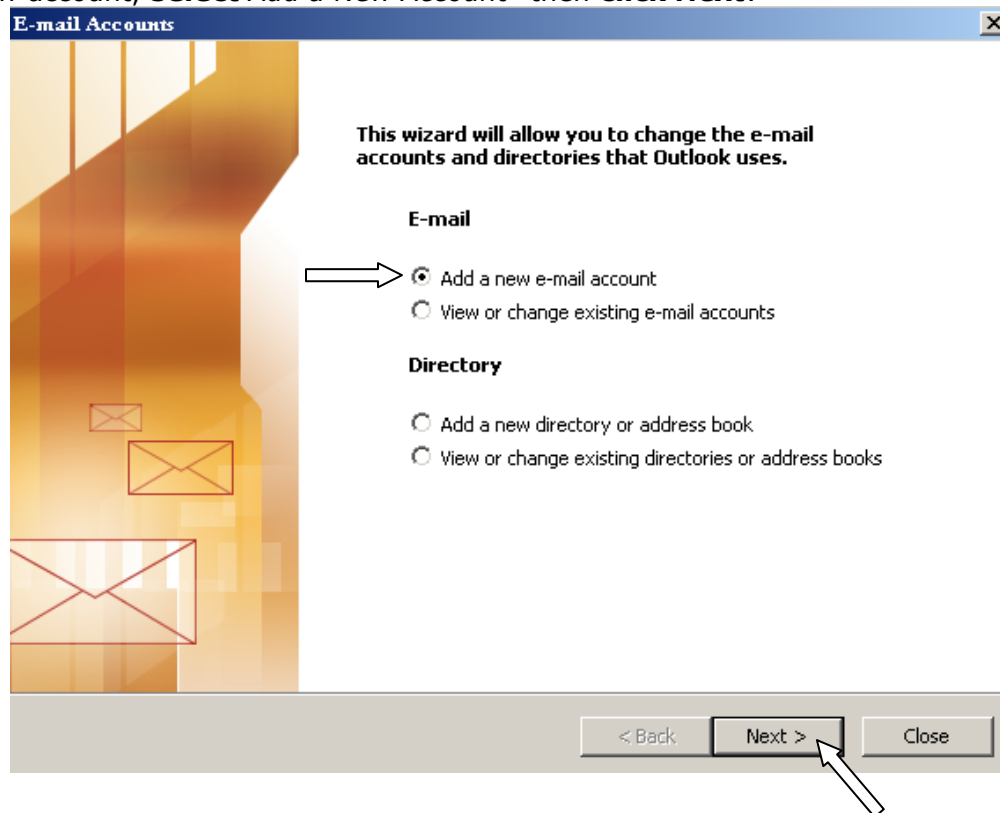
Double-click the Mail icon.



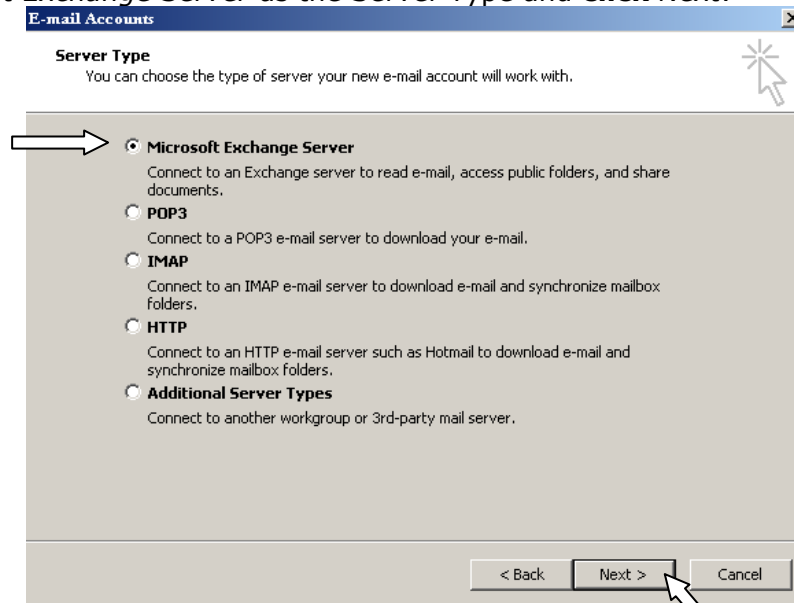
Select *Email Accounts*.



For a new account, **select** *Add a New Account*- then **click** *Next*.



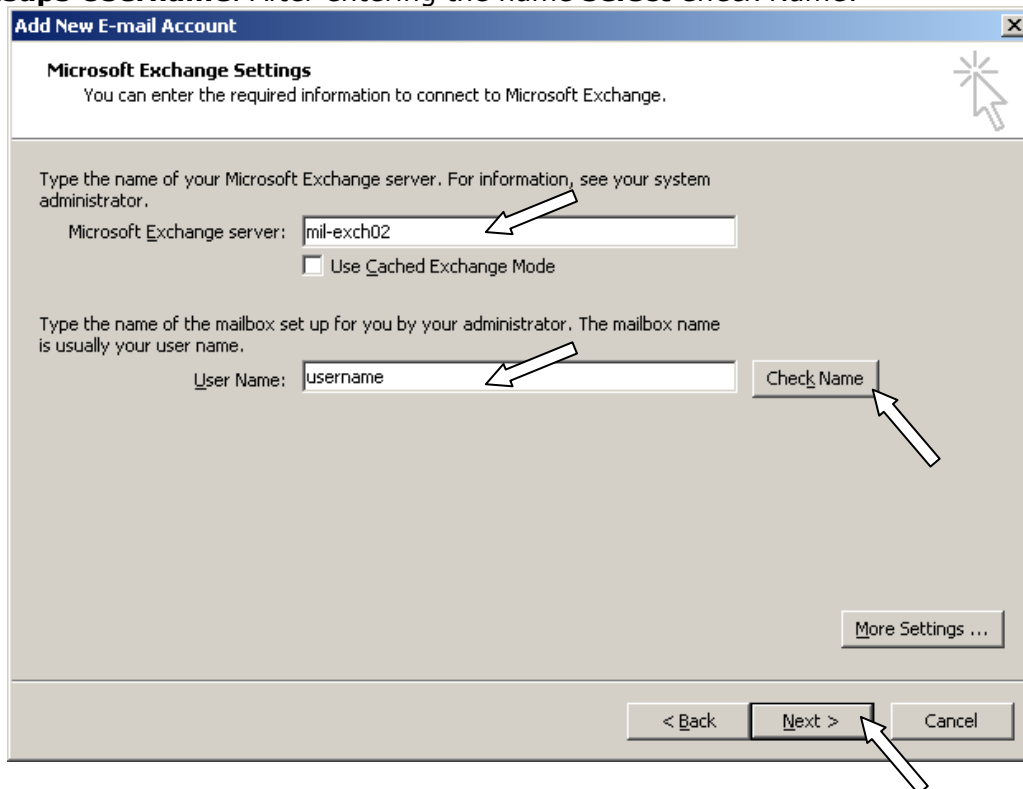
Select *Microsoft Exchange Server* as the Server Type and **click Next**.



On the Microsoft Exchange Settings page enter the Exchange server accordingly:

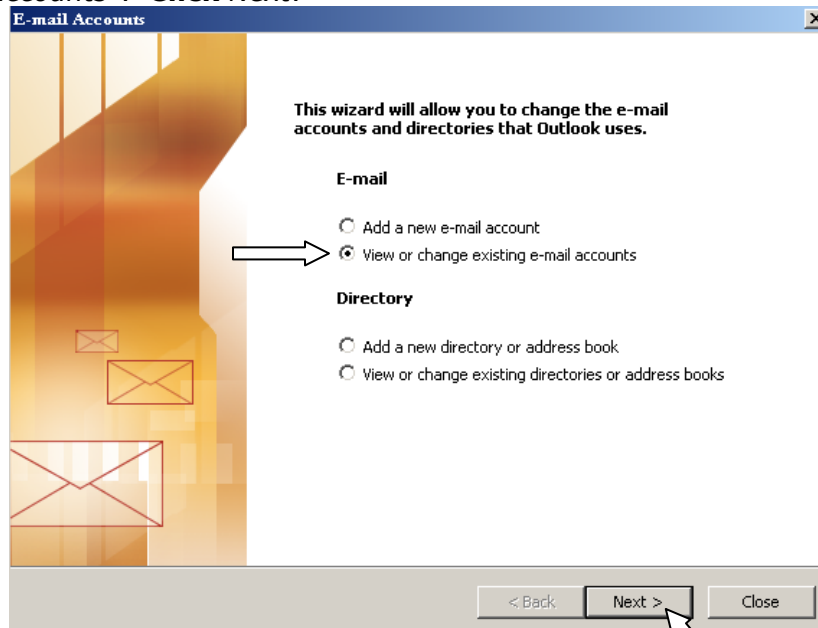
Millsaps Faculty and Staff E-Mail Server: **mil-svr-exch-01**
Millsaps Students E-Mail Server: **mil-exch02**

UNCHECK the *Use Cached Exchange Mode*. If this box is left checked, mail that is read on this computer will become unavailable on other computers. In the *User Name* field **enter** the **Millsaps Username**. After entering the name **select Check Name**.

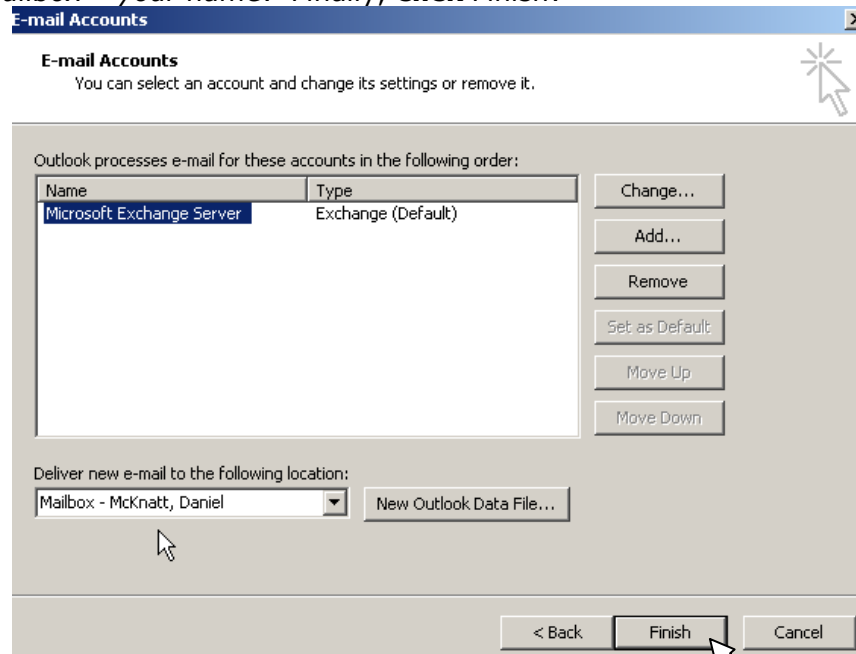


If your account has already been created, your *Last Name, First Name* should appear- then **click Next**. **Click Finish** on the next screen.

To complete the final step, you will need to close *Control Panel* and then **open Outlook**. In Outlook, **select** *Tools | Email Accounts* from the menu options- then *View or change existing email accounts-*. **Click Next**.



To make sure that email is delivered to your Mailbox on the Millsaps Server, **select** the drop-down: *Mailbox – your name*. Finally, **click Finish**.



For assistance, please call, email, or visit:

HelpDesk at 601-974-1144, HelpDesk@millsaps.edu, or Academic Complex 105
Support for Millsaps Faculty, Staff, Graduate Students, Commuter Students, and Guests
Open Monday-Friday from 8am-8pm

ResNet at 601-974-1899, ResNet@millsaps.edu, or New South Hall 125
Support for On-Campus Undergraduate Millsaps Students
Open Sunday-Thursday from 6pm-10pm and Friday-Saturday from 1pm-5pm