

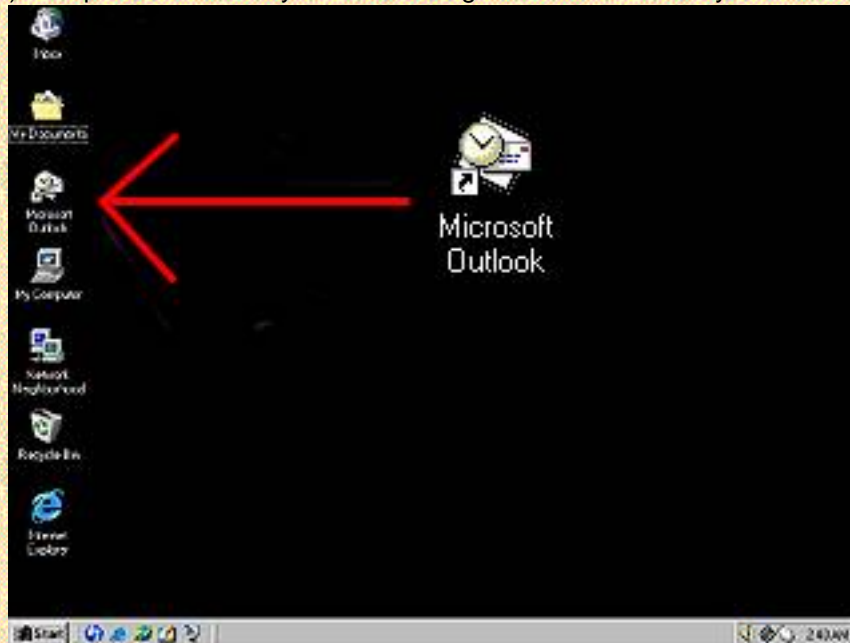
What if I don't like the web mail? Can I use something else?

Yes it is possible to use outlook 97 and many other software applications to access your exchange e-mail. We currently use Outlook Web Access to access e-mail. This application is web based and allows for you to check your e-mail from almost anywhere that has an Internet connection.

The following is instructions on how you can setup the Outlook 97 software to work on our network with your e-mail. These instructions will only work on computers on our network. And will not work from home. When accessing your email from home you must use the web based e-mail application.

How to setup outlook 97 with Exchange.

- 1) Open outlook 97 by double clicking the outlook icon on your desktop.



- 2) After opening outlook 97 click new.



3) Check the box for Microsoft Exchange Server and remove all other checks from the boxes. Now click next. (If Microsoft Exchange Server is not listed exit setup and go to the section on how to add Microsoft Exchange Server support if needed. When finished start How to setup outlook 97 with Exchange over.)



4) Enter you Profile Name and then click next. (You could use you user name)



- 5) Enter in Mail for the exchange server and your user name for the mailbox. After you have finished click next.

Inbox Setup Wizard



Microsoft Exchange Server

Please enter your Microsoft Exchange server and Mailbox name.

Microsoft Exchange server:

Mailbox:

< Back Next > Cancel

- 6) Select no and click next.

Inbox Setup Wizard



Microsoft Exchange Server

Do you travel with this computer?

Yes

No

If you choose Yes you will be able to read and compose mail while not connected to a network.

If you choose No you will only be able to read and compose mail when connected to the Microsoft Exchange Server via a network or modem.

< Back Next > Cancel

7) Click next unless you wish to change the path.



8) Click do not add inbox to the startup group and then click next.



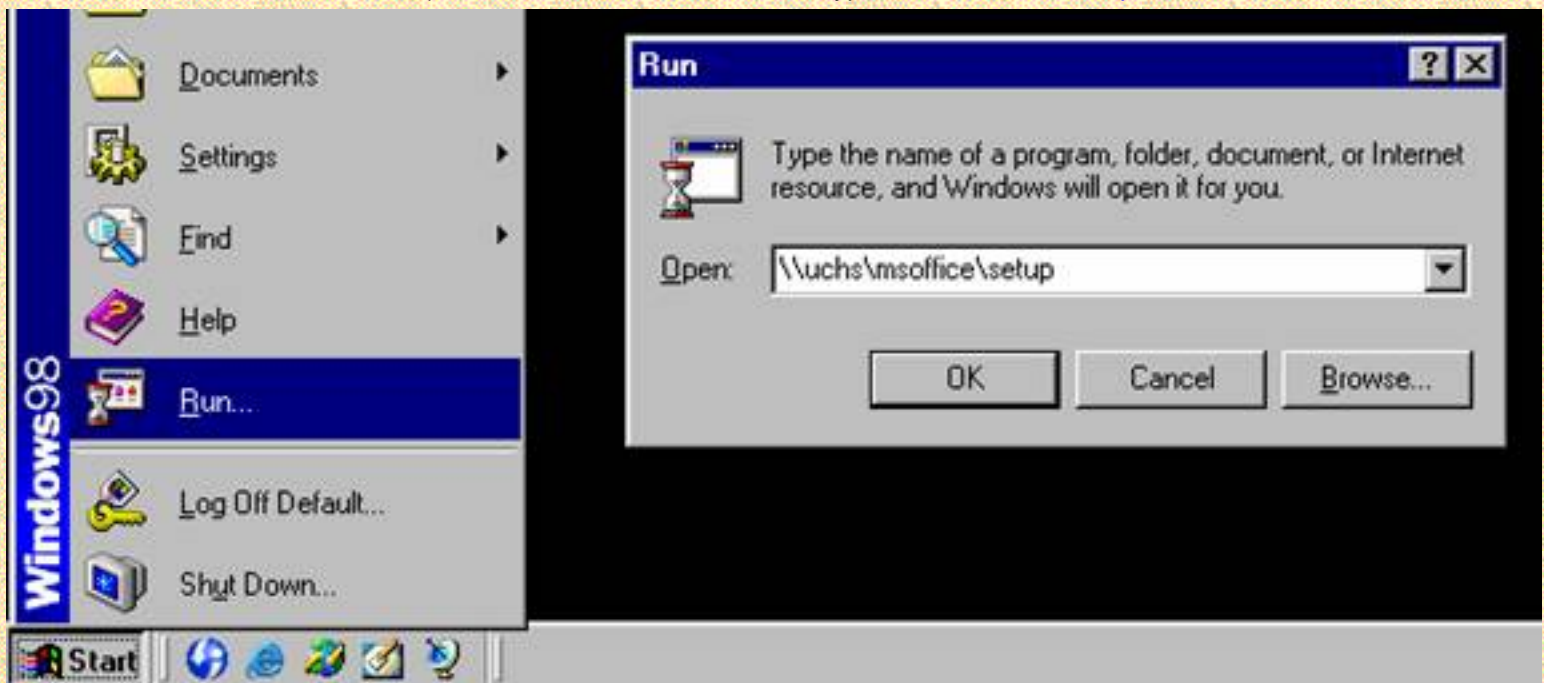
9) Click Finish. You are done.



How to add Microsoft Exchange Server support if needed.

If you did not have the option to select Microsoft Exchange Server from step 3 in (How to setup outlook 97 with Exchange.) You need to add the exchange service by following these instructions.

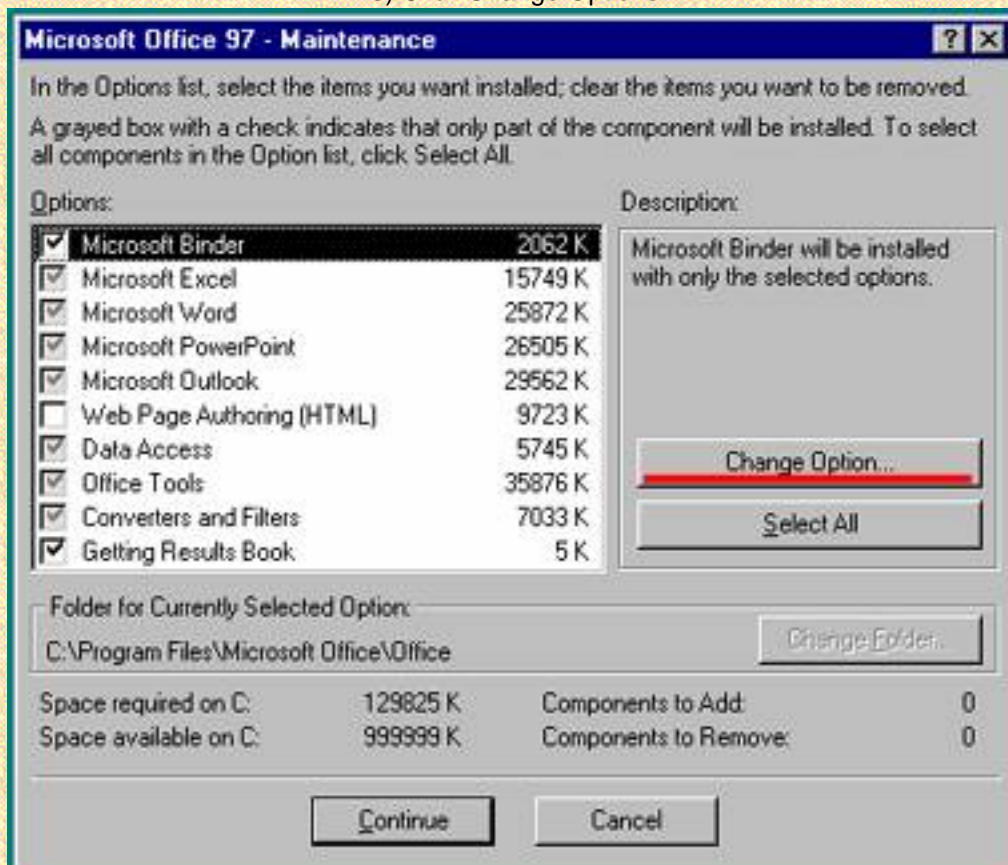
- 1) Go to **Start** and then **run** and type `\\uchs\msoffice\setup`



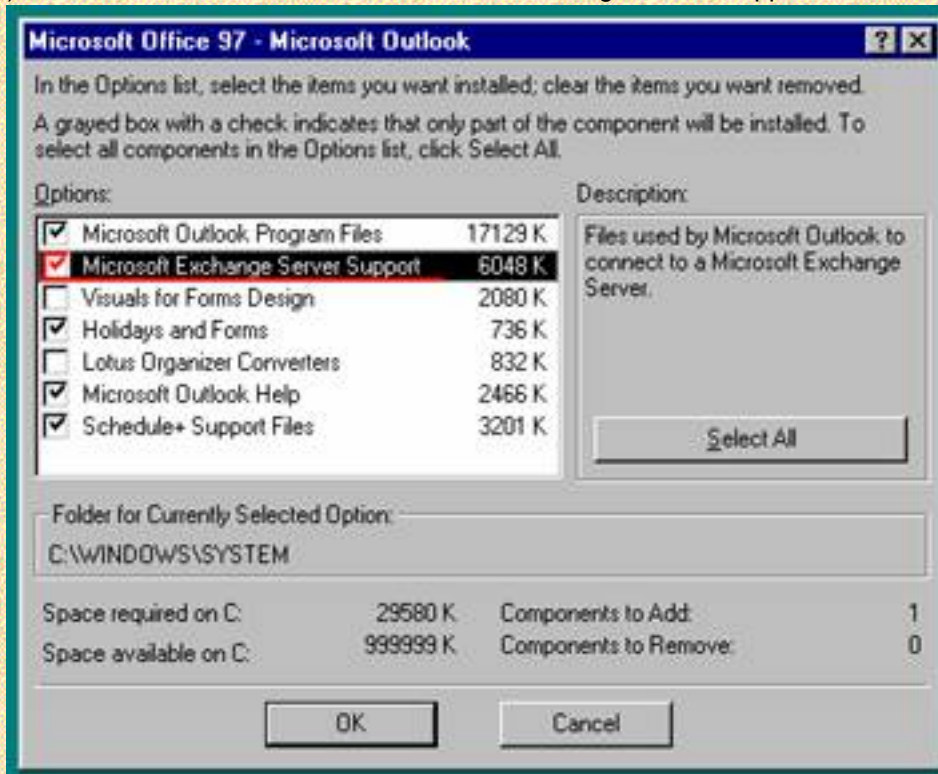
2) Click Add/Remove.



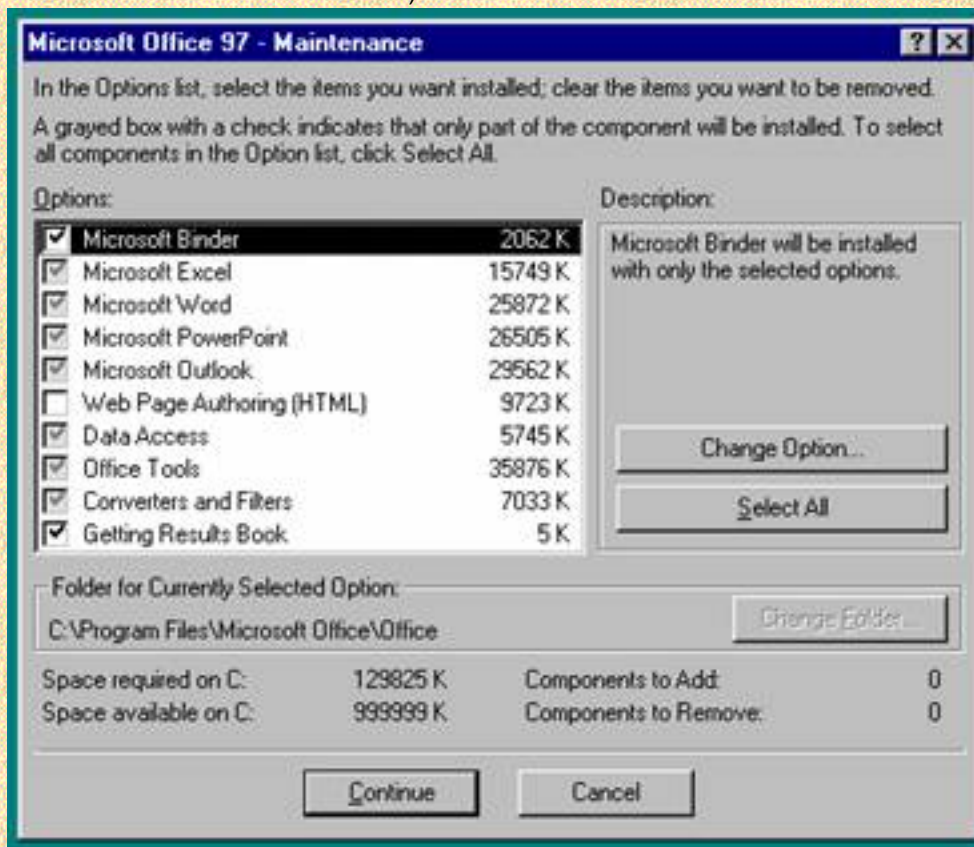
3) Click Change Options



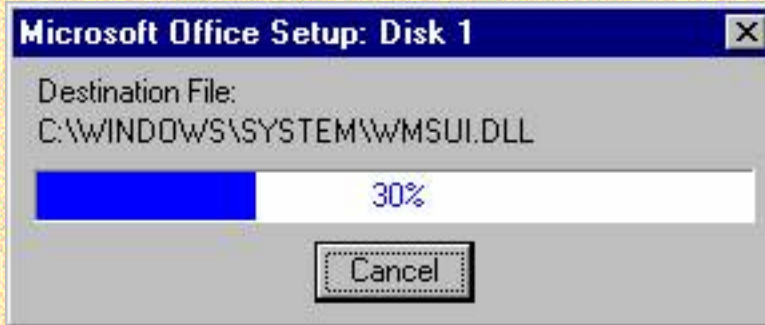
4) Place a Check in to the box for Microsoft Exchange Server Support and click ok.



5) Click Continue.



6) Wait For the files to copy.



7) You have completed adding Exchange support for outlook 97.



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Union County Public Schools

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