

## Configuring the Outlook full client.

You will need to know the following information:

- Your Mailbox name
- Your Post Office
   Your Domain
- Your Domain
- Your Server name

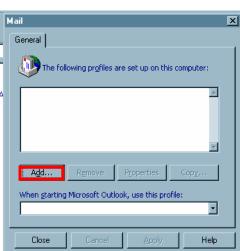
## 1. First LOGON through the VPN Client

2. Then go to the START Button, Select SETTINGS, CONTROL PANEL. Double click on the MAIL Icon

Inbox Setup Wizard

3. From the Mail Window that displays, you will need to create a new profile for your UCHC mail account.

4. Click on the ADD button to begin the setup wizard.



Mail

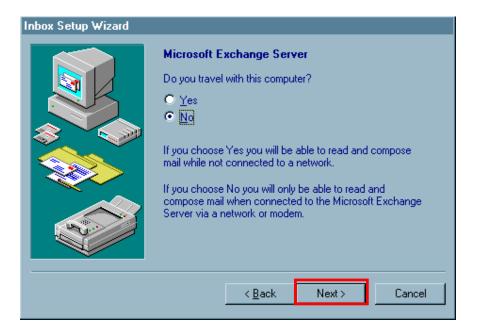
Select the information services(s) that you want to use with Microsoft Outlook.
Use the following information services
Internet E-mail
<u>_</u>
C Manually configure information services
<u> </u>

- 5. Check the Checkbox for MICROSOFT EXCHANGE SERVER. Then click NEXT.
- Enter your mail server in the Microsoft Exchange server box: ITEMS or ITEVS

For the **Neuron** Mail Server use Neuron (soon to be replaced by ITNSA) Then enter your mailbox name and click on NEXT. Note: If you don't know your mailbox name (alias) instructions on how determine what they are on page 7.

Inbox Setup Wizard	Microsoft Exchange Server Please enter your Microsoft Exchange server and Maibox name. Microsoft Exchange server: ITEMS Or ITEVS Maibox Or Neuron Otatikk	
	< <u>B</u> ack Next > Cance	-

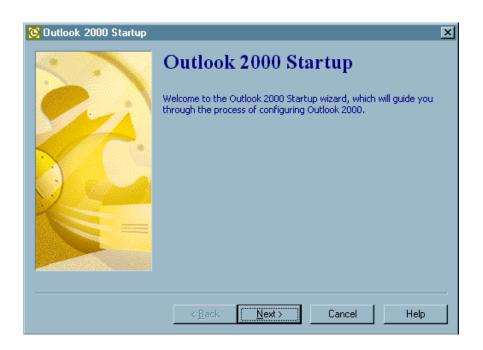
7. Choose the option YES or NO (as it applies to you) as to whether or not you travel with the computer. Click on NEXT



8. When the "DONE" Window displays, you're all set to start OUTLOOK. Click on FINISH

Inbox Setup Wizard	
	Done I You're now ready to use Microsoft Outlook with the following information services: Microsoft Exchange Server Outlook Address Book
	< Back Finish Cancel

9. Open Outlook (double-click on the Icon)



10. You have the option of importing email messages, address books and settings from any other Email clients you may be using - such as Outlook Express and Netscape Messenger. If you wish to continue using the other email clients separately from your office account, select NONE OF THE ABOVE, then click on NEXT. (Next will be "grayed out" until you make a selection.); otherwise select the program, and then click on Next.

🚫 Outlook 2000 Startup	X
	E-mail Upgrade Options Outlook can import e-mail messages, address books, and settings from the following programs that were detected on your computer. Select the program that you want Outlook to upgrade. If you do not want Outlook to import data and settings from one of these programs, click None of the above. Netscape Messenger Outlook Express None of the above
	< <u>B</u> ack <u>N</u> ext > Cancel Help

11. The CORPORATE or WORKGROUP option should be selected. If it is not, click on the option button to select it. The click on NEXT.



12. Windows may have to configure office. You may be prompted for the Office CD if information needed is not found on your system.

Microsoft Office 2000 SR-1 Premium
Please wait while Windows configures Microsoft Office 2000 SR-1 Premium
Gathering required information
Cancel

13. You may also be prompted for your Exchange server information again. Enter your Exchange server name and mailbox name. Note: If you are not sure of your mailbox name, enter **the first few letters of your LAST NAME**, and then click on the CHECK NAME BOX.

Microsoft Exchange Server 🛛 🗙	
General	F
Microsoft Exchange server:	ITEMS
	Or
Mailbox:	ITEVS
sku Chec <u>k</u> Name	Neuron
You must provide the name of your Microsoft Exchange Server and Mailbox above, and click Check Name. If you do not know this information, contact your Microsoft Exchange administrator. Once the names have been checked and are underlined, click OK.	1i ii t
OK Cancel <u>A</u> pply Help	

14. Once the CHECK NAME process verifies your name. The Window will be re-displayed with your name verified and UNDERLINED. Then click on OK.

15. If this information box, shown below, displays, most likely you have either not connected properly to the network or entered incorrect server or mailbox information. Click on OK to clear the box, then either re-enter your information or connect to the network. Hint: It may be best to restart your computer and log in via VPN before starting Outlook again to complete the setup.

The name could not be resolved. Network problems are preventing connection to the Microsoft Exchange Server computer. Contact your system administrator if this condition persists.	Microsoft Exchange Server computer. Contact your system administrator if this conditio persists.	Microsoft	Outlook 🛛
	<u> </u>	⚠	Microsoft Exchange Server computer. Contact your system administrator if this condition
			OK

## **POP Mail Client Setup**

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POP 3 refers to the **P**ost **O**ffice **P**rotocol Internet standard; your Outlook mailbox has this capability. Eudora 4.3, Outlook Express 5.0 and Netscape Messenger are other POP mail Clients.

When setting up a POP mail client, there are certain things to remember:

- Authentication is required in order to Send Out (you specify the same username as incoming).
- □ POP clients connect on a different port then OFFICE2000 clients or OWA clients.
- □ There is no Alert given to the user that new messages are waiting.
- □ Messages are downloaded to your C: drive.
- □ You must occasionally click the "send & receive" button to check for new mail.
- □ The Outlook Calendar folder is not available from the POP3 client.
- □ The Outlook Shared folders are not available from the POP3 client.
- Most Importantly, "leave a copy of messages on the server" is <u>not</u> checked by default. Messages are MOVED to the C: drive of the PC you are using. You may want to change this option if you access your mailbox with OWA or Outlook2000. (Instructions start on Page 18 Change EDIT/Preferences...)

When configuring the POP3 client, you need to know: your Mailbox **Alias**, Mail Server and Network Username & password.

#### How do you determine your Mailbox alias? When you are at work:

- Open Outlook
- Select TOOLS form the Outlook Menu, then Address Book
- Be sure Global Address Book is selected.
- Type your last name, then right click on your name in the address list.
- Select PROPERTIES
- In the Properties window, look at the name listed in the ALIAS textbox.

Ski	urkis,Carol	Properties				×
G	ieneral Org	ganization   Pho	one/Notes   Me	mber Of E-mail	Addresses	
	Name	Carol	Ini <u>t</u> ials:	Last:	C-Skurkis	
	Display <u>:</u>	Skurkis,Carol		<u>A</u> lias:	Skurkis	
	Add <u>r</u> ess:		<u> </u>	Titl <u>e</u> :		
		ļ	7	Company:		
	Cit <u>y</u> :			Department:		
	<u>S</u> tate:			Office:		
	<u>Z</u> ip code:			Assistant:		
	Co <u>u</u> ntry:			Pho <u>n</u> e:		
Α	vdd to:	<u>P</u> ersonal Add	ress Book			<< >>
			OK	Cancel	Apply	Help

#### How do I determine my Mail Server Name? When you are at work:

- □ In Outlook
- □ Select TOOLS from the Outlook Menu, then SERVICES
- □ From the SERVICES Tab, highlight Microsoft Exchange Server
- □ Click on the PROPERTIES Button
- Your server name will be listed under the General tab in the Microsoft Exchange Server Text area.

Microsoft Exchange Server	×
General Advanced Dial-Up Networking Remote Mail	
Microsoft Exchange server:	
Mail <u>b</u> ox:	
Skurkis,Carol Check Name	
When starting	
Automatically detect connection state	
C <u>Manually control connection state</u> Choose the connection type when starting	
Default connection state	
Connect with the network	
O Work offline and use dial-up networking	
30 Seconds Until Server Connection Timeout	
OK Cancel Apply Help	

□ Select TOOLS from the Outlook Menu, then Email Accounts

E-mail <u>A</u>ccounts...

□ Select View or change existing e-mail accounts

E-mail Accounts	23
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	R
E-mail	
View or change existing e-mail accounts	
Directory	
C Add a new directory or address book	
C View or change existing directories or address books	
< Back. Next >	Close

## □ Click on the CHANGE Button

	Change	Ŕ
	Add 🝾	
	Add 🝾	
		1
	Remove	
	Set as Default	İ
	Move Up	
>	Move Down	
		ancel
		Move Up Move Down

□ Your server name will be listed in the Microsoft Exchange Server Text area

E-mail Account	ts	? 🛛
Exchange Serv You can enter	<b>ver Settings</b> r the required information to connect to your Exchange server.	R
Type the name of administrator.	of your Microsoft Exchange Server computer. For information, see your system	
Microsoft Exch	hange Server: ITEVS	
Type the name of your user name.	of the mailbox set up for you by your administrator. The mailbox name is usually	
User Name:	Skurkis, Carol Check Name	
	Mor	e Settings
	< Back Next>	Cancel

_	 	 	 	 	 	 	 _

#### Mailbox name and Network Logon Name:

- When your mailbox alias matches your network username
  - Your Internet address is "jack@adp.uchc.edu" (and jack is also the name you use to log into the network)

The Pop3 and SMTP Information is:

Incoming mail (POP3): itowa.uchc.edu Outgoing mail (SMTP): itowa.uchc.edu Account name: **jack** 

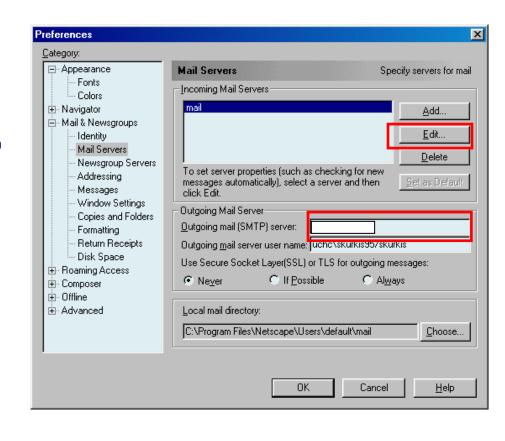
- □ When your mailbox alias differs from the name you use to logon to the network.
  - Your Internet address is "john@adp.uchc.edu" (and, e.g., john95 is the name you used to log into the network)

The POP3/SMTP information is:

Incoming mail (POP3): itowa.uchc.edu Outgoing mail (SMTP): itowa.uchc.edu Account name: **UCHC\john95/john** which is: domain\username/alias

# Sample setup for Netscape Messenger:

- 1.) Open Netscape
- 2.) Click on VIEW from the Toolbar, then PREFERENCES
- 3.) Select MAIL & Newsgroups, then Mail Servers
- 4.) Enter the OUTGOING Mail (SMTP) Server Name (itowa.uchc.edu) and Mail Server User Name.



5.) Under Incoming Mail Servers, click on the EDIT Button.

C) In the Meil Conver Properties Window	Preferences	×
<ul><li>6.) In the Mail Server Properties Window</li><li>7.) Enter your Server Name</li></ul>	Category:         Appearance         Fonts         Colors         Navigator         Mail Servers         Mail Servers         Mail Servers         Mail Servers         Mail Servers         Messages         Window Settings         Copies and Folders         Formatting         Return Receipts         Disk Space         Browning Access	
8.) Enter your User Name	Image: Composer       Server Type:       POP3 Server         Image: Offline       User Name:       uchc\skurkis95/skurkis         Image: Advanced       Image: Remember gassword.         Image: Check for mail every       10       minutes         Image: Advomatically download any new messages       Image: Automatically download any new messages	
9.) Click on OK, and then OK again to close the Window.	OK Cancel Help	

10.) Note, the Incoming Mail Server information will now show your server name.

> (You may have to close, and then re-open Netscape.)

- Appearance	Mail Servers Specify servers for m
<ul> <li>Fonts</li> <li>Colors</li> <li>Colors</li> <li>Colors</li> <li>Colors</li> <li>Navigator</li> <li>Applications</li> <li>Smart Browsing</li> <li>Mail &amp; Newsgroups</li> <li>Identity</li> <li>Mail Servers</li> <li>Newsgroup Serve</li> <li>Addressing</li> <li>Messages</li> <li>Window Settings</li> <li>Copies and Folder</li> <li>Formatting</li> <li>Reaturn Receipts</li> <li>Disk Space</li> <li>Composer</li> <li>Offline</li> </ul>	Incoming Mail Servers         Add         Edit         Delete         To set server properties (such as checking for new messages automatically), select a server and then click Edit.         Outgoing Mail Server         Outgoing Mail Server         Outgoing mail (SMTP) server:         adp.uchc.edu         Outgoing mail server user name:         uchc\skurkis95/skurkis         Use Secure Socket Laye         If Possible       Always         Local mail directory:         C:\Program Files\Netscape\Users\default\mail

### **Re-Opening Netscape**

When you've re-opened Netscape and Netscape Messenger:

- □ You will be prompted for the password for your Mail account
- **□** Enter the password, and then click on the OK button.

Passw	ord Entry Dialog	×
	ord for mail user skurkis95/skurkis@nsofs13:	
		-
,	OK Cancel	
Netsca	ape Messenger	×
?	Do you want to make Netscape Messenger your default mail application for Windows?	
	This change may result in other mail applications not responding properly. To restore your original settings, disable the Mail & New MAPI preference.	-
	Do not perform this check in the future.	
	Yes <u>N</u> o	

- You will also be prompted as to whether or not you want to have Netscape Messenger be your default MAIL account. Before you click on your response, you should click on the Check Box next to "Do not perform this check in the future".
- □ If you are using different mail applications, then click on the NO button.
- □ Your mail will be downloaded from the server and appear in your inbox.
- Remember: "leave a copy of messages on the server" is <u>not</u> checked by default. Messages are MOVED to the C: drive of the PC you are using. You may want to change this option if you access your mailbox with OWA or Outlook2000.



#### Use Change Edit, Preferences to change the "leave a copy of messages on the server" option.

- □ Select Edit from the NetscapeToolbar, and then choose Preferences from the Menu.
- □ If not expanded, click on the + in front of Mail & Newsgroups to expand. Click on Mail Servers

	Preferences	×
	Category:	
Click on the EDIT Button	<ul> <li>Appearance</li> <li>Fonts</li> <li>Colors</li> <li>Navigator</li> <li>Mail &amp; Newsgroups</li> <li>Identity</li> </ul>	Mail Servers     Specify servers for mail       Incoming Mail Servers     Add       Edit     Edit
In the Mail Servers Properties Window, select the POP tab.	Mail Servers Wewsgroup Servers Addressing Messages Window Settings	Delete       Mail Server Properties       General
Then click on the Checkbox LEAVE MESSAGES on SERVER		<ul> <li>Leave messages on server</li> <li>When deleting a message locally, remove it from the server</li> <li>Clean up All Folders on exit</li> </ul>
You can also check the other boxes, is so desired.	E Advanced	
Click on OK, then again to close the windows.		OK Cancel Help