Outlook

Configuring the Outlook full client.

You will need to know the following information:
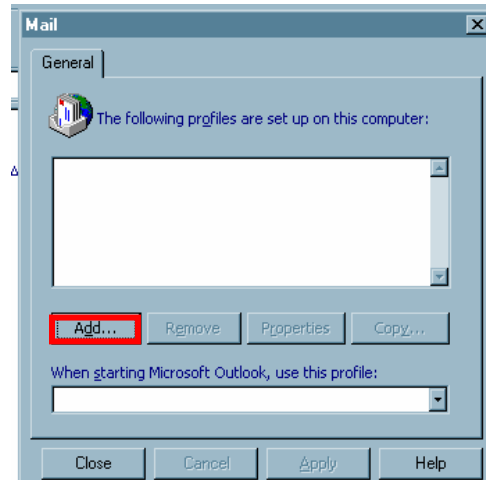- Your Mailbox name
- Your Post Office
- Your Domain
- Your Server name

Mail

1. First LOGON through the VPN Client

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

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

Mail

General

The following profiles are set up on this computer:

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

| Add... | Remove | Properties | Copy... |

When starting Microsoft Outlook, use this profile:

| Close | Cancel | Apply | Help |

Inbox Setup Wizard

Select the information services(s) that you want to use with Microsoft Outlook.

○ Use the following information services

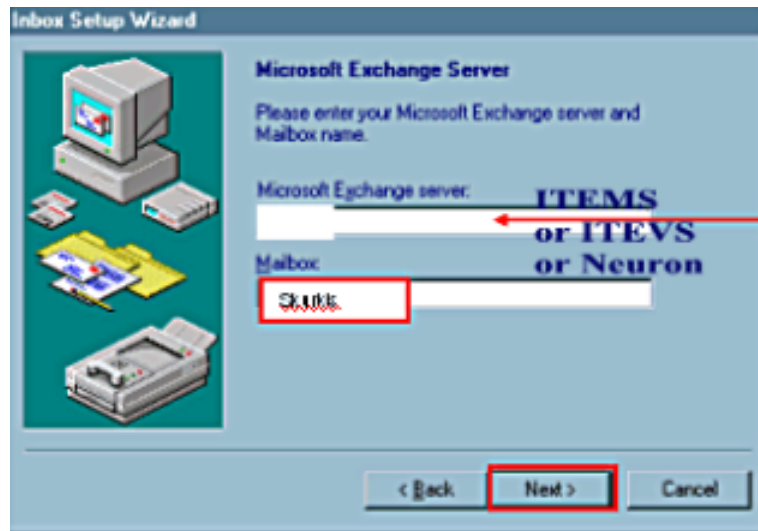☑ Microsoft Exchange Server
☐ Internet E-mail

5. Check the Checkbox for MICROSOFT EXCHANGE SERVER. Then click NEXT.

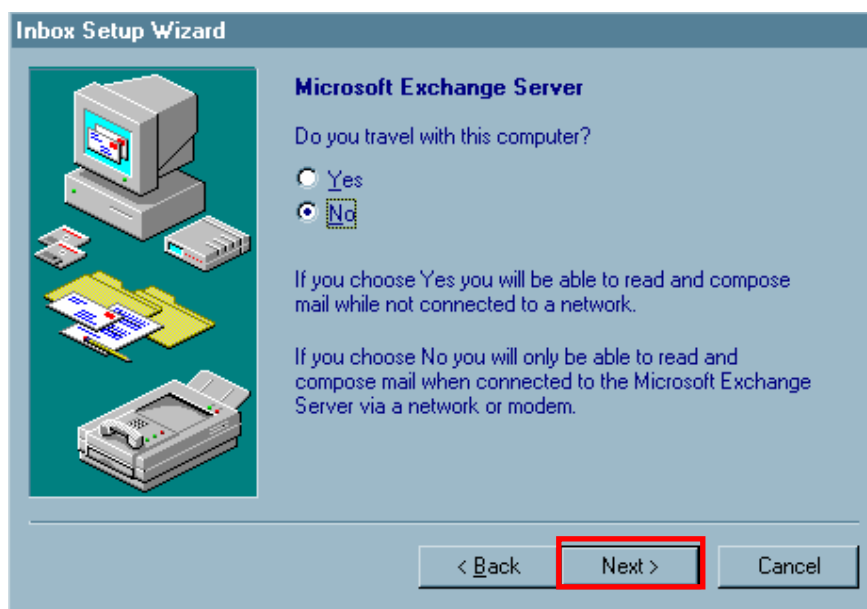6. Enter your mail server in the Microsoft Exchange server box: ITEMS or ITEVS

○ Manually configure information services
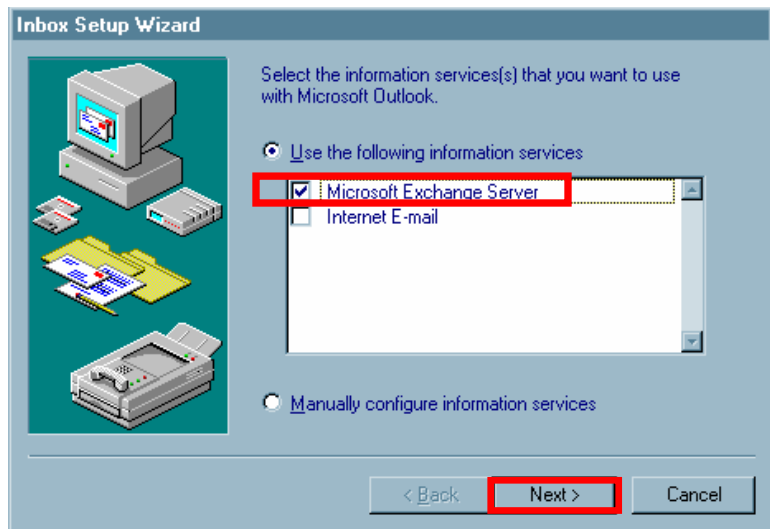
For the **Neuron** Mail Server use Neuron (soon to be replaced by ITNSA)

| < Back | Next > | Cancel |

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
Mailbox name.

Microsoft Exchange server: **ITEMS**
or **ITEVS**
Mailbox: **or Neuron**

Skukis

< Back   Next >   Cancel

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

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

8. When the "**DONE"** Window displays, you're all set to start OUTLOOK.   Click on FINISH
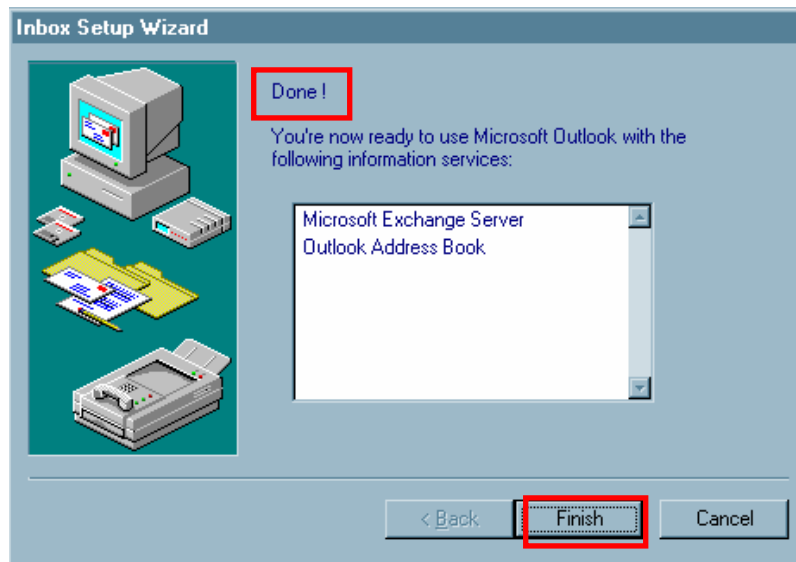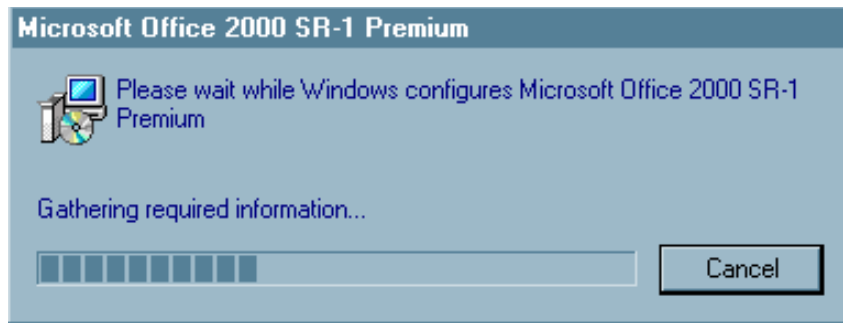
9.   Open Outlook (double-click on the Icon)

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.
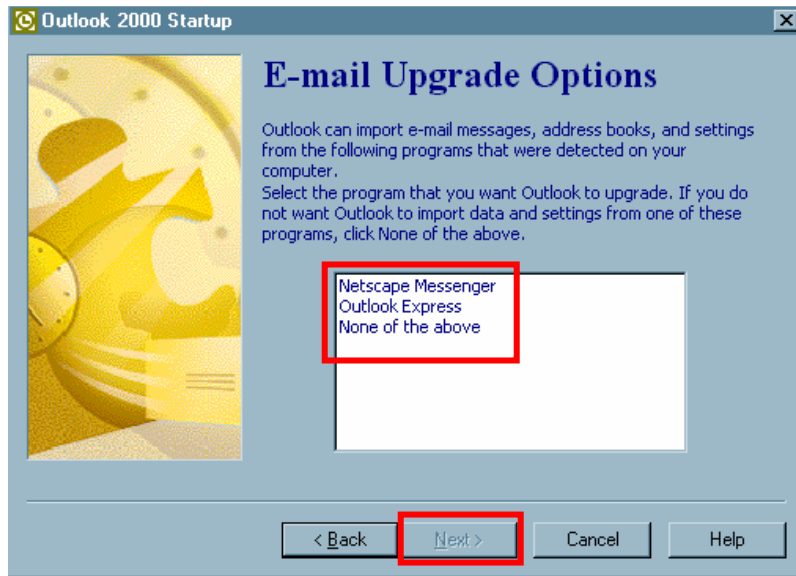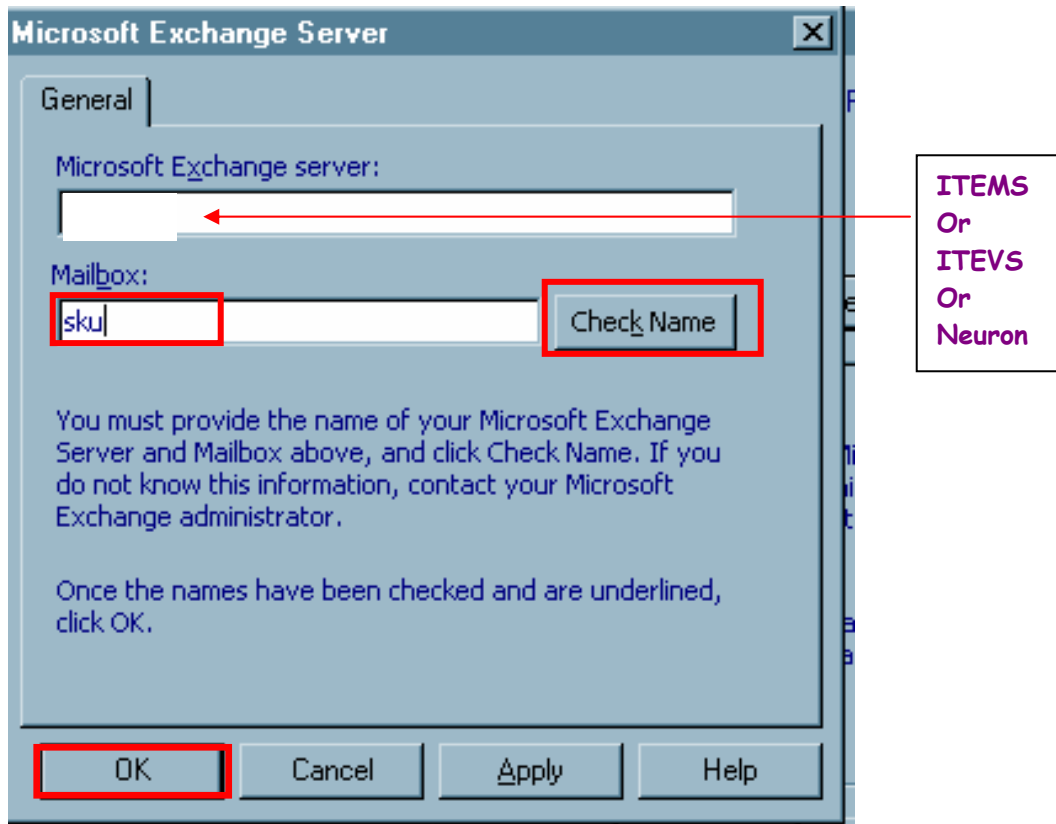

11. The CORPORATE or WORKGROUP option should be selected. If it is not, click on the option button to select it. The click on NEXT.
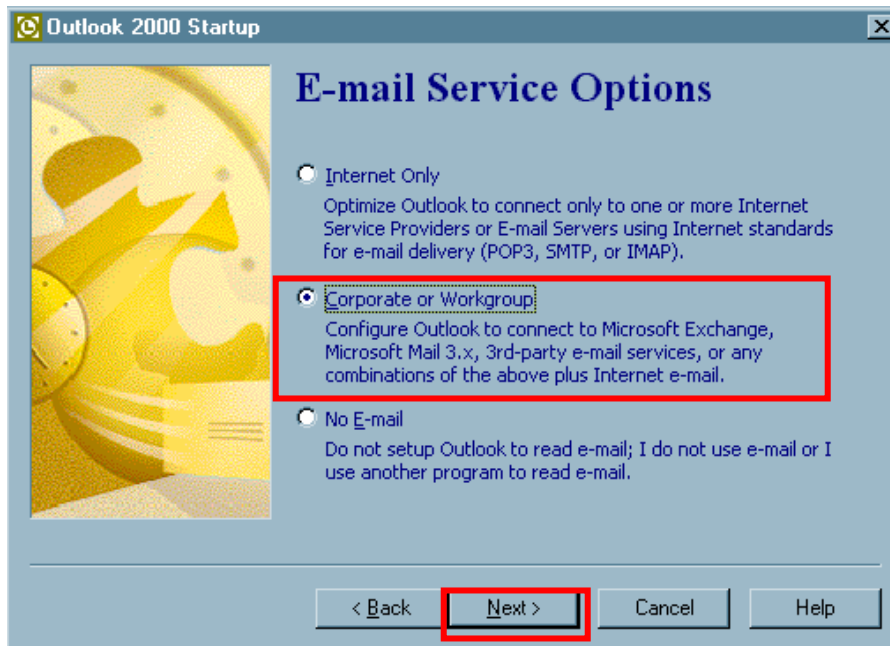
12. Windows may have to configure office. You may be prompted for the Office CD if information needed is not found on your system.

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

Microsoft Exchange server:

Mailbox:

sku   [Check Name]

**ITEMS
Or
ITEVS
Or
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.

[OK]   [Cancel]   [Apply]   [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.

POP Mail Client Setup

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 **not** 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.

6

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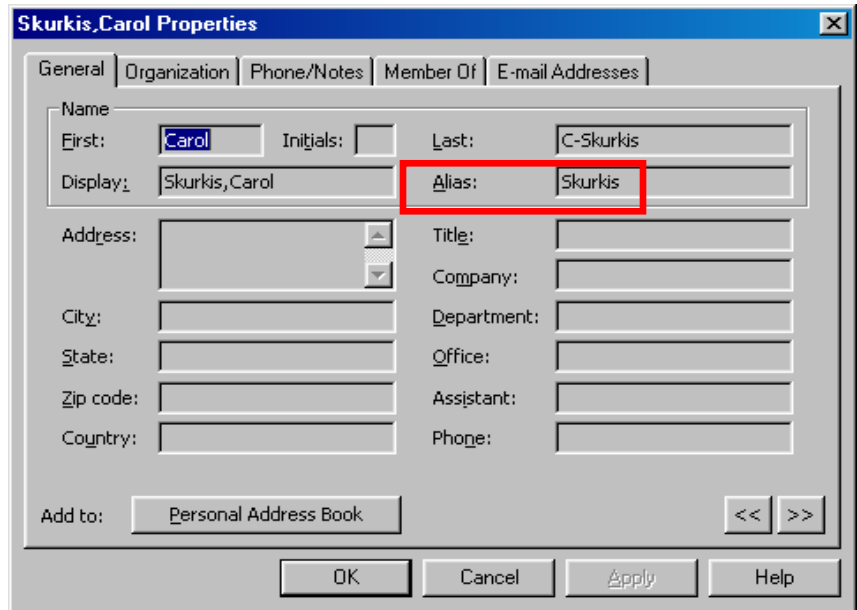
How do I determine my Mail Server Name? When you are at work:

❑ In Outlook
❑ Select TOOLS from the Outlook Menu, then SERVICES
❑ From the SERVICES Tab, highlight Microsoft Exchange Server
❑ Click on the PROPERTIES Button
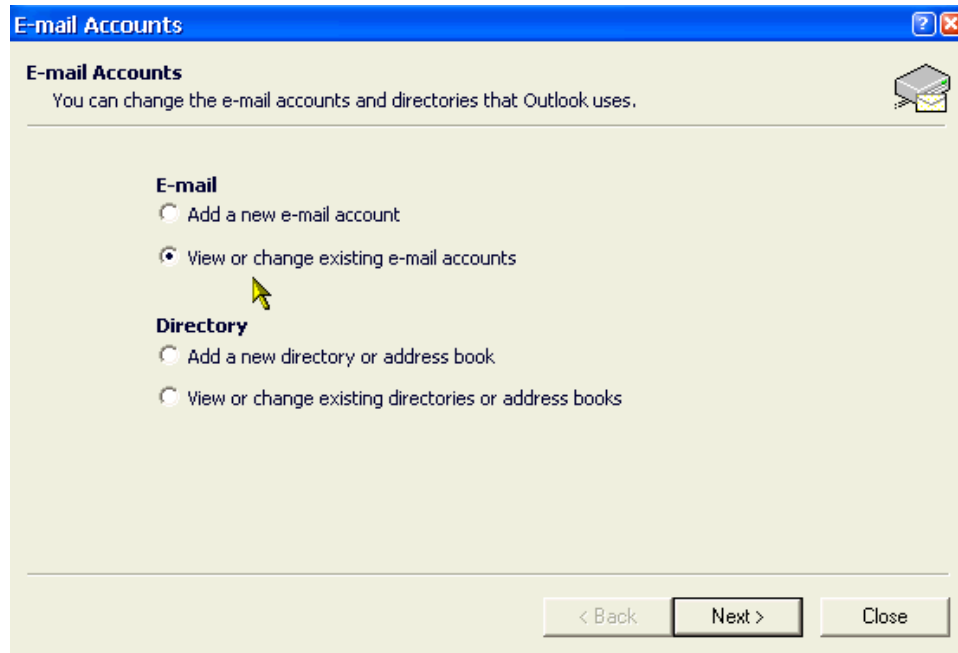❑ Your server name will be listed under the General tab in the Microsoft Exchange Server Text area.
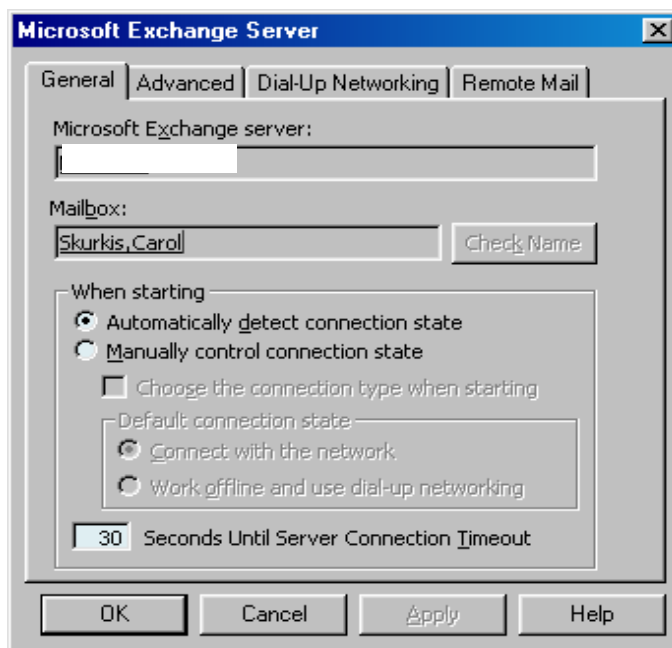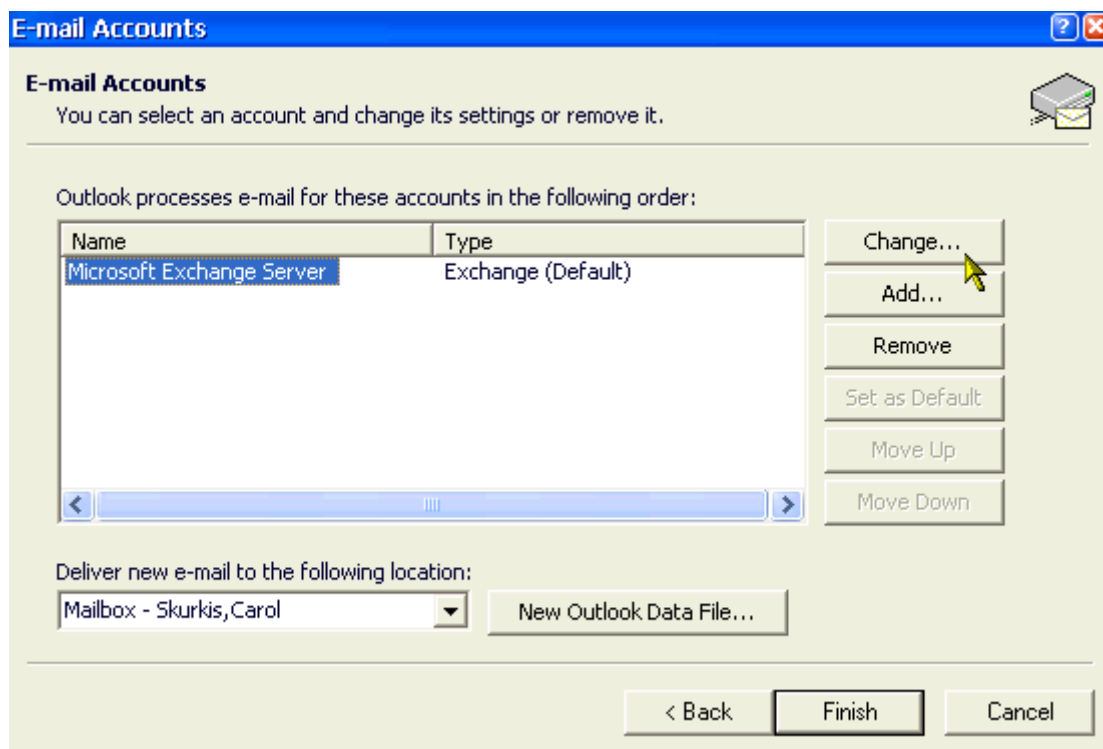
Exchange Server 2000 Users:

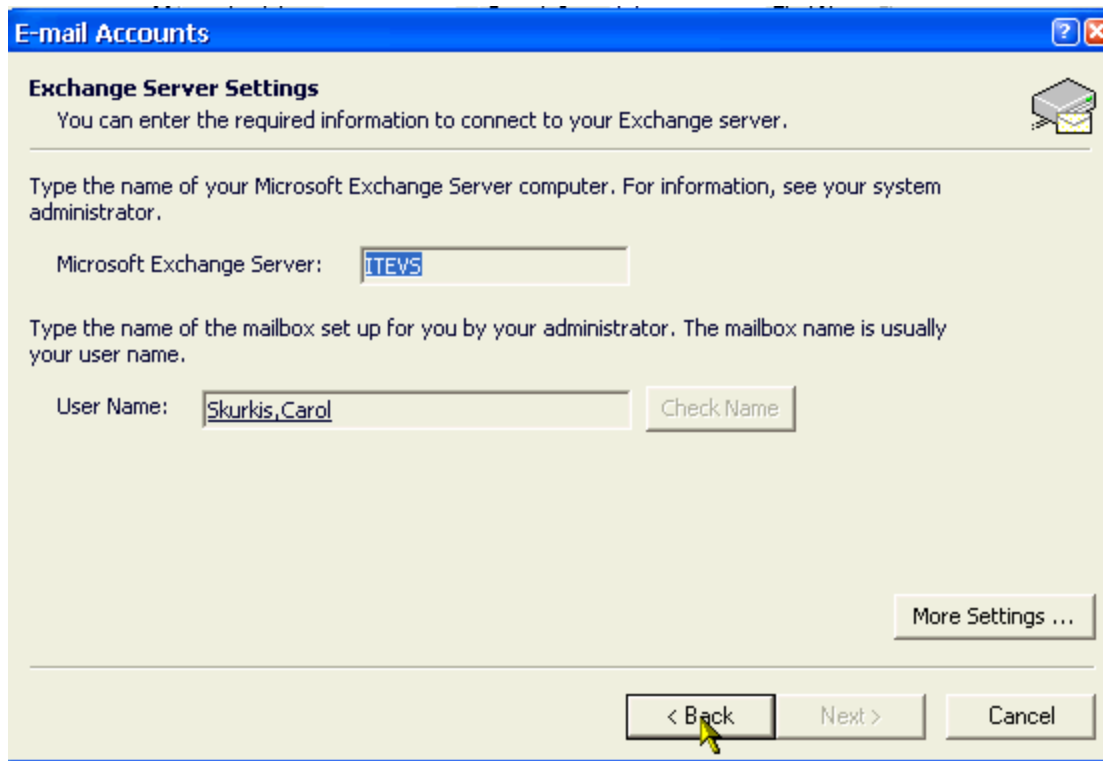❑   Select TOOLS from the Outlook Menu, then Email Accounts
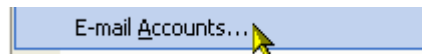
❑   Select View or change existing e-mail accounts

❑   Click on the CHANGE Button

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

E-mail Accounts

Exchange Server Settings
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: ITEVS

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

User Name: Skurkis,Carol   Check Name

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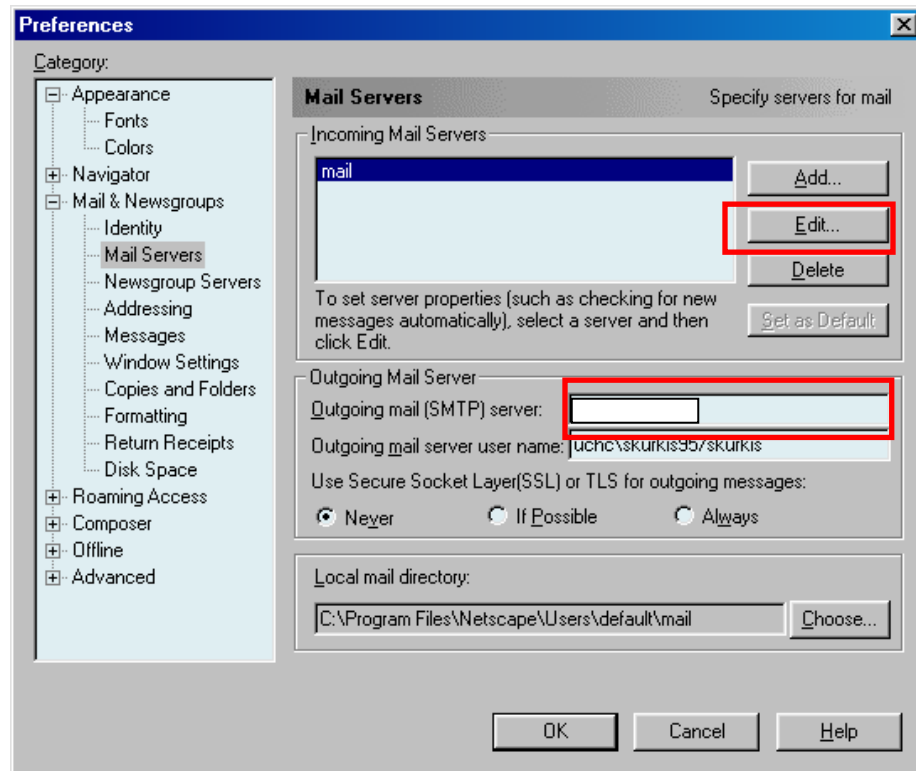
5.) Under Incoming Mail Servers, click on the EDIT Button.

6.) In the Mail Server Properties Window
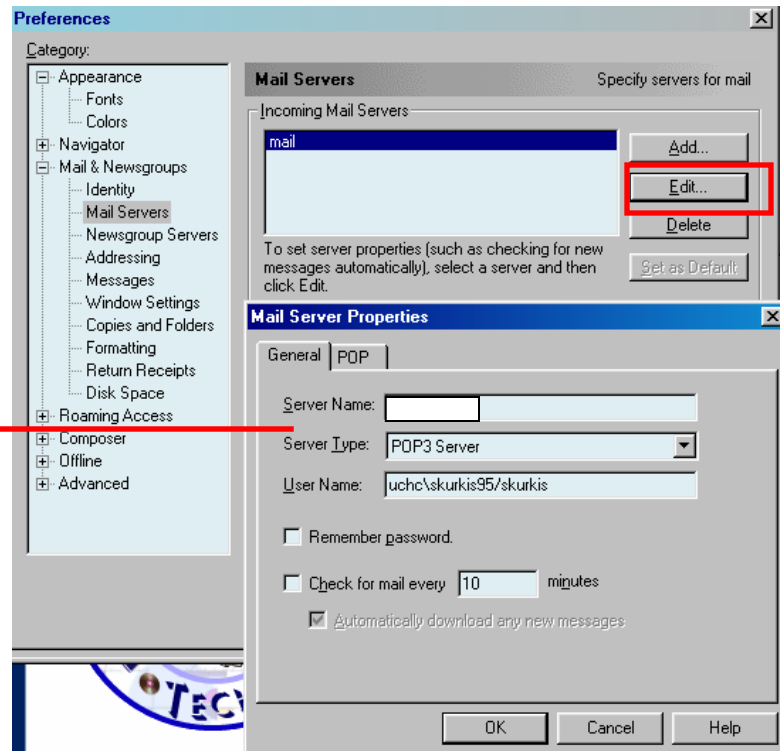
7.) Enter your Server Name

8.) Enter your User Name

9.) Click on OK, and then OK again to
close the Window.

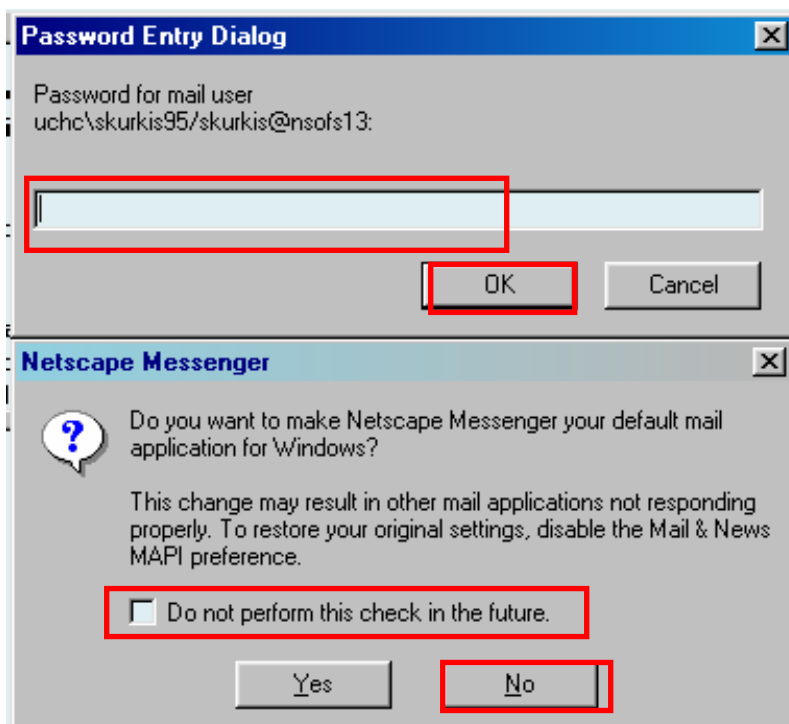10.) Note, the Incoming Mail Server information will now show your server name.

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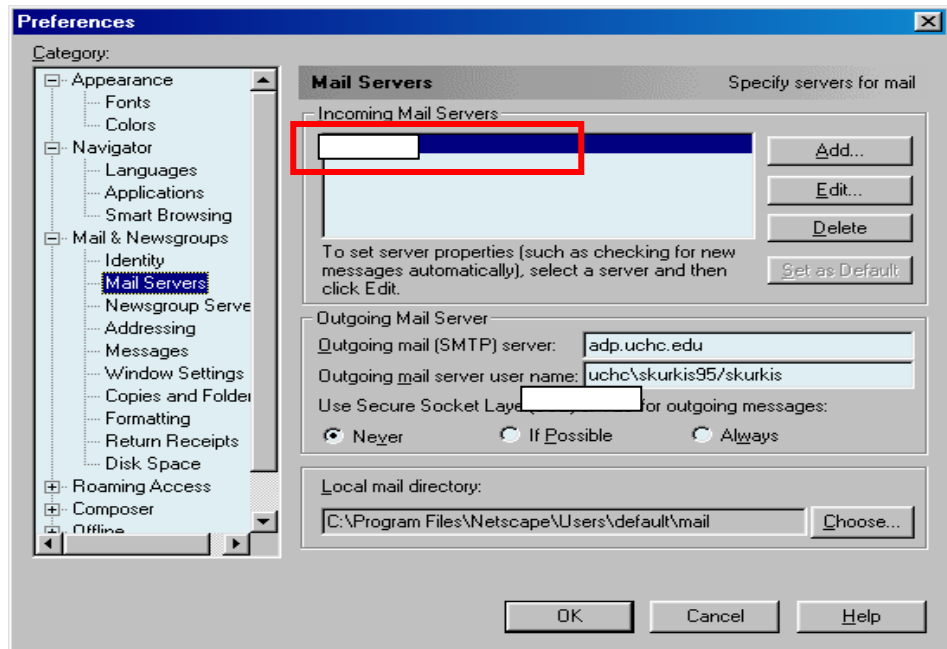
Re-Opening Netscape

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.

- 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 not 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.

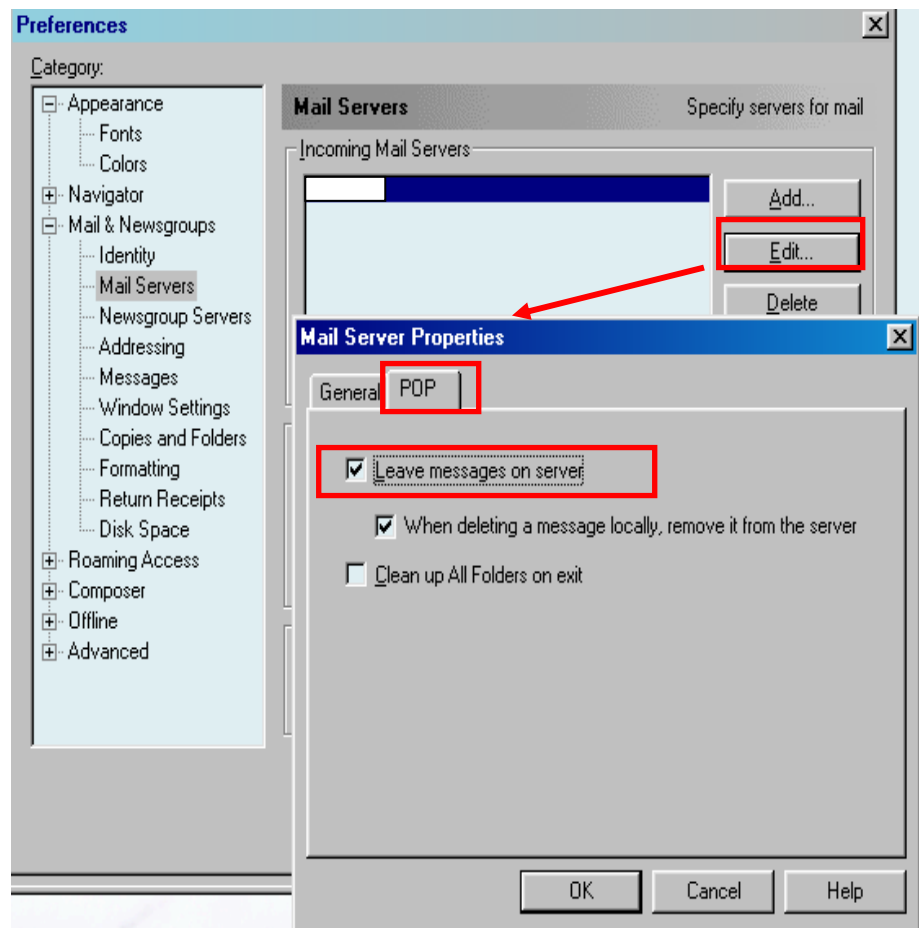- If not expanded, click on the **+** in front of Mail & Newsgroups to expand.   Click on Mail Servers

- Click on the EDIT Button

- In the Mail Servers Properties Window, select the POP tab.

- Then click on the Checkbox LEAVE MESSAGES on SERVER

- You can also check the other boxes, is so desired.

- Click on OK, then again to close the windows.

You're all set!!