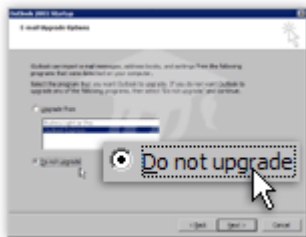


## SETUP AN EMAIL ACCOUNT



The **Outlook 2003 Startup** wizard will guide you through the steps of configuring Outlook and setting up an email account.

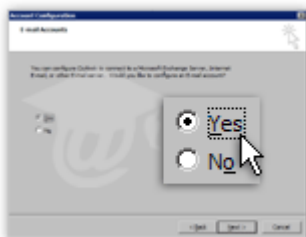
You may see a slightly different screen, depending on Outlook 2003's previous configuration, if any. You should see the Startup wizard if an email account was never added in Outlook 2003, or if you are using an Outlook profile for the first time.



In the **E-mail Upgrade Options** step, Outlook 2003 now gives you the option to import old emails, contacts and email accounts settings from Eudora or Outlook Express.

We choose not to import anything at this stage.

Click **Next**.



In the **E-mail Accounts** step, Outlook offers you the possibility to setup an email account right away. We choose to keep the default option, and click **Next** to setup an email account.

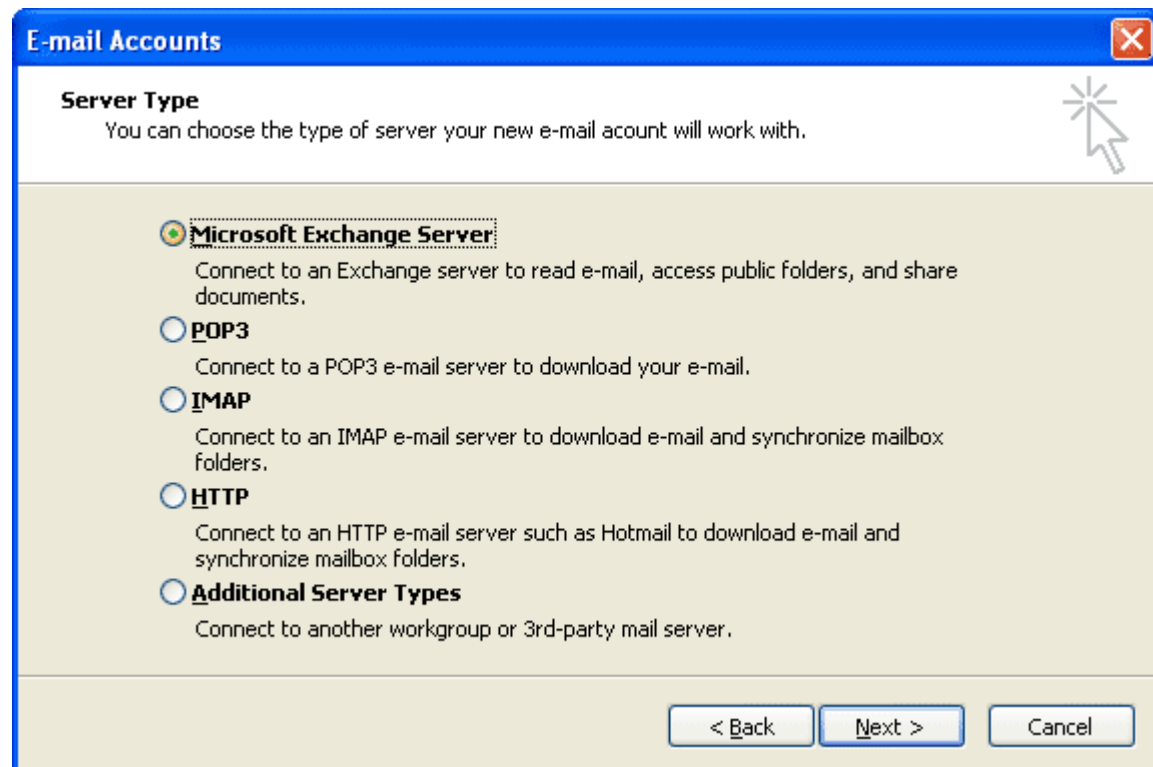
Note that you can always choose to skip this step and create an email account later, by going to **Tools > E-mail Accounts**.

Click **Next**.

## EMAIL ACCOUNT TYPES

In the **Server Type** step of Outlook's Startup wizard, you are given the choice between five different types of email accounts:

- **Microsoft Exchange Server** — Exchange is Microsoft's mail server software. If you are using Outlook on the College of Optical Sciences network, this would be your best choice.
- **POP3** — POP3 is an email protocol, the most widely used for Internet mail. When using this protocol mail is pulled/downloaded from the exchange server directly to your local machine.
- **IMAP** — Like POP3, IMAP is an Internet mail protocol. IMAP provides more advanced features, i.e. IMAP allows users to browse their email without requiring a full download of messages.
- **HTTP** — In this case, by HTTP, Outlook means Hotmail or MSN; if you are not trying to setup an email account with a Hotmail or MSN email address, you should probably use POP3/IMAP.
- **Additional Server Types** — Additional Server Types allow you to pick a custom mail server, (like a groupware server or even to send faxes from Outlook).



In our case, we will setup an Microsoft Exchange Server email account, using the most common configuration settings.

Select **Microsoft Exchange Server** and click **Next**.

## EMAIL ACCOUNT INFORMATION

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In the **Exchange Server Settings** screen of Outlook's wizard, you will enter all the information it needs to interact (or "talk") with the mail server.

**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:

Use Cached Exchange Mode

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

User Name:

- **Microsoft Exchange Server** — This is where you enter name of the Exchange Server. This server is: **mail.optics.arizona.edu**
- **Use Cached Exchange Mode** — Downloads all email to the computer you are using so it may be viewed offline. This option can remove mail from the server so it is best to **Uncheck "Use Cached Exchange Mode"**
- **User Name** — This is the name you use to log into Optical Science's computers. It is frequently the same as your email address and can be entered without the @optics.arizona.edu if you are at the College of Optical Sciences.

## WRAPPING UP YOUR EMAIL ACCOUNT SETUP

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The current **Internet E-mail Settings** screen is the last step (in the wizard) that allows you to go back and change information you entered previously.

To complete your email account setup process, click the **Next** button. Outlook 2003's wizard will confirm that all settings were entered properly, and that it is happy. Click **Finish**.