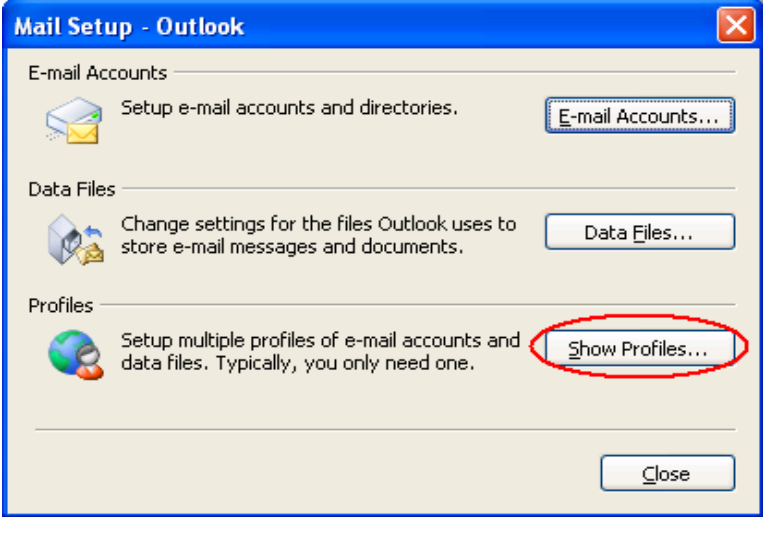
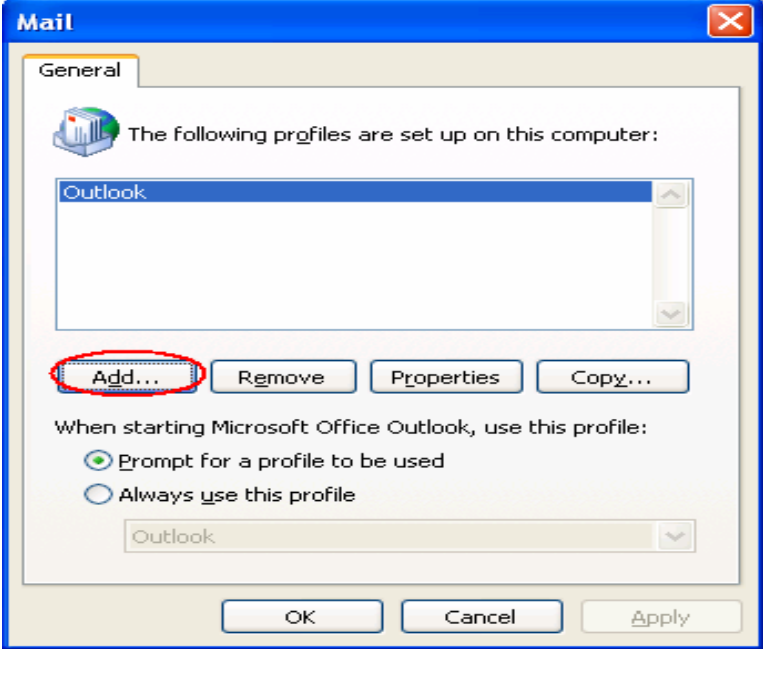
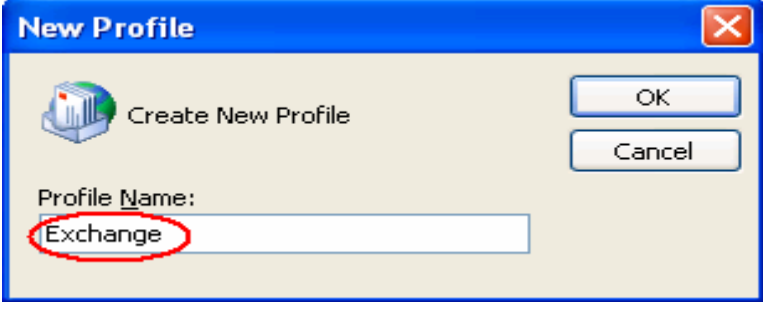


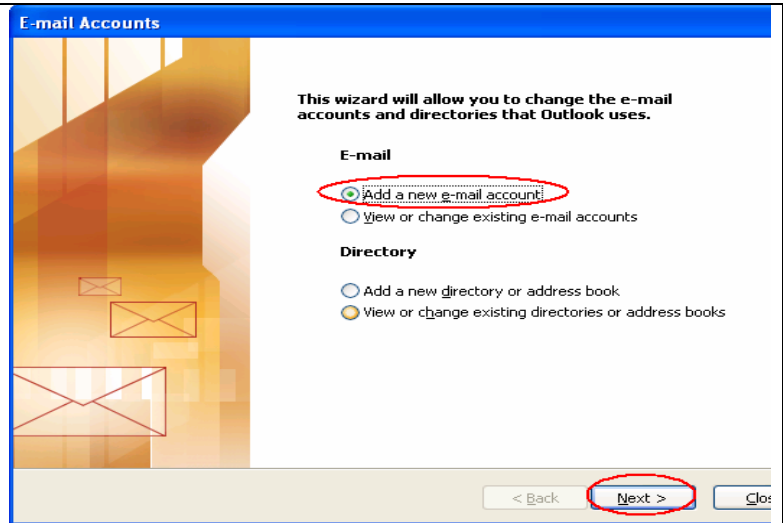
How to Setup account in outlook 2003

► Create an Outlook profile for users to use with Outlook anywhere

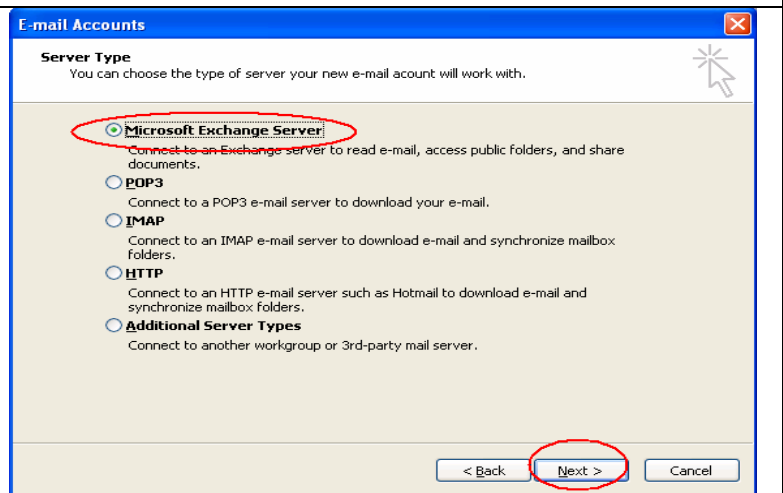
<p>1. On the client computer, click Start, open Control Panel.</p> <p>2. In Control Panel, perform one of the following tasks:</p> <ul style="list-style-type: none"> - If you are using Category View, click User accounts, and then click Mail. - If you are using Classic View, double-click Mail. <p>3. In Mail Setup, under Profiles, click Show Profiles.</p>	
<p>4. In Mail, click Add.</p>	
<p>5. In New Profile, in the Profile Name box, type a name (Exchange) for this profile, and then click OK.</p>	



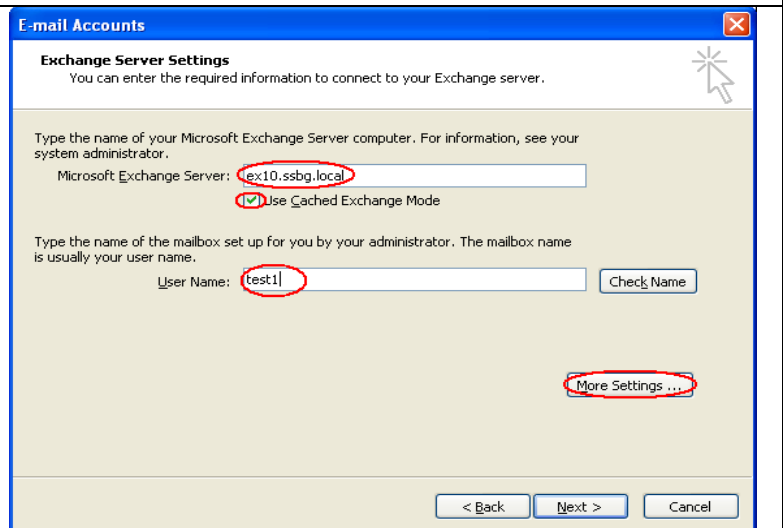
6. In the E-mail Accounts wizard, click Add a new e-mail account, and then click Next



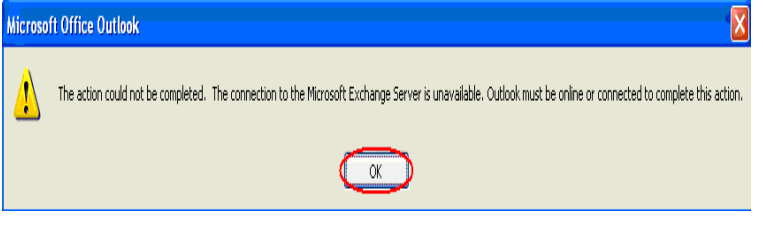
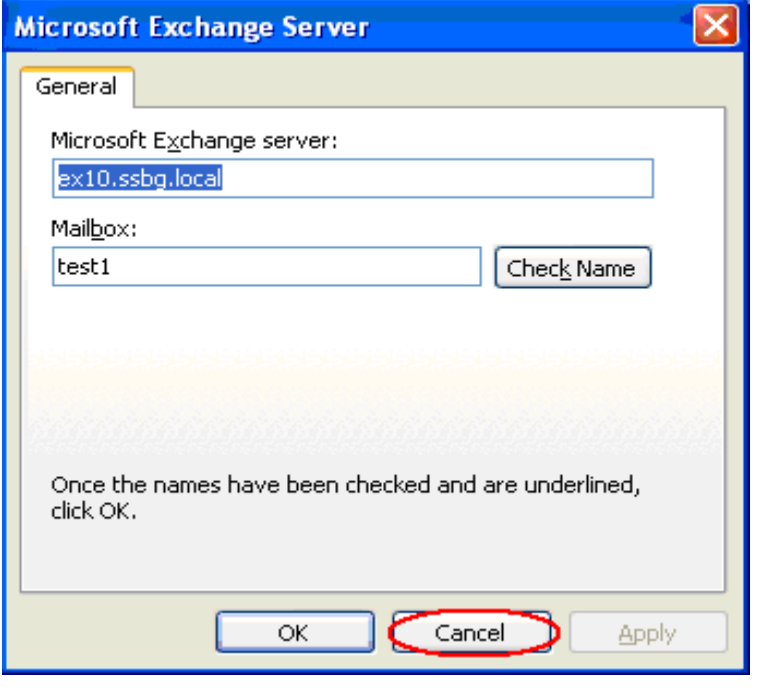
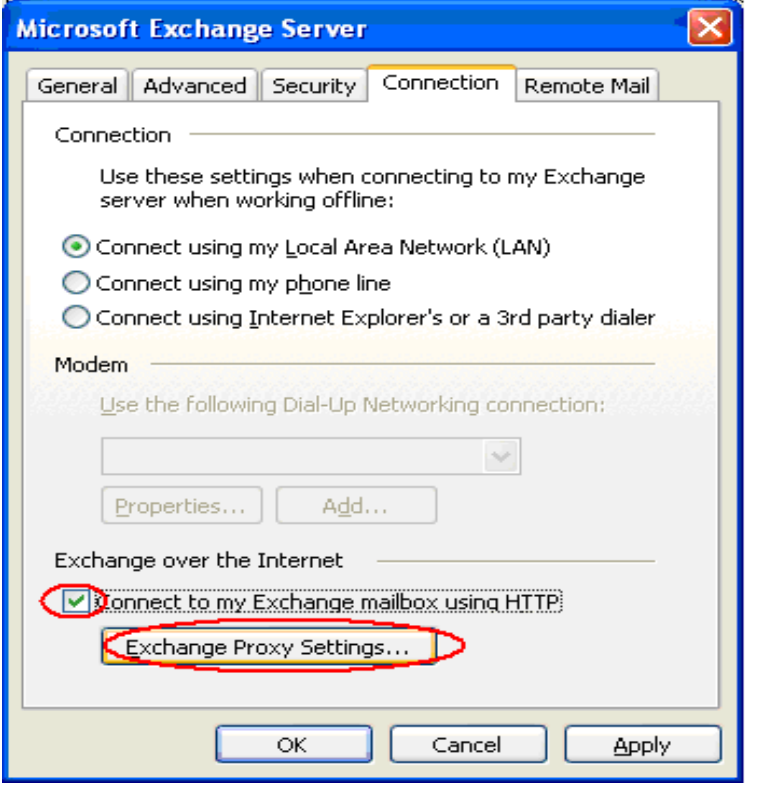
7. On the Server Type page, click Microsoft Exchange Server, and then click Next.



8. On the E-mail Accounts page, do the following:
a. In the Microsoft Exchange Server box, type ex10.ssbg.local
b. Check Use Cached Exchange Mode box.
c. In the User Name box, type the name of the user account that you want to use.
d. Click More Settings.

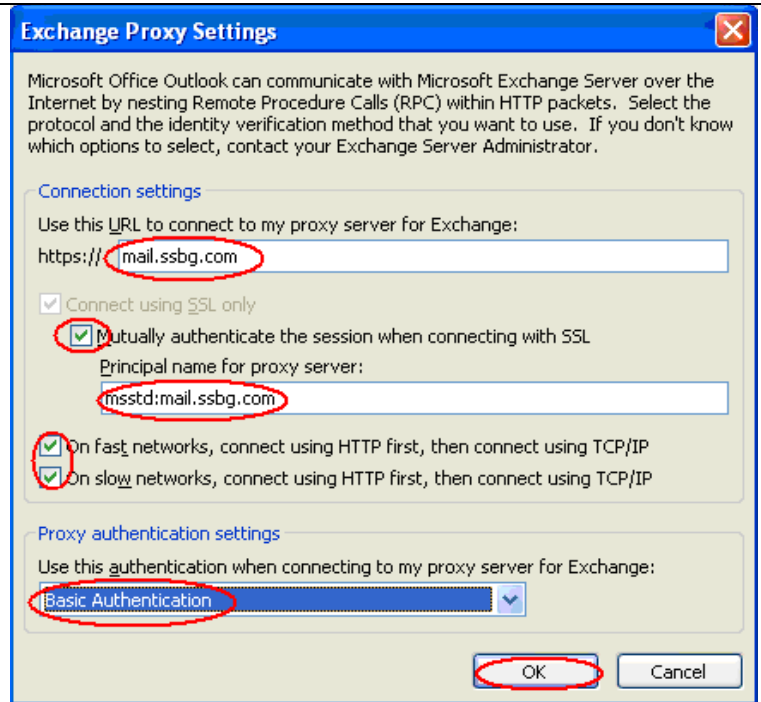




<p>Note: Will be appear the warning dialog box</p>	 <p>The action could not be completed. The connection to the Microsoft Exchange Server is unavailable. Outlook must be online or connected to complete this action.</p> <p>OK</p>
<p>9. select ok will be appear the right pane, then click 'Cancel'</p>	 <p>Microsoft Exchange Server</p> <p>General</p> <p>Microsoft Exchange server: ex10.ssbg.local</p> <p>Mailbox: test1</p> <p>Check Name</p> <p>Once the names have been checked and are underlined, click OK.</p> <p>OK Cancel Apply</p>
<p>10. Choose Connect...using HTTP, then click Exchange Proxy Settings.</p>	 <p>Microsoft Exchange Server</p> <p>General Advanced Security Connection Remote Mail</p> <p>Connection</p> <p>Use these settings when connecting to my Exchange server when working offline:</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Connect using my Local Area Network (LAN)<input type="radio"/> Connect using my phone line<input type="radio"/> Connect using Internet Explorer's or a 3rd party dialer <p>Modem</p> <p>Use the following Dial-Up Networking connection:</p> <p>Properties... Add...</p> <p>Exchange over the Internet</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Connect to my Exchange mailbox using HTTP <p>Exchange Proxy Settings...</p> <p>OK Cancel Apply</p>



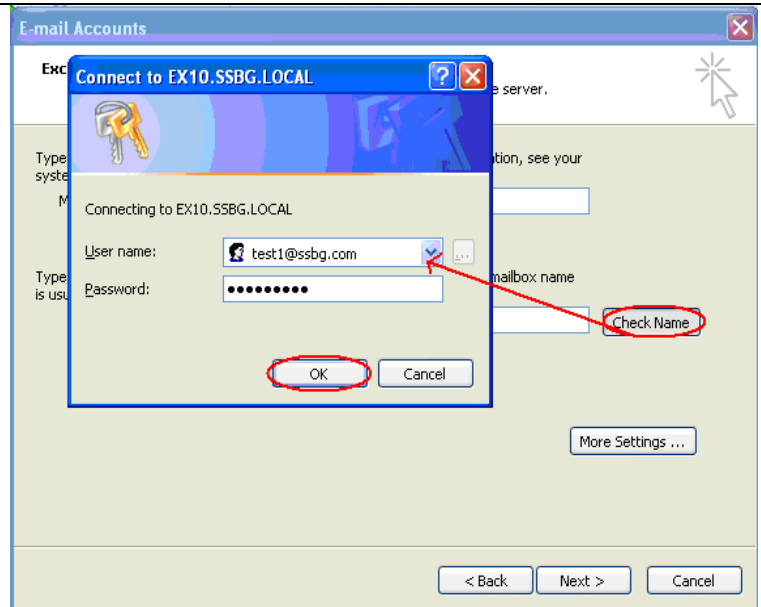
11. Fill this information to the blank place. Then click 'ok'



12. Select **check name** and then Enter

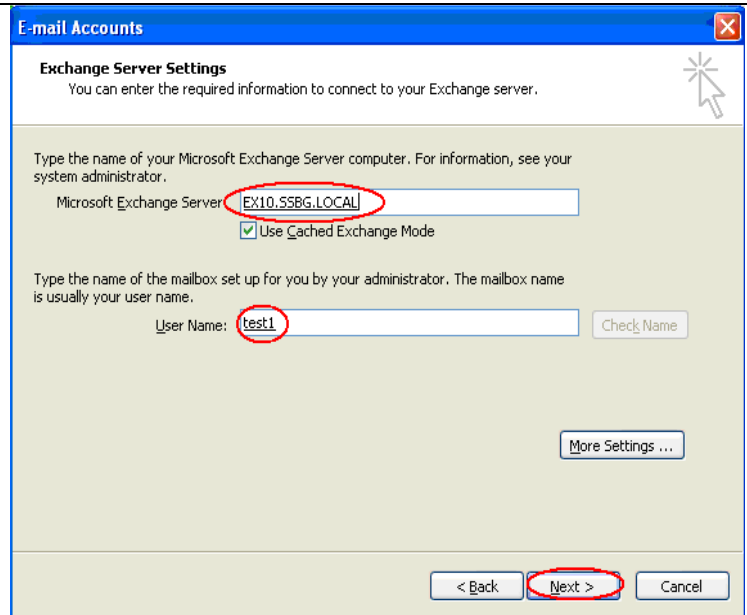
User name: **Your email address**
Password: **password**

Click 'ok'





13. If you enter the account correctly the “Microsoft Exchange Server will change to **EX10.SSBG.local** and the User Name will change to the actual user’s Name.
Click **next** and finish



14. Click **OK** in the **Exchange Proxy Settings** box, click **OK** in the **Microsoft Exchange Server** box, click **Next** on the **E-mail Accounts** page, click **Finish** to close the wizard, and then click **OK**.

