Setting up Email Accounts in Outlook 2003

From the Control Panel, double-click on “Mail.”

Click on “E-mail Accounts…”
Click on “Add a new e-mail account” and then click “Next.”

Click on “Microsoft Exchange Server” and then click “Next.”
Enter the name of the exchange, **ctccma1**

Enter the username, the first part of your email address.

Click “Check Name”

The system will search for your name.

When it has found your mailbox properties, it will fill in the full name of the server and the user name.

Click “Next”

Click “Yes” to complete the setup.

Mail from the Microsoft Exchange Server account will be delivered to the existing Personal Folder on your local computer. If you wish to keep your mail on your server, you must change the default delivery location using the E-mail Accounts command from the Tools menu. Do you wish to continue?

[Yes] [No]