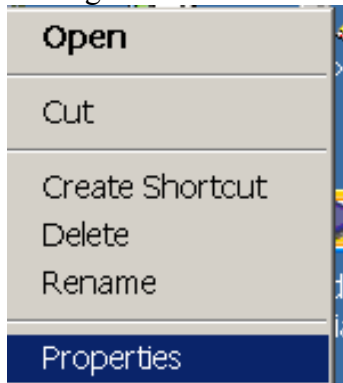
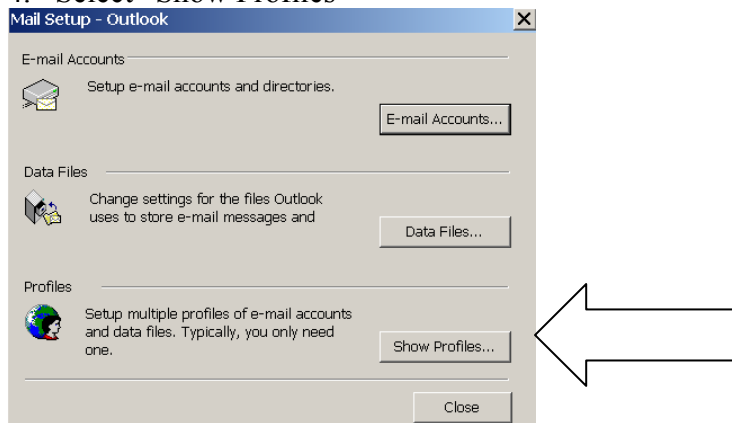


In School E-mail Setup for PCs and Laptops Using Windows 2000 with Office XP/2002

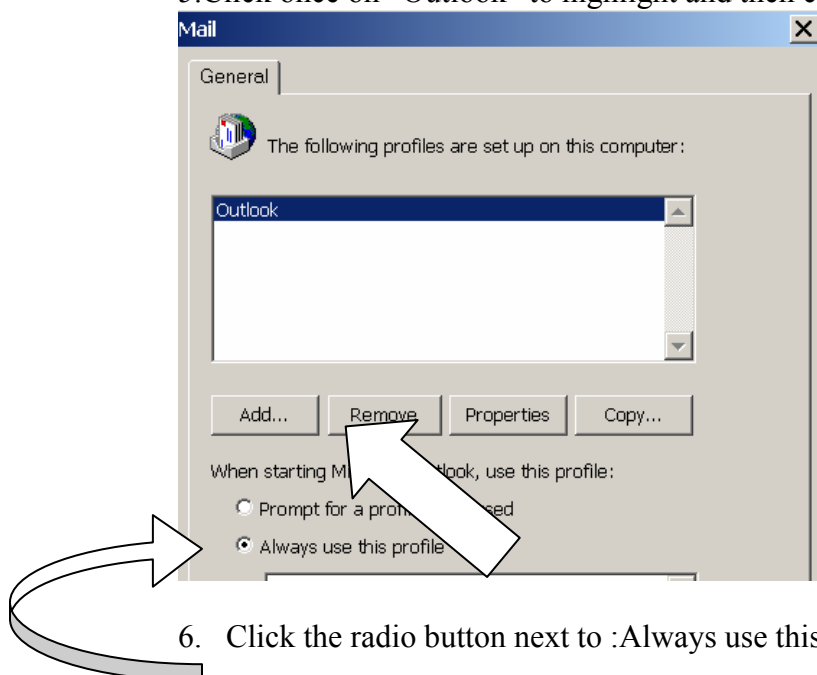
1. Boot computer up and log onto the network using your user name and password.
2. Right click on the Outlook icon.



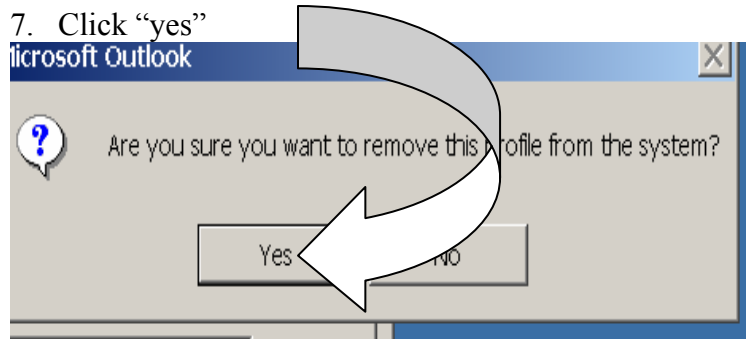
3. Click on Properties
4. Select "Show Profiles"



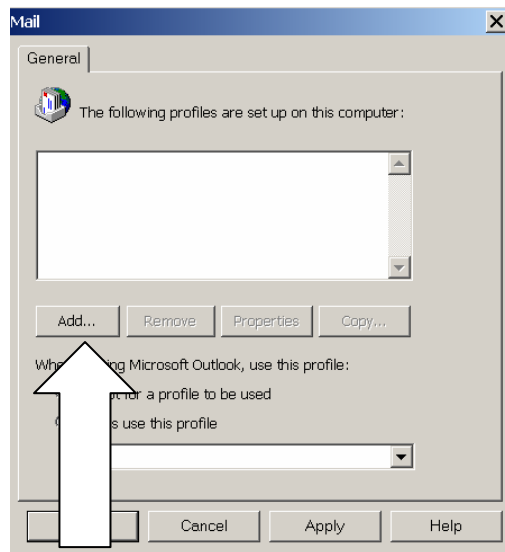
5. Click once on "Outlook" to highlight and then click "Remove"



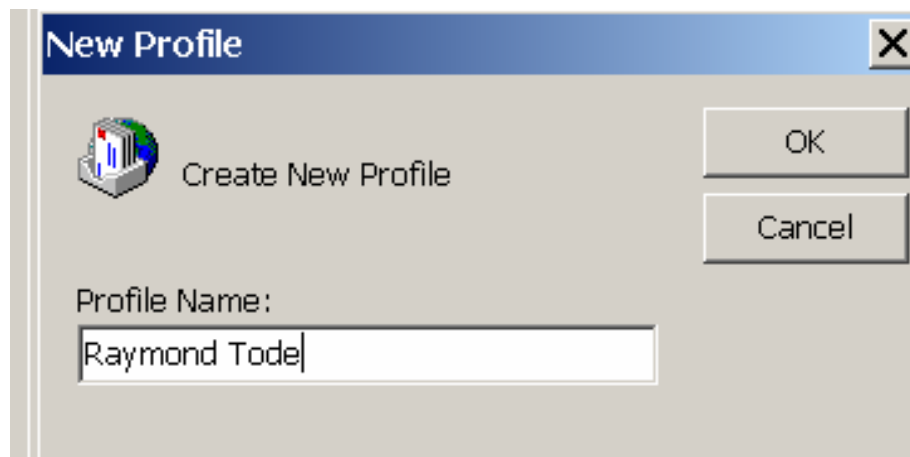
6. Click the radio button next to "Always use this profile"



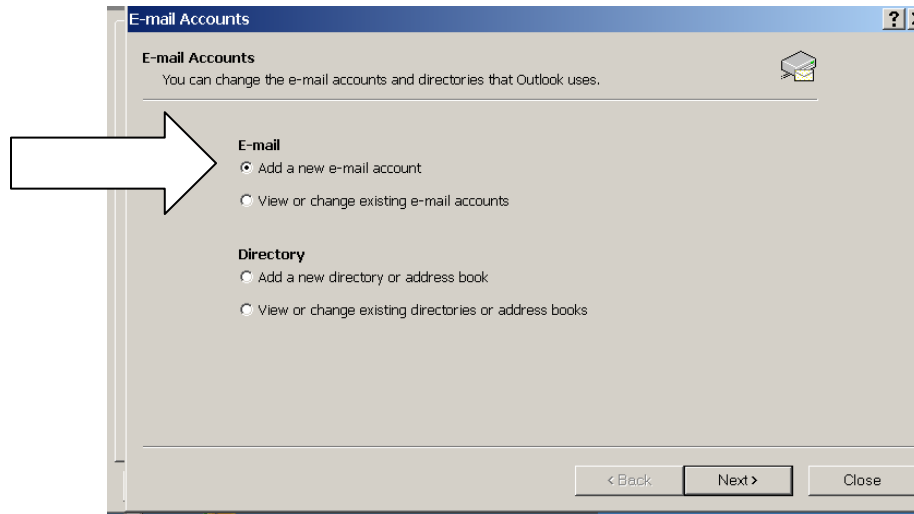
8. Next, select “Add”



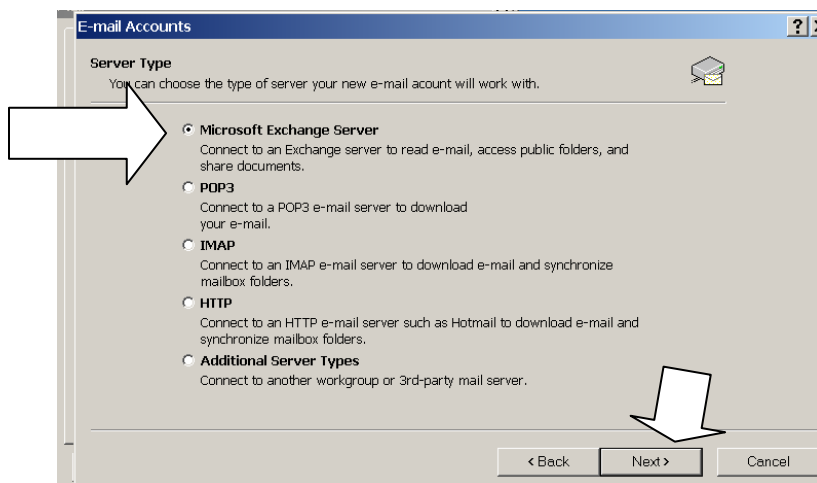
9. In the New Profile window, in Profile Name box type your first and last name, then click “OK”.



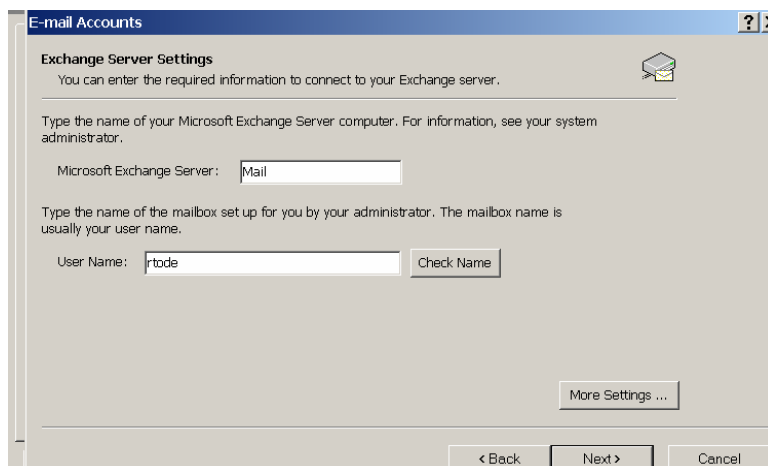
10. Ensure make new account is checked in the radio button, then click next.



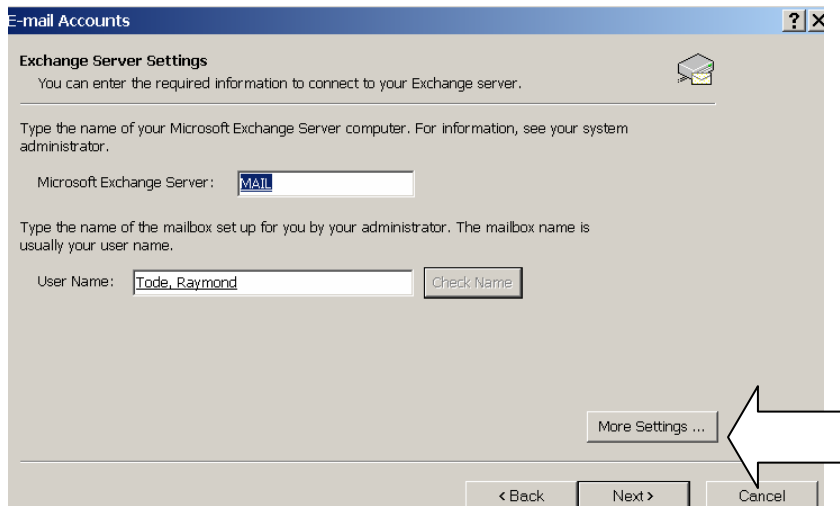
11. Click on radio button adjacent to “Microsoft Exchange Server” and click on “Next”



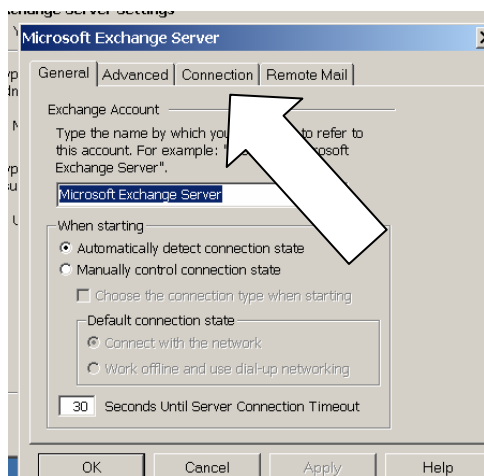
12. In the Microsoft Exchange Server text box type: “Mail” and in the User Name text box type your user name: example: rtoade



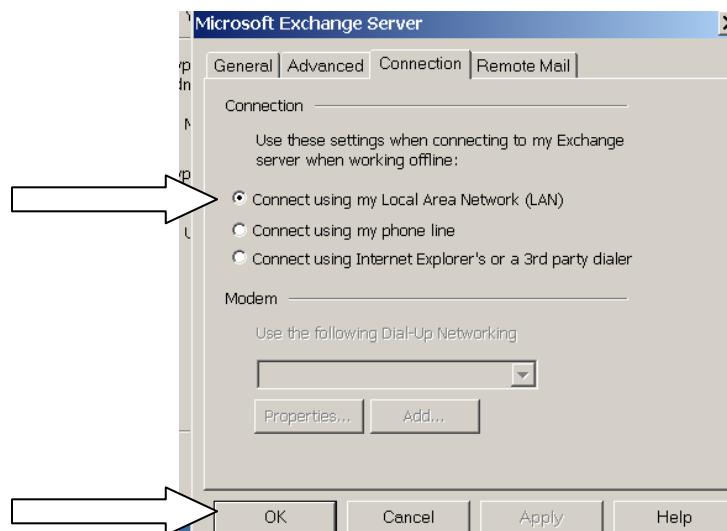
12. Click “Check Name”. The exchange server will check its database and find your account. When this happens your last name, first name will be displayed and underlined. Click on “More Settings”



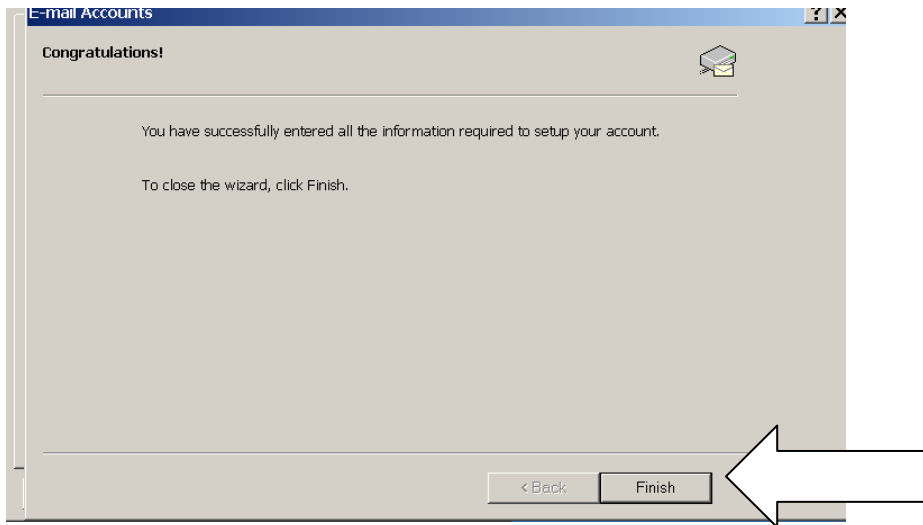
13. Click on the “Connections” tab



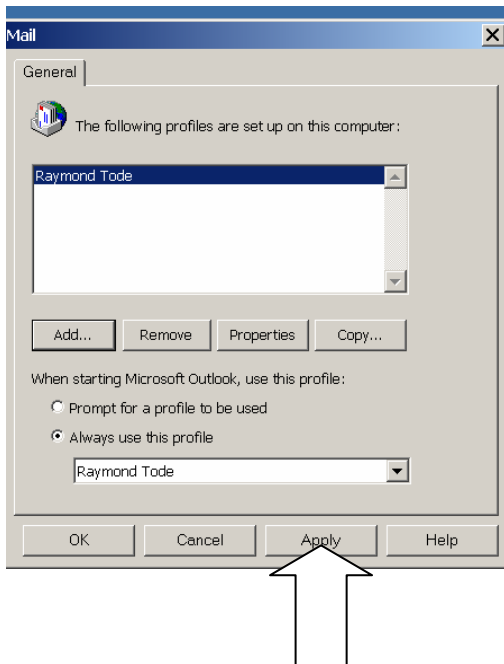
14. Click in the radio button next to “Connect using my Local Area Network (LAN)” and click “OK” and then “Next”.



15. Click “Finished”



16. Click “Apply” in the “Mail” window and then “OK”.



17. Click on “Outlook icon”  to start Outlook and check your mail.