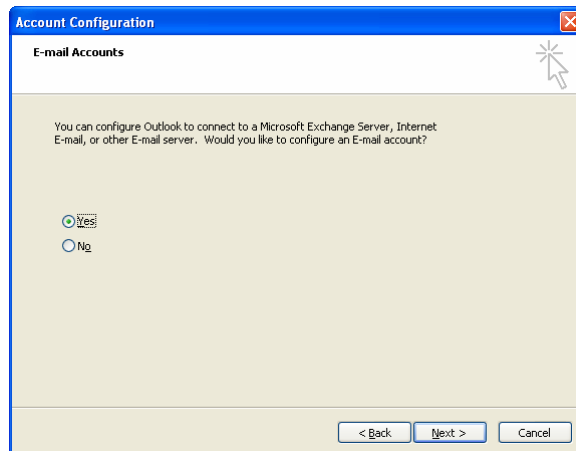


How To setup your email.

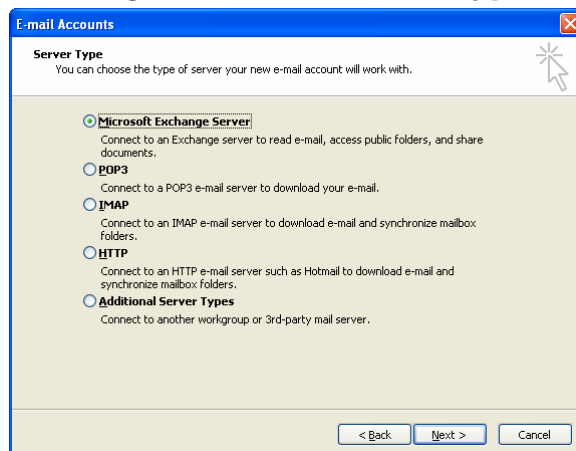
Logon to the PC you will be using and start the **OUTLOOK** email program. Click *Next*



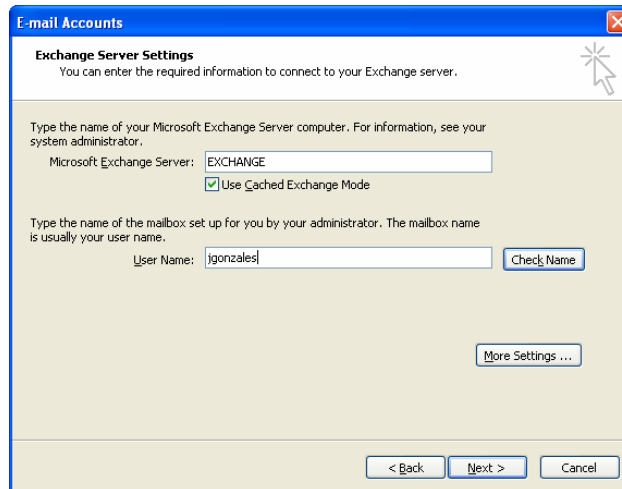
Select **Yes** to configure an email account, click *next*.



Select **Microsoft Exchange Server** for server type, click next

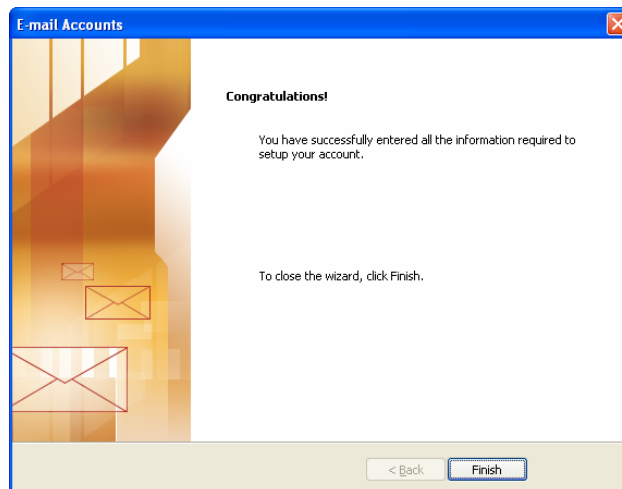


Type *Exchange* for the name of the MS Exchange server. Enter your username (usually first initial + lastname) and press *Check Name*. Click *Next*.



The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The window title is 'E-mail Accounts'. Below the title bar, it says 'Exchange Server Settings' and 'You can enter the required information to connect to your Exchange server.' There is a mouse cursor icon in the top right corner. The main area contains two sections of text. The first section says 'Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.' Below this is a text box labeled 'Microsoft Exchange Server:' containing the text 'EXCHANGE'. Below that is a checked checkbox labeled 'Use Cached Exchange Mode'. The second section says 'Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.' Below this is a text box labeled 'User Name:' containing the text 'jgonzales'. To the right of this text box is a 'Check Name' button. At the bottom right of the main area is a 'More Settings ...' button. At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

Click *Finish* and Outlook will open to your Email account.



The screenshot shows the 'E-mail Accounts' dialog box with a 'Congratulations!' message. The window title is 'E-mail Accounts'. The main area has a decorative background on the left with three envelope icons. The text says 'Congratulations!' followed by 'You have successfully entered all the information required to setup your account.' Below that, it says 'To close the wizard, click Finish.' At the bottom of the dialog box are two buttons: '< Back' and 'Finish'.

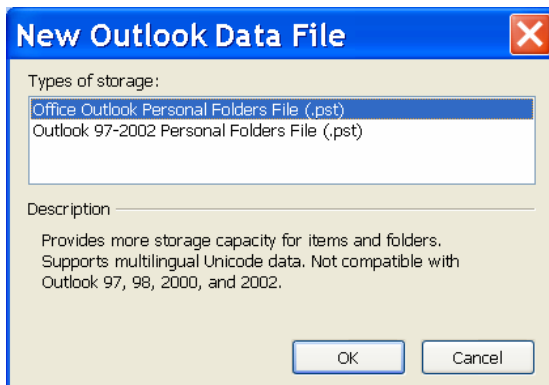
Your Email account should now be ready to use.

If you encounter any problems or need assistance, please contact the Technology Dept at Ext 1425.

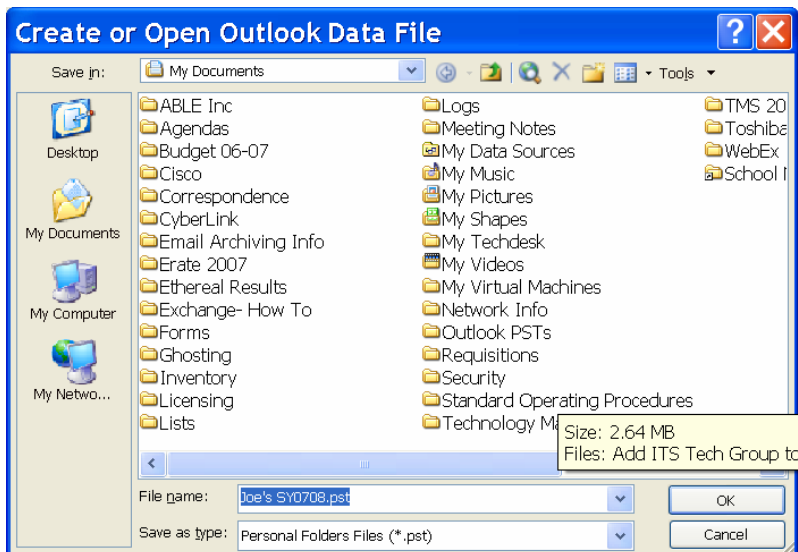
Saving Email to your My Document's folder

Your Outlook mailbox is limited in size. If your mailbox becomes full, then your email service will shutdown. The best way to save important emails that you want for future reference is to create a PST file in your My Documents folder. Here's how:

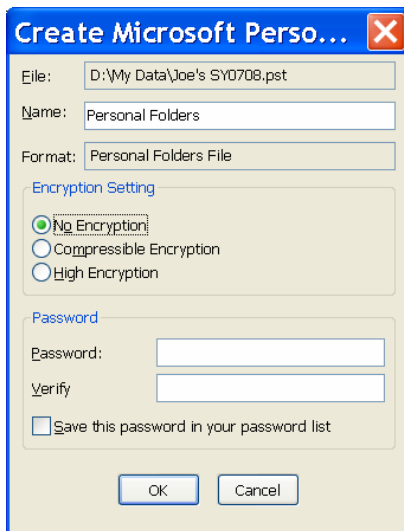
1. Open Outlook. From the Menu select FILE=>New...=>Outlook Data File
2. For Type of storage, select 'Office Outlook Personal Folders File (.pst)'



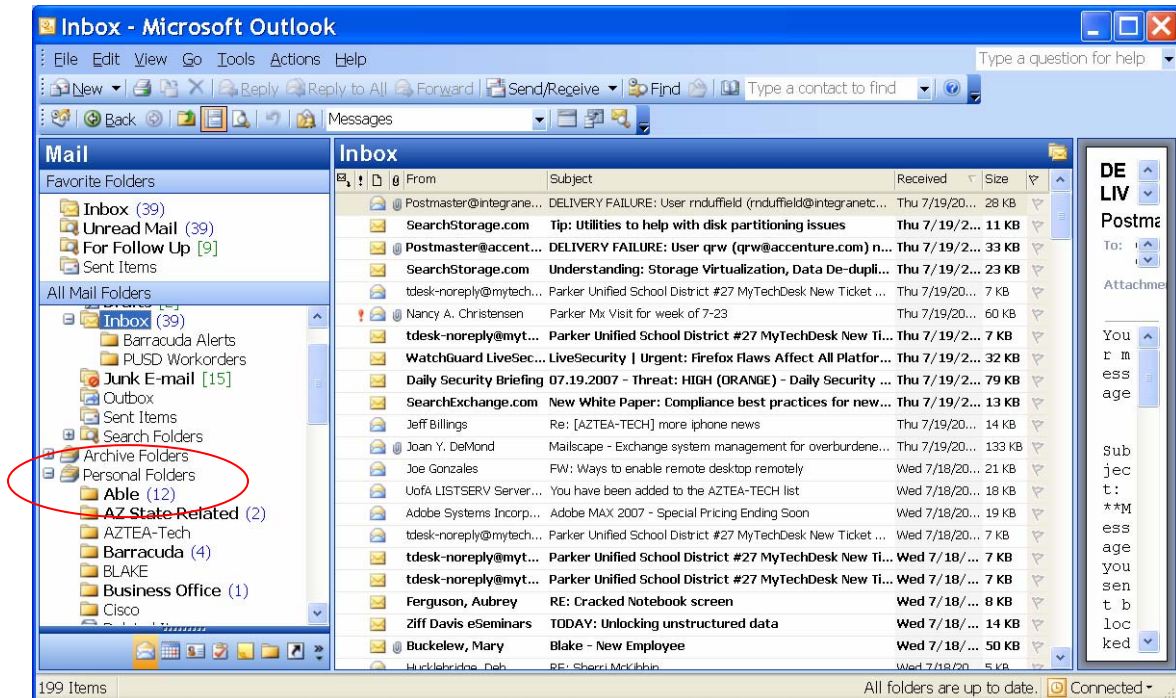
3. For Save in: select My Documents. For File name: pick a name for your file. For example, mine is for all my SY0708 email so I named it 'Joe'sSY0708.pst'.



4. Select a file security level. If you select encryption and a password, be sure it is one you will not forget! Otherwise, select No Encryption and leave password blank.



5. You will now see a 'Personal Folder' in the lefthand column of your Outlook program



Within this file you can create sub-folders and then drag-n-drop all your important emails from your Inbox, Sent Items, Deleted Items, etc, into your new PST file. When you backup your My Documents folder, you will be backing up your PST file as well. Yes!

Mailbox Maintenance

Your mailbox will get full of email over time. It is important that you cleanout your mailbox on a regular basis. For example, it is important to delete mail from your Sent folder and Deleted Items folder regularly. Here's how:

- 1. First, if you have important emails in these folders that you wish to save, drag-n-drop these into the PST file that you have created per the instructions in 'Saving Email to your My Documents'.**
- 2. Open the Sent Items folder. Select all the files in the folder by pressing Ctrl + A. Press the DELETE key to delete all the files.**
- 3. Open the Deleted Items folder. Select all the files in the folder by pressing Ctrl + A. Press the DELETE key to delete all the files.**

If you encounter any problems or need assistance, please contact the Technology Dept at Ext 1425.