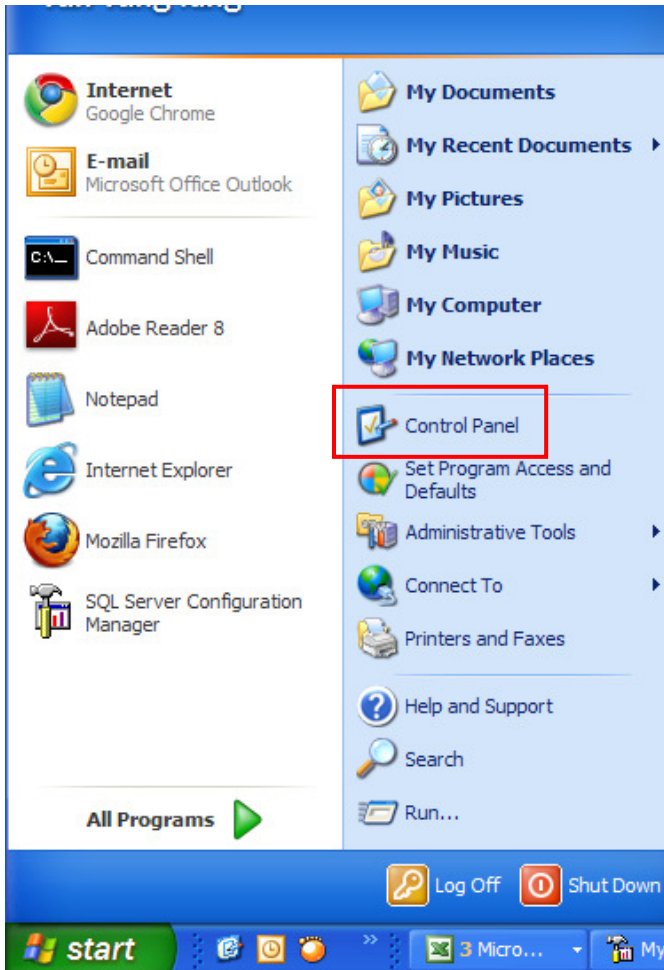
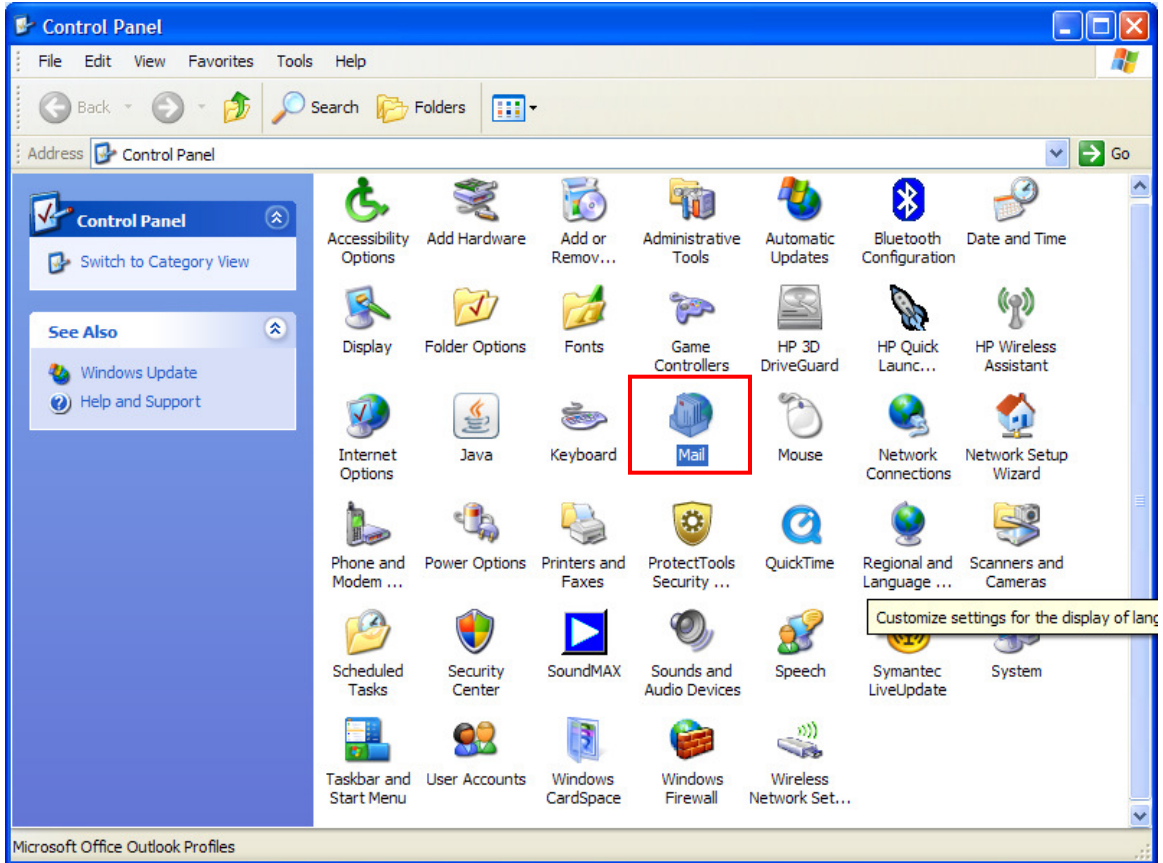


# How-To Guide: How to setup Microsoft Exchange mail on Outlook 2003

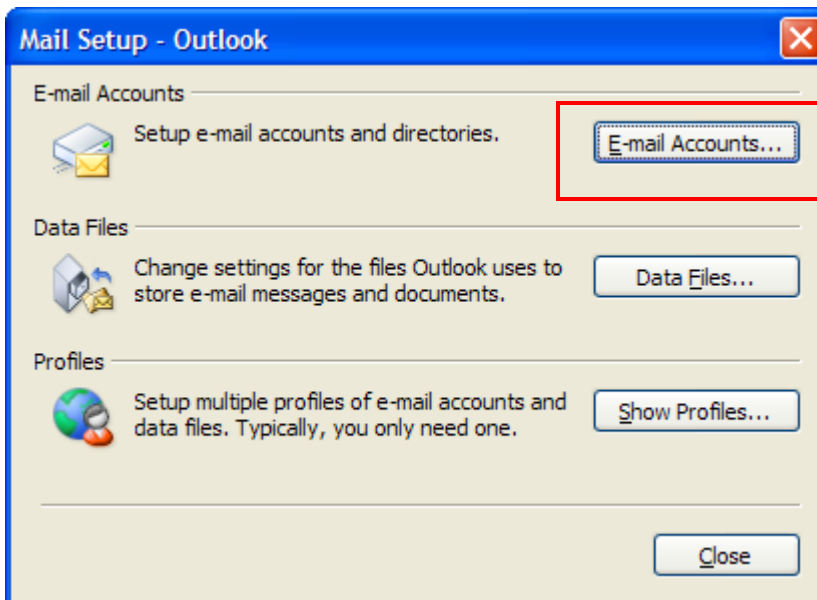
1. Go to Start > Control Panel



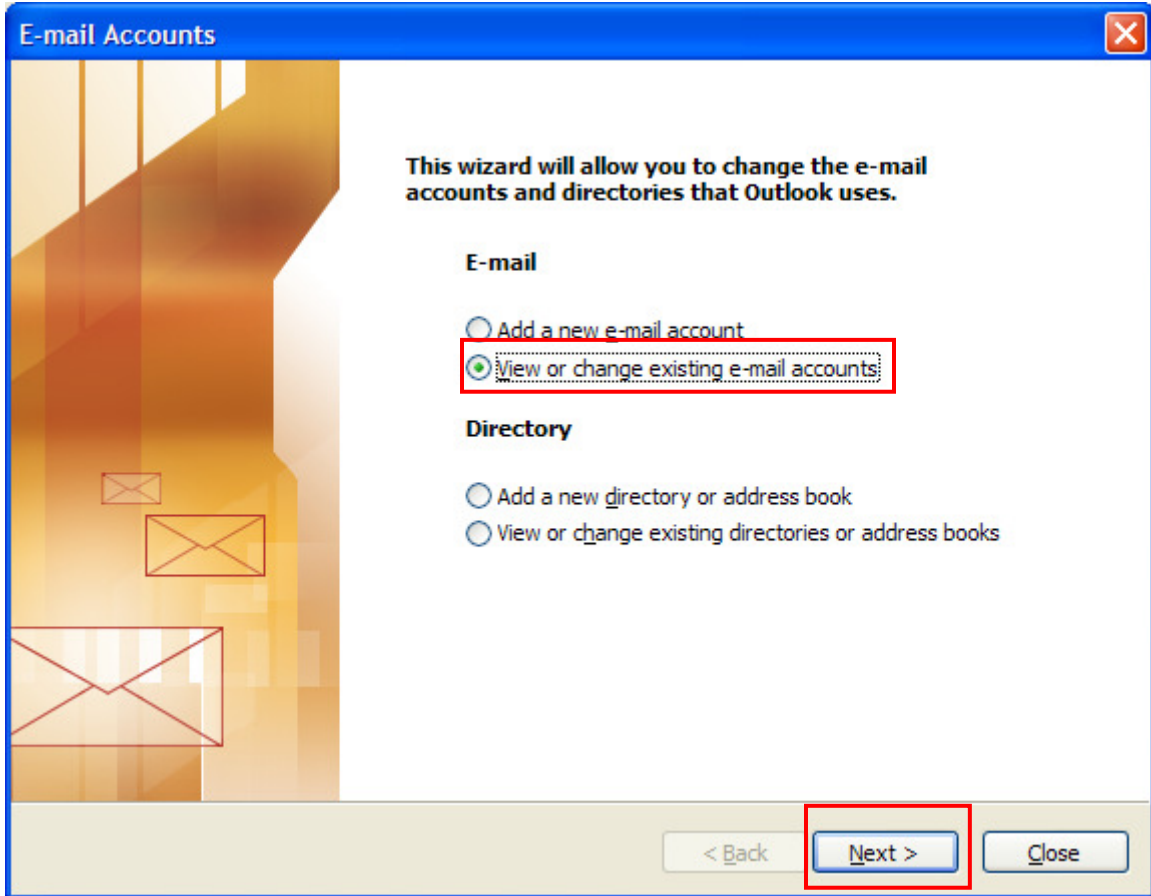
2. Click on Mail.



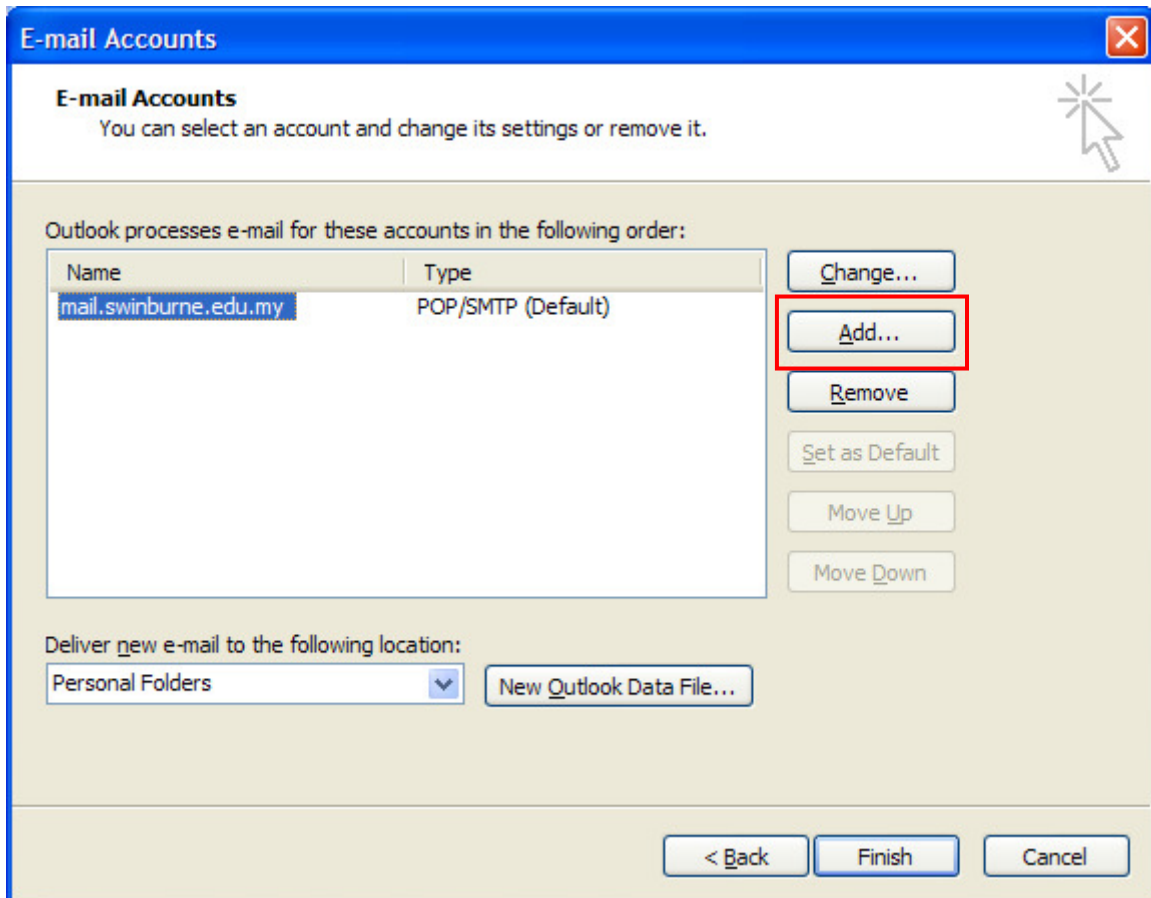
3. Click on Email Accounts.



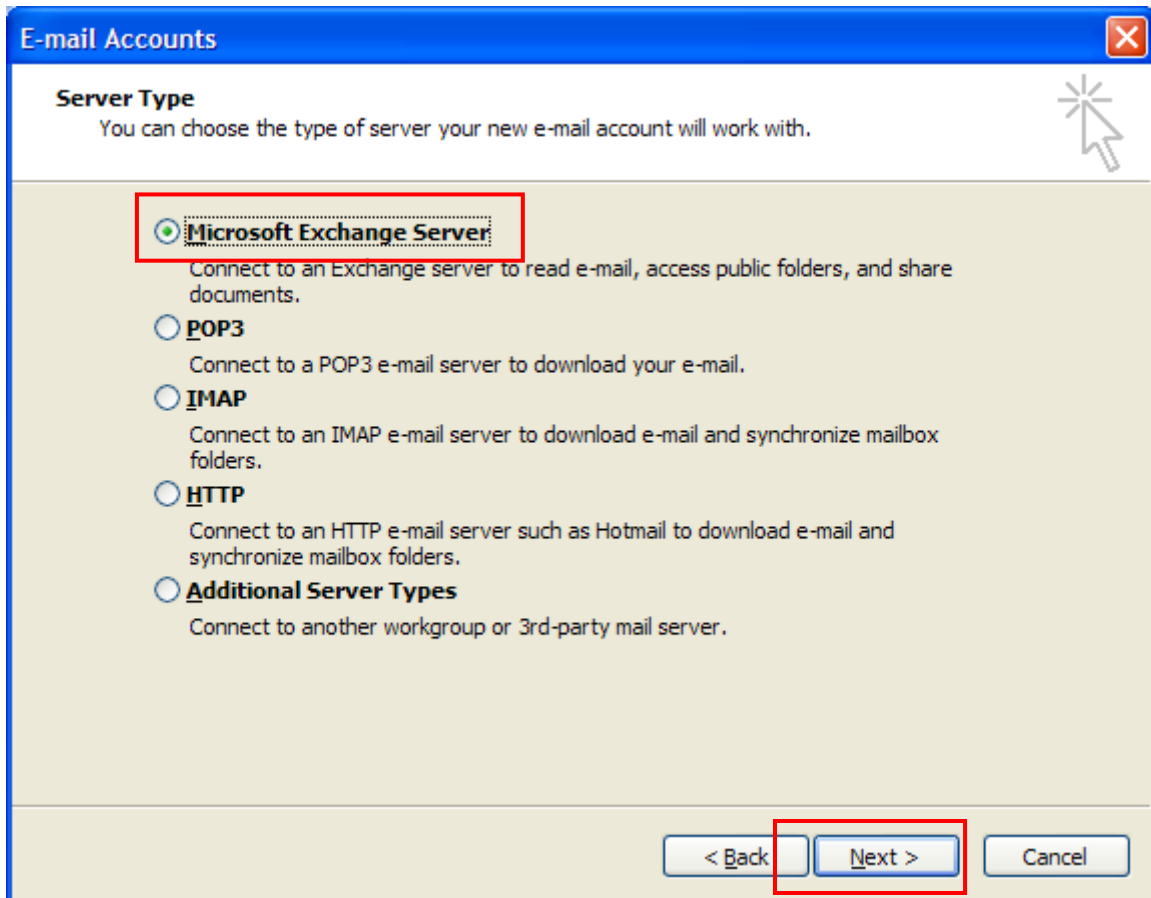
4. Select “View or change existing e-mail accounts” and then Next.



5. Click on Add.



6. Click on Microsoft Exchange Server and then Next.



7. Do the following in sequence:
  - a. Key in Server name “mymail1.swinburne.edu.my”
  - b. Check the box “Use Cached Exchange Mode”
  - c. User Name is your existing user name
  - d. Click More Settings

**E-mail Accounts** [Close]

**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.

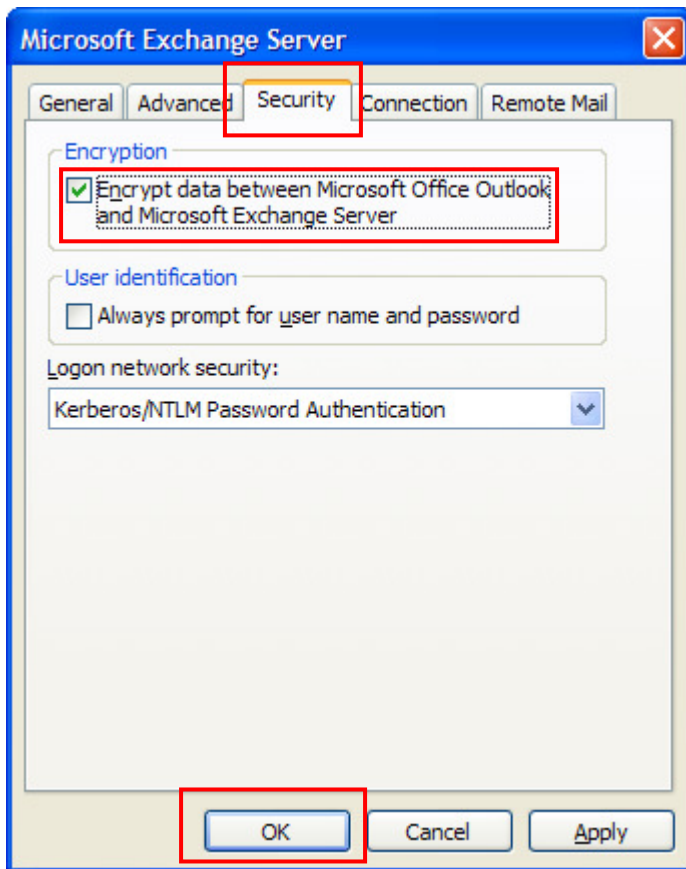
Microsoft Exchange Server:

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:

8. On Security tab, check the box “Encrypt data between Microsoft Office Outlook and Microsoft Exchange Server. Then click OK.



9. Click Check Name.

**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: mymail1.swinburne.edu.my  
 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: Willy Smith

Check Name

More Settings ...

< Back   Next >   Cancel

10. Key in your user name and password. Ensure to include prefix “suts\” before your user name. Click OK

**Connect to mymail1.swinburne.edu.my**

Connecting to mymail1.swinburne.edu.my

User name: suts\wsmith

Password: ●●●●●●●●

Remember my password

OK   Cancel

11. If Check Name is successful, you will notice that the Server and User name is underlined. Click Next.

**E-mail Accounts** [Close]

**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: MYMAIL1.suts.internal

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: Willy Smith [Check Name]

[More Settings ...]

[< Back] [Next >] [Cancel]

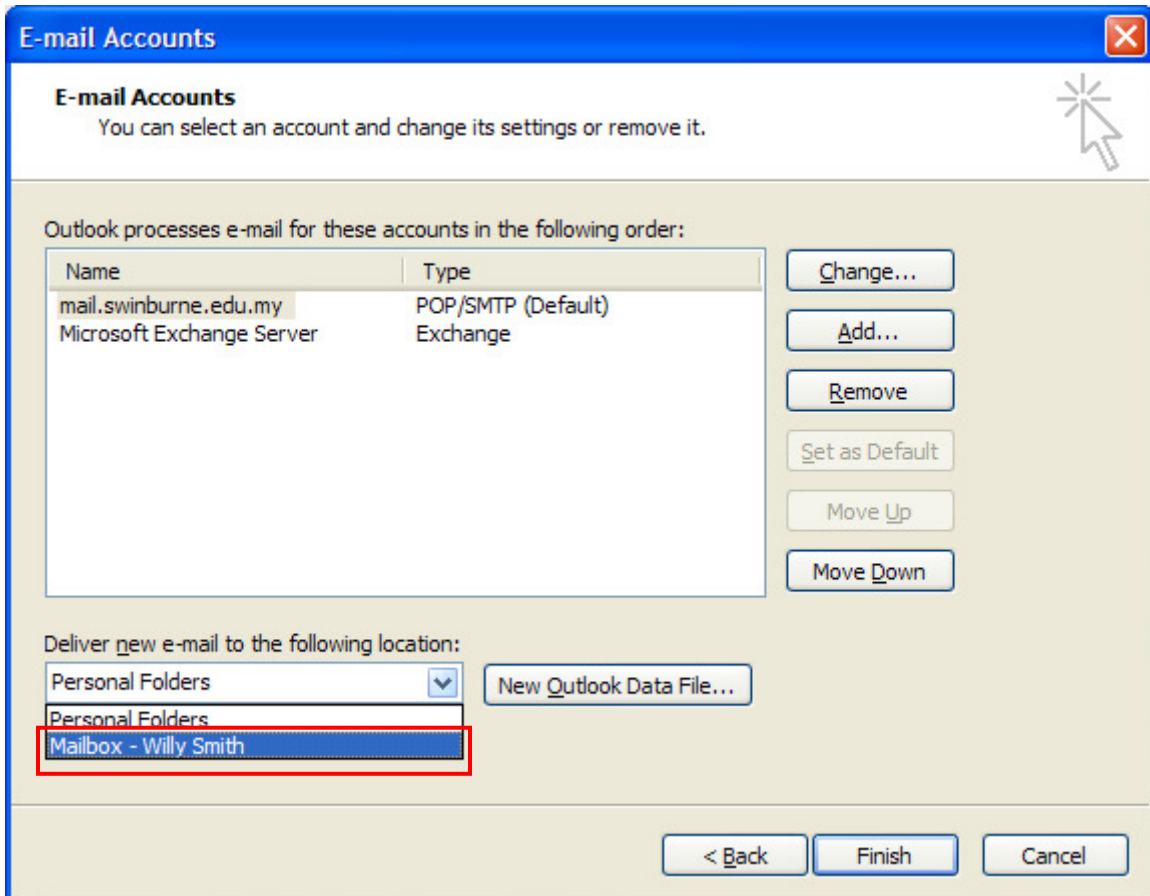
12. Click Yes.

**Microsoft Office Outlook** [Close]

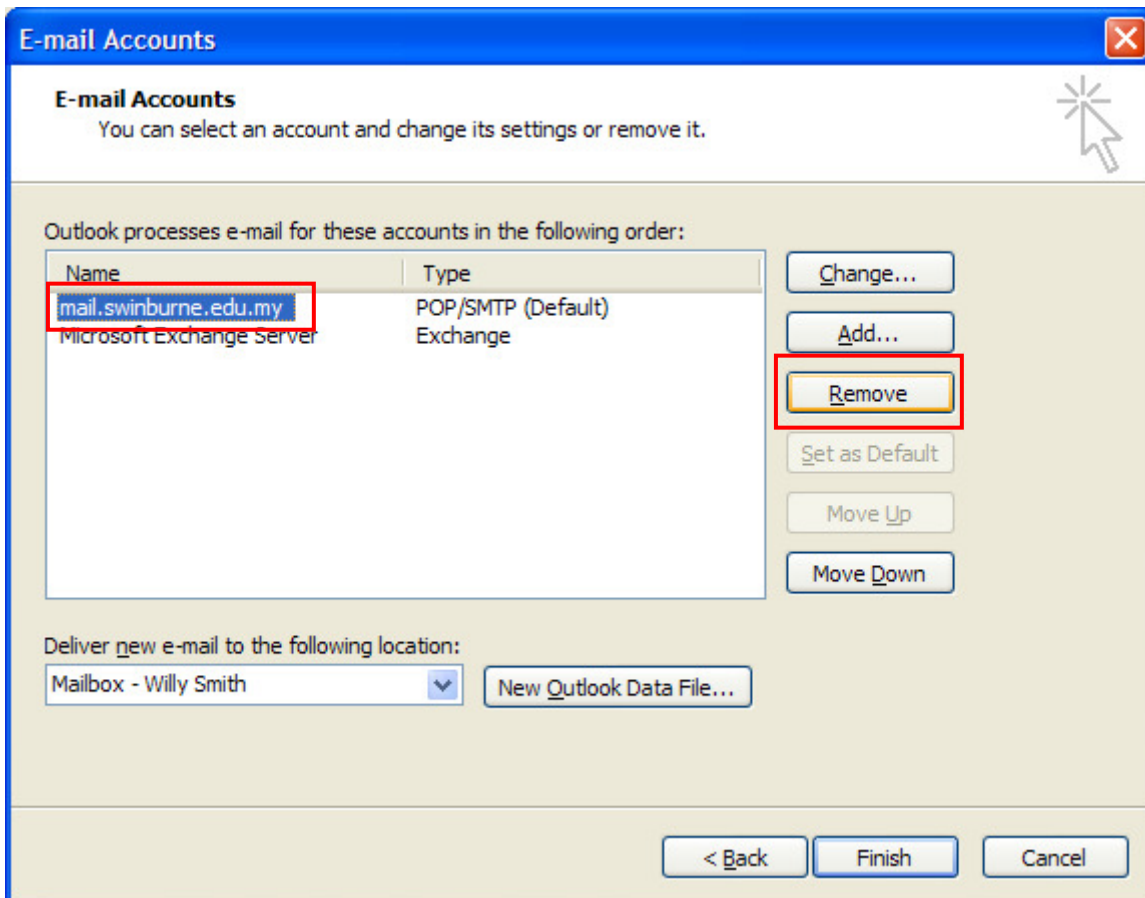
**i** Mail from this Microsoft Exchange Server account will be delivered to the existing Personal Folder on your local computer. If you wish to keep your mail on your server, you must change the default delivery location using the E-mail Accounts command from the Tools menu. Do you wish to continue?

[Yes] [No]

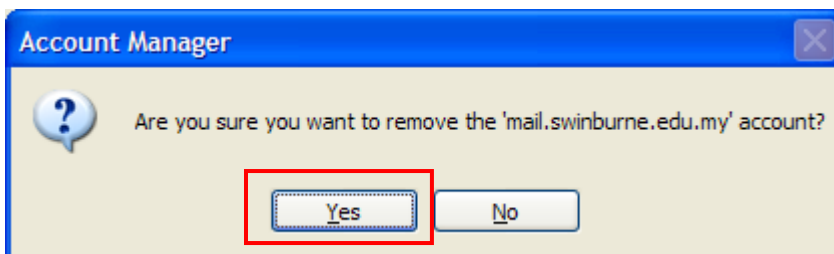
13. At “Delivery new e-mail to the following location:”, change from “Personal Folders” to “Mailbox”.
14. All e-mail will be delivered to your Exchange Mailbox in the server instead of Personal Folder.



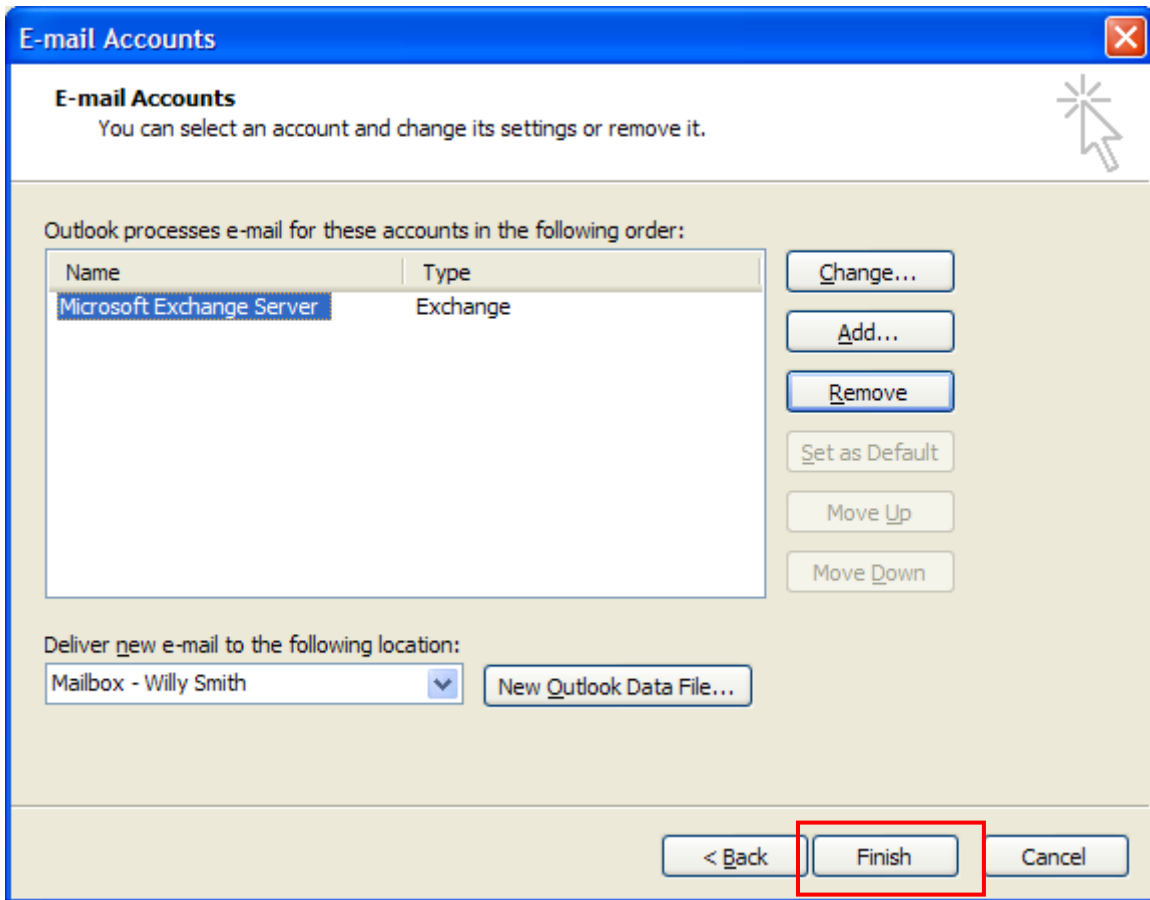
15. Click on your previous email profile and then click Remove to remove the account completely. This only removes the POP3 account but not your data. Your previous email would be intact in the Personal folders.



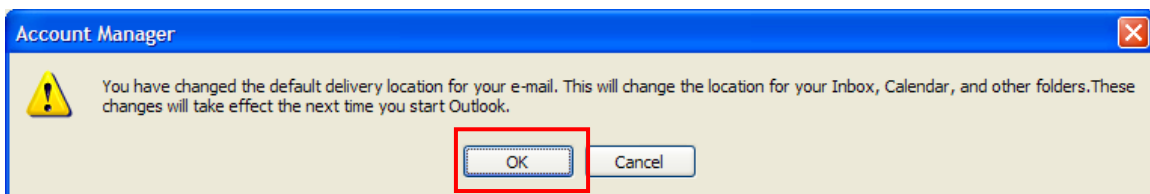
16. Click Yes to confirm removal.



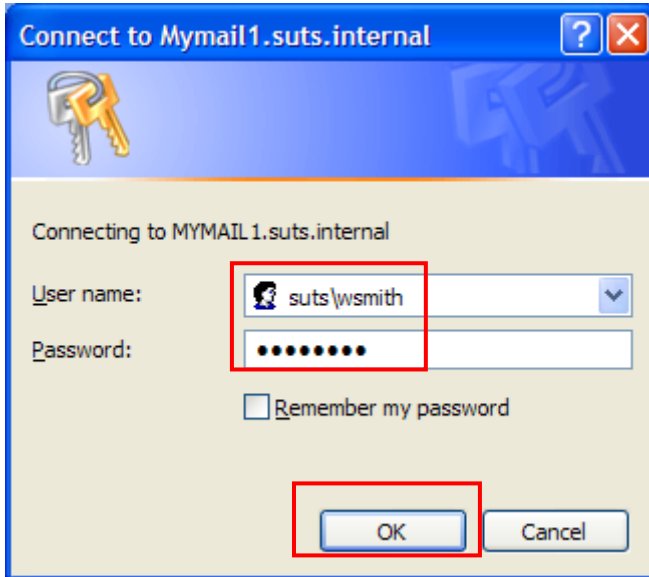
17. Click Finish.



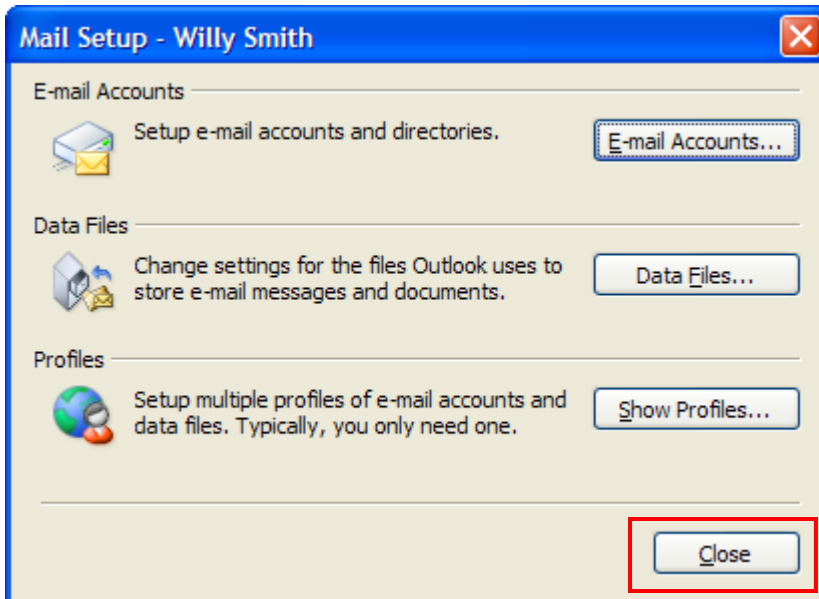
18. Click OK. You need to restart Outlook for the change to take effect.



19. You will be prompted for user name and password again. Key in accordingly and click OK.

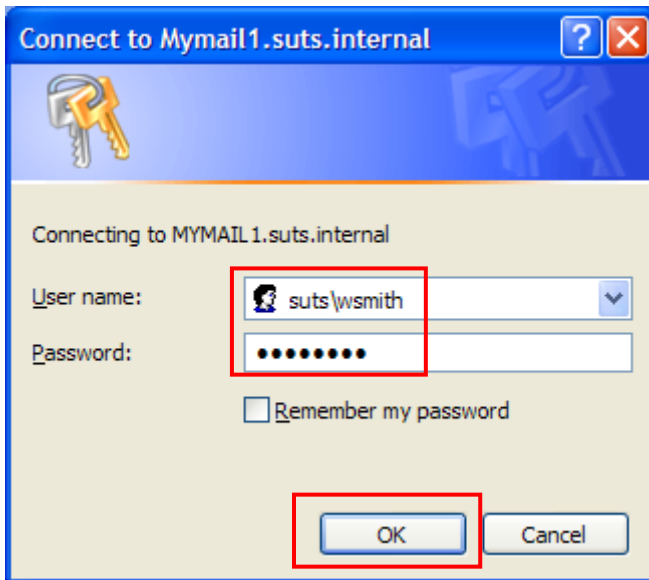


20. Close the Mail setup window. This completes the Outlook setup.

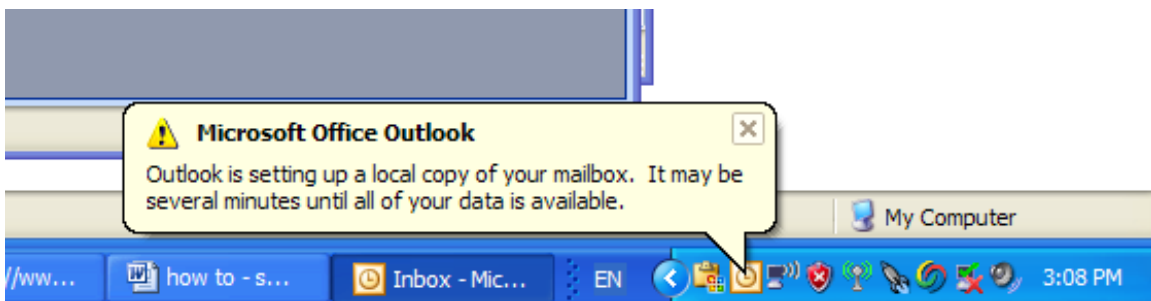


# Logging on to Outlook for the First Time

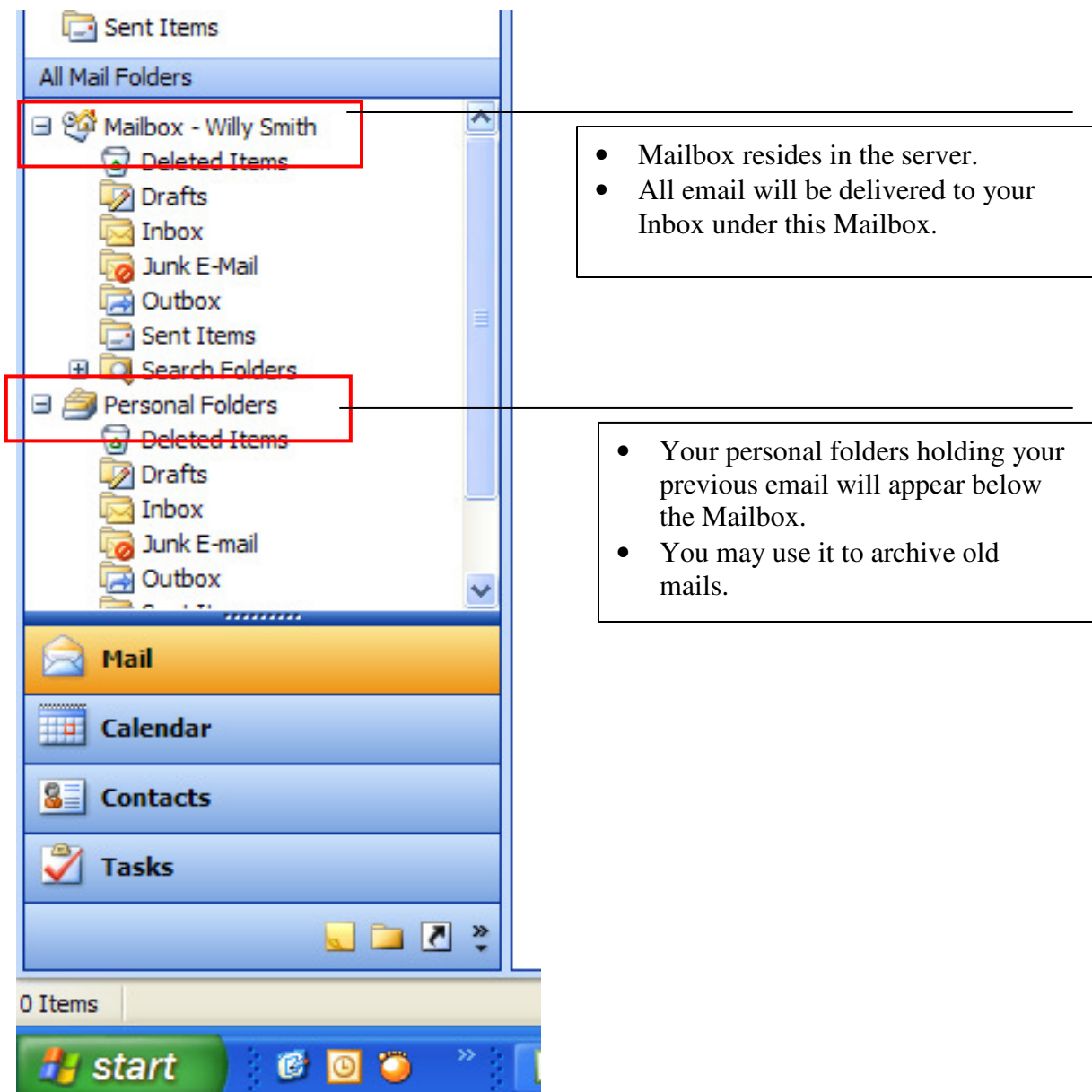
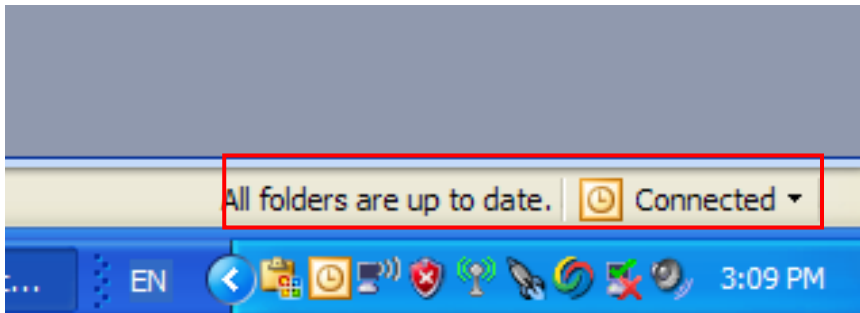
1. Key in your user name and password. Remember to prefix “SUTS\” before your username.



2. During the first time log on, Outlook will sets up a local copy of your mailbox. This will take a short while. A notification dialog box will pop up at your system tray to notify you about this.



3. Once your local mailbox copy is done, the status shows “All folders are up to date” and the connection’s status showed “Connected”.



A screenshot of the Outlook folder list. Two red boxes highlight "Mailbox - Willy Smith" and "Personal Folders". Two callout boxes provide information about these folders. The "Mail" button is highlighted in orange. The taskbar at the bottom shows the start button and system tray icons.

- Mailbox resides in the server.
- All email will be delivered to your Inbox under this Mailbox.

- Your personal folders holding your previous email will appear below the Mailbox.
- You may use it to archive old mails.