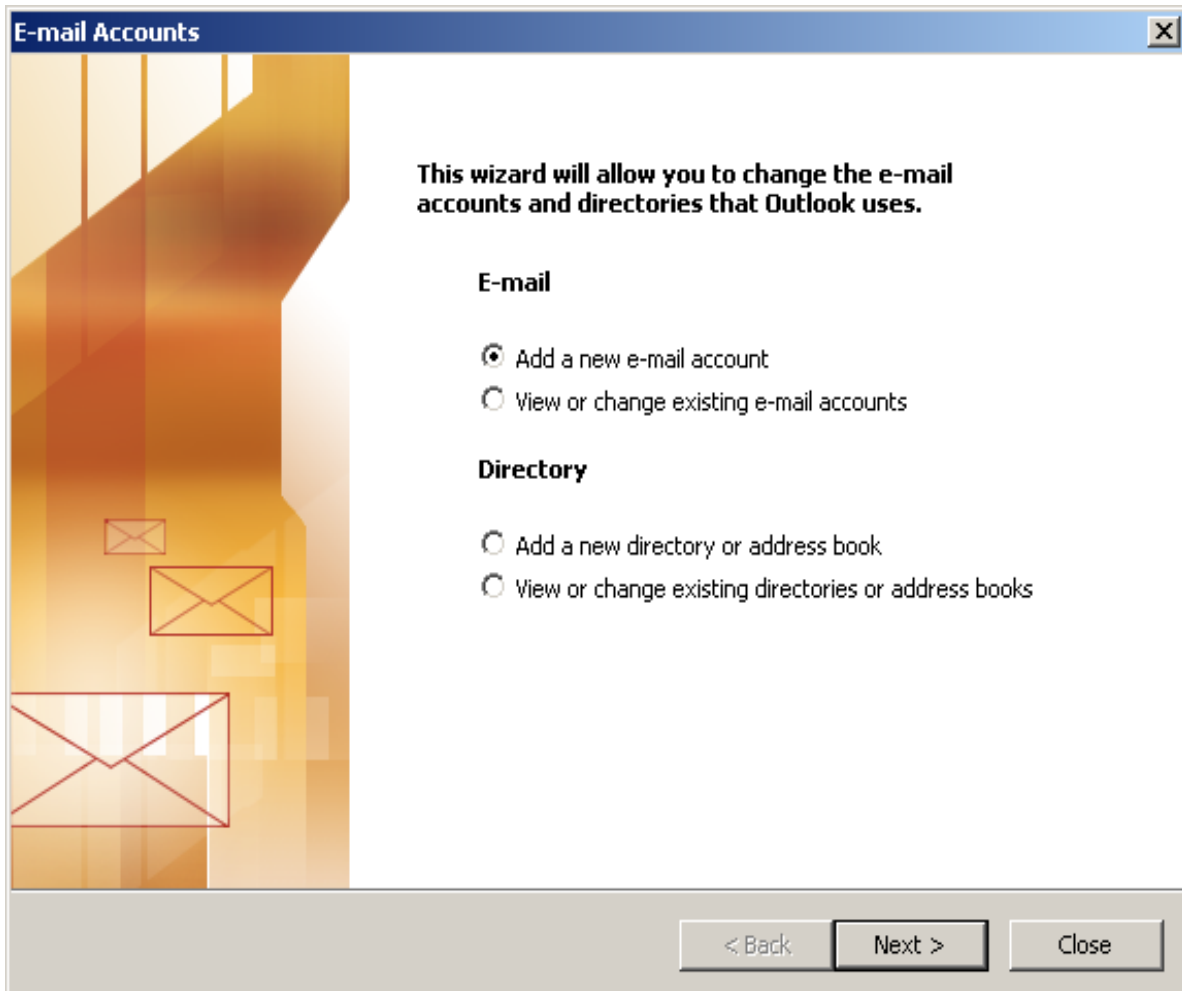


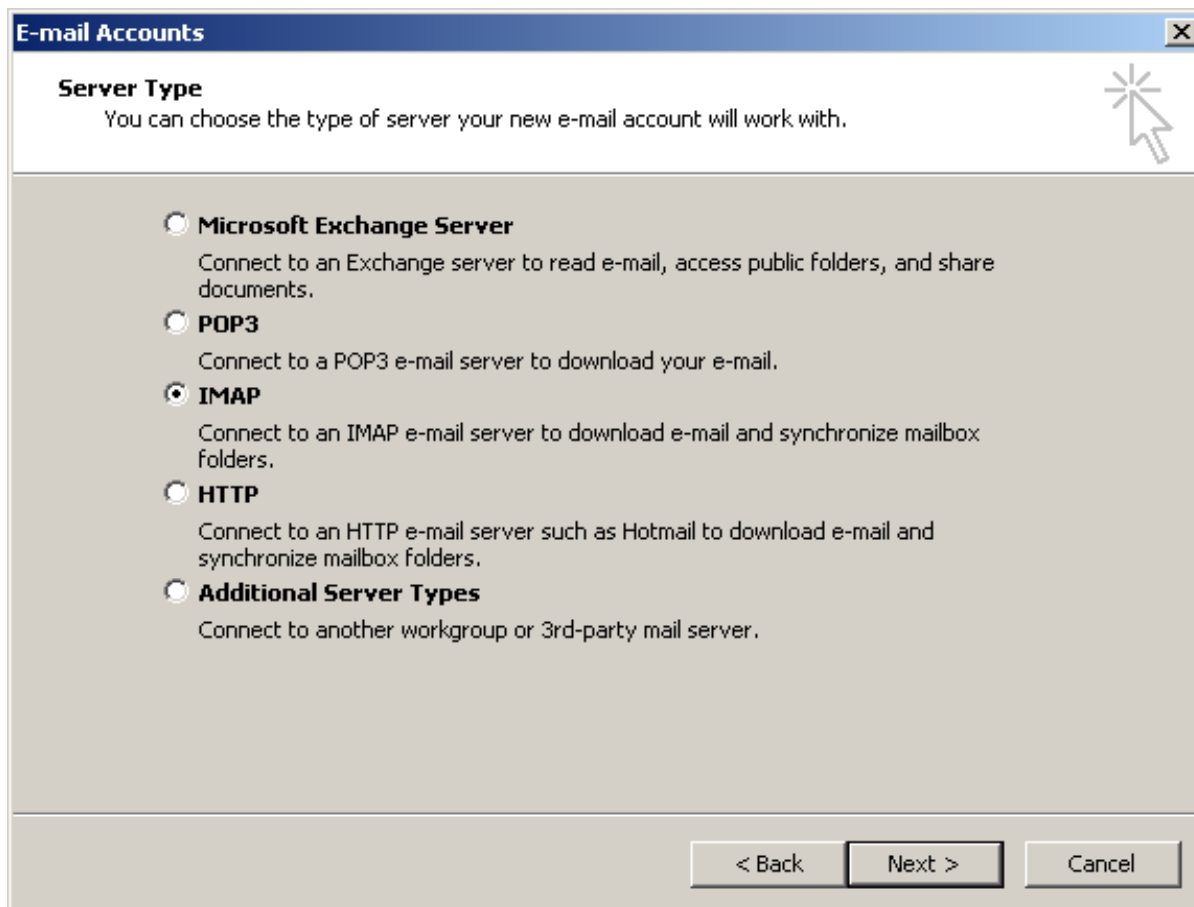


How Do I Configure Outlook 2003?

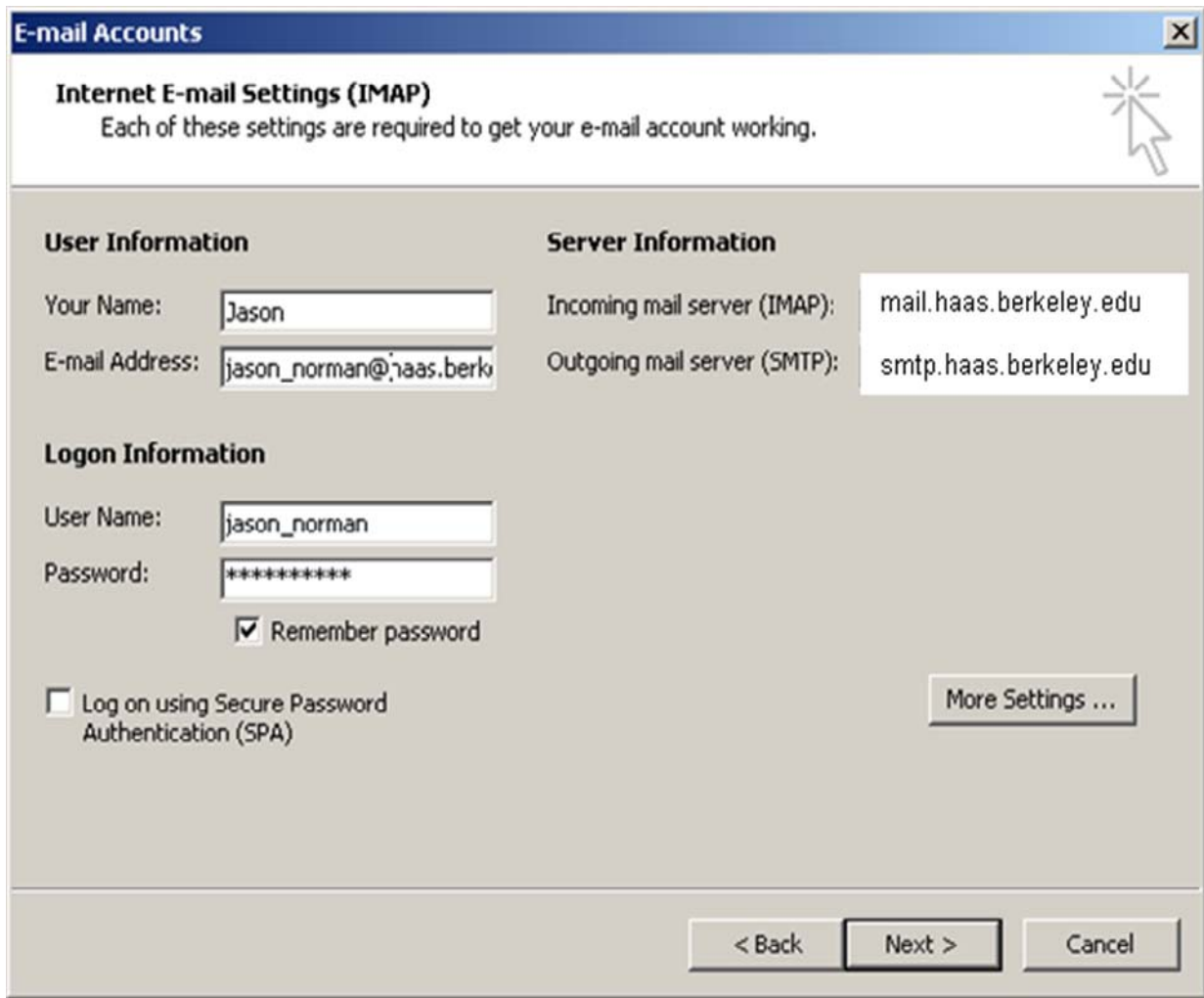
Step	Procedure
1	<p data-bbox="727 422 987 453" style="text-align: center;"><i>Configuring Outlook</i></p> <p data-bbox="180 485 375 516">Open Outlook :</p> <ol data-bbox="228 516 927 663" style="list-style-type: none">1. Click Cancel after Setup Wizard comes up.2. Go to Tools >Email Accounts.3. This will bring you to the Accounts Configuration Setup.4. Choose to Add a new E-mail Account.5. Click Next.



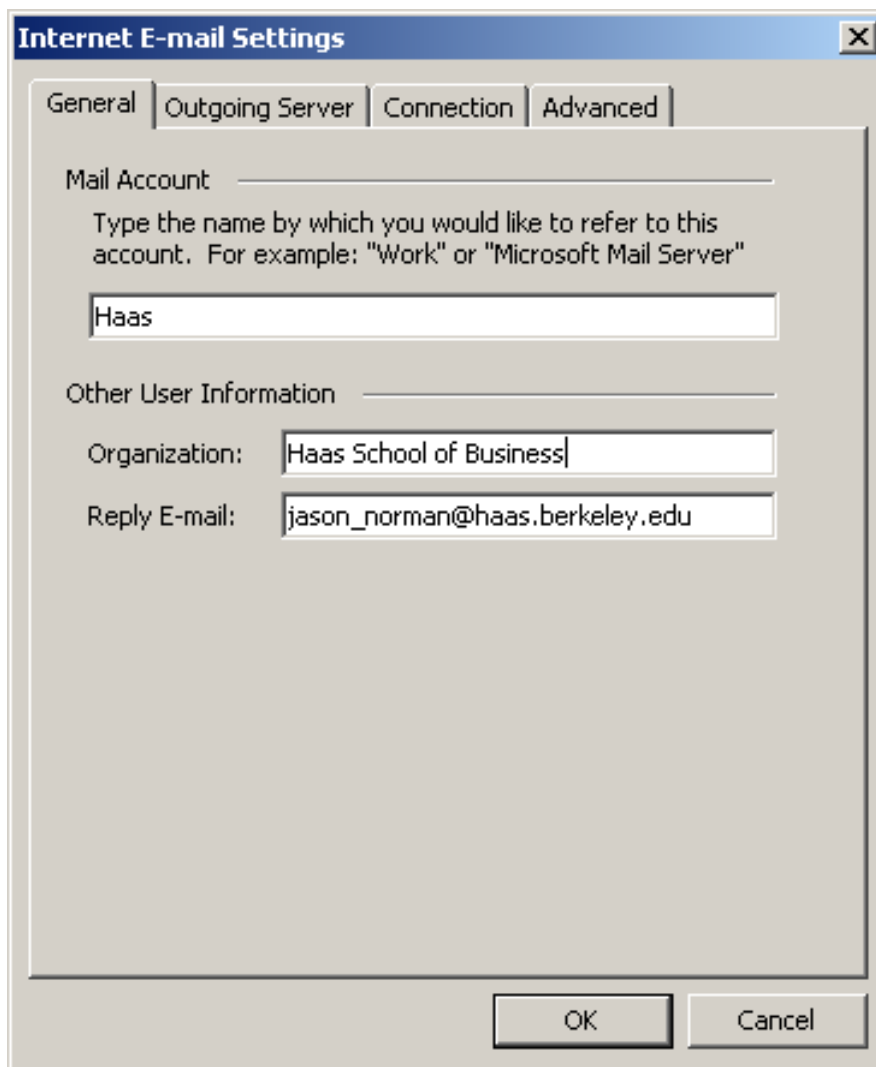
Step	Procedure
2	<p>At the next screen choose IMAP as the Server Type.</p> <p>Please note that with an IMAP account your mail will be left on the server. It will not be downloaded to the computer where you are reading your mail- as it would with a POP account. This is the preferred setup for Haas users, since this way their mail is easier to manage because it's always synchronized wherever they read it.</p> <p>Click Next.</p>



Step	Procedure
3	<p>At the next window please enter the following information:</p> <ol style="list-style-type: none"> 1. Under User Information, enter Your Name and Email Address. 2. For Server Information, enter mail.haas.berkeley.edu for Incoming and smtp.haas.berkeley.edu for Outgoing servers. 3. For Logon Information, enter your Windows login name and password. <p>Click More Settings... on the lower right hand corner of the screen.</p>

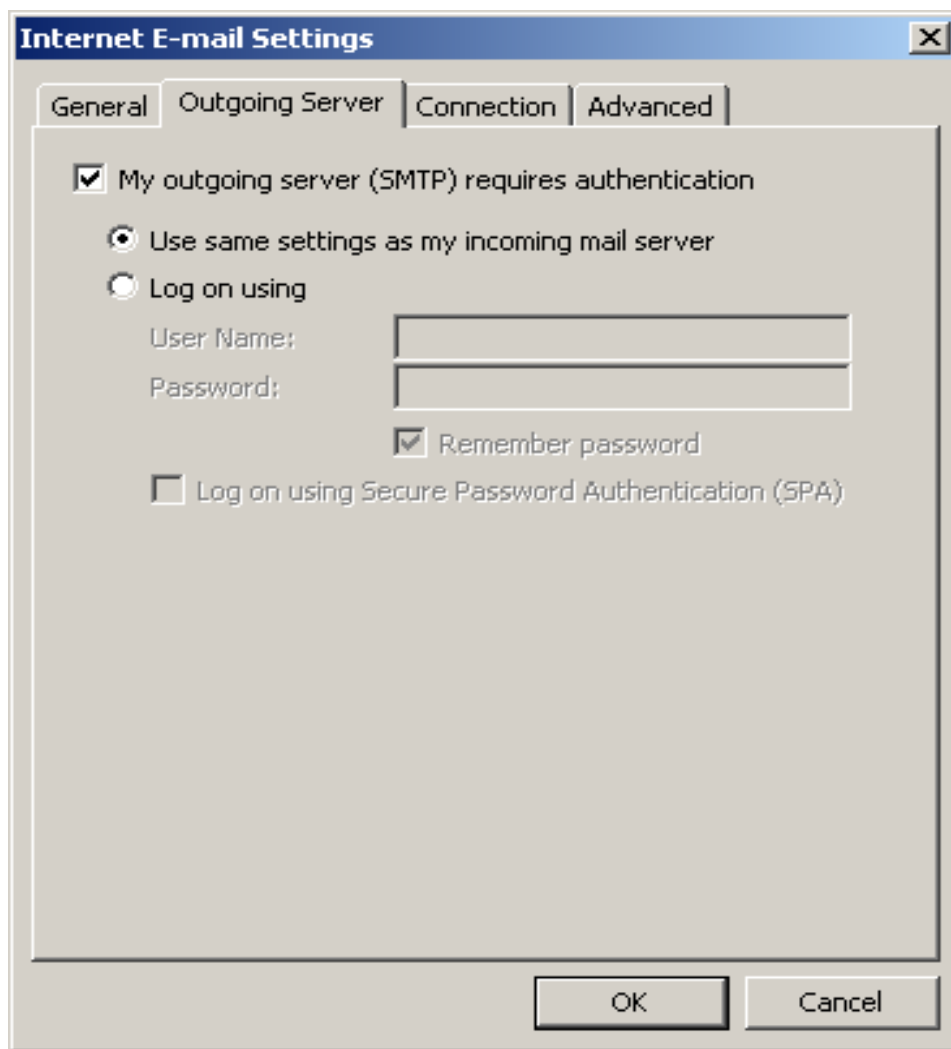


Step	Procedure
4	<p>At the Internet E-Mail Settings, General Tab window enter the following information:</p> <ol style="list-style-type: none">1. Give your account a name, for example Haas under Mail Account.2. Under Other User Information, enter a name for your Organization, i.e. Haas School of Business3. Under Reply E-Mail enter your haas e-mail address or whatever address you want recipients to reply to. <p>Click on the <i>Outgoing Server Tab</i> when done with the above settings.</p>

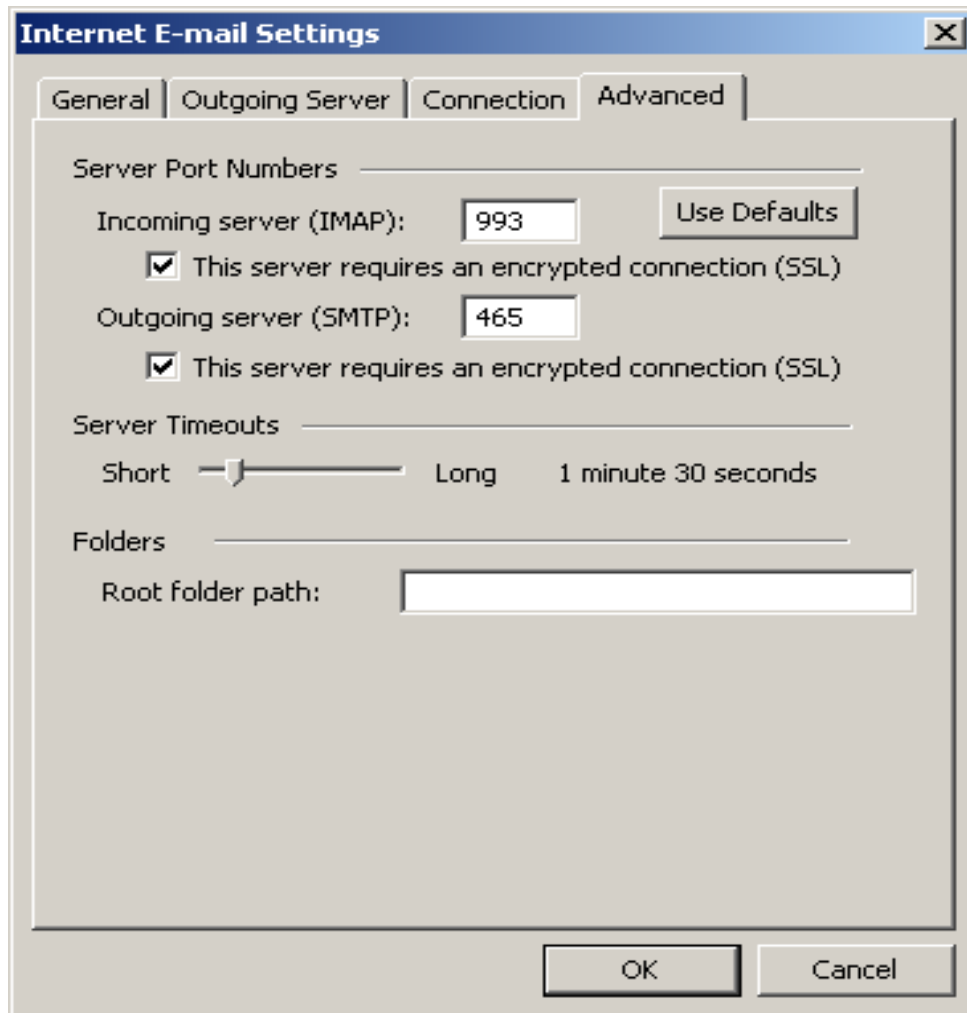


The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field is filled with 'Haas'. Under 'Other User Information', the 'Organization' field contains 'Haas School of Business' and the 'Reply E-mail' field contains 'jason_norman@haas.berkeley.edu'. The 'Outgoing Server' tab is highlighted but not selected. The 'OK' and 'Cancel' buttons are visible at the bottom.

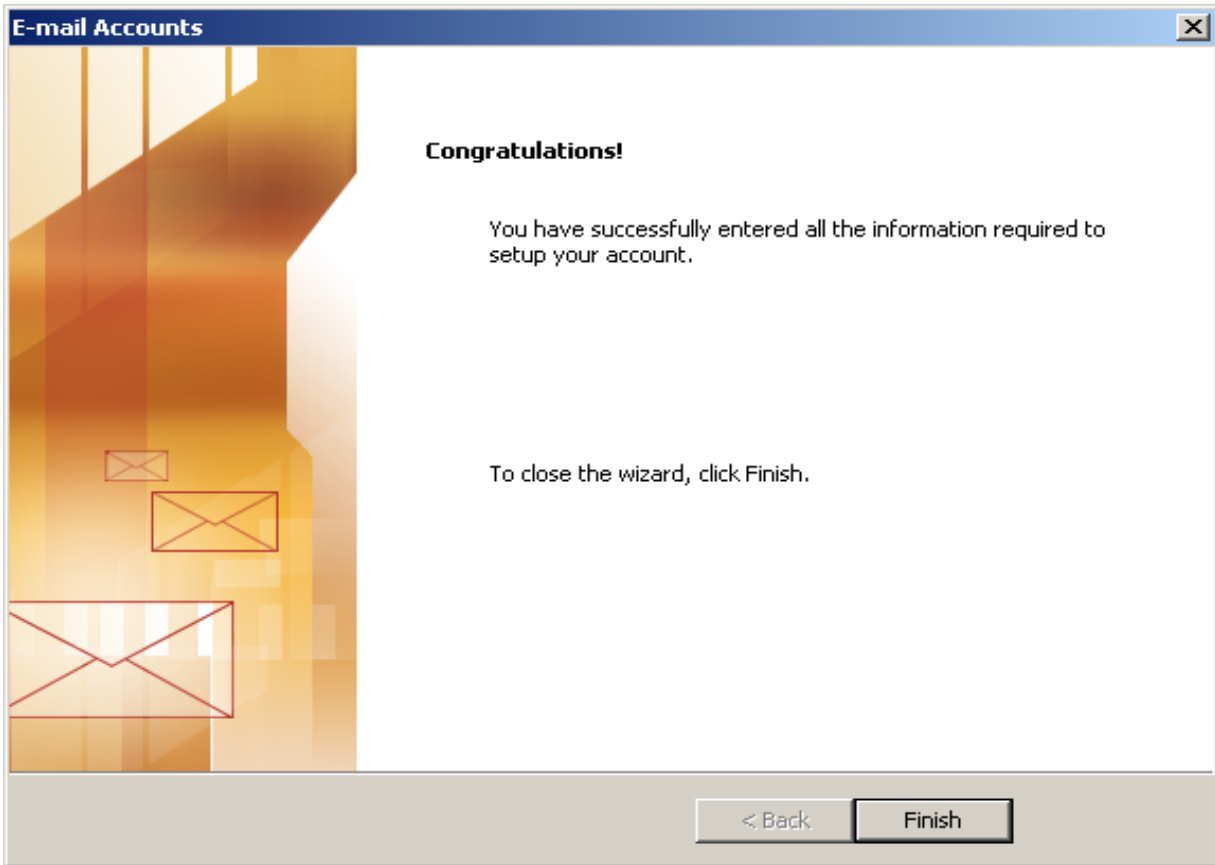
Step	Procedure
5	<p>At the <i>Outgoing Server</i> Tab:</p> <p>Check the box “My outgoing server (SMTP) requires authentication”.</p> <p>The dial button “Use same settings as my incoming mail server” should be selected.</p> <p>Click on the <i>Advanced</i> Tab.</p>



Step	Procedure
6	<p>In the <i>Advanced Tab</i>, make sure the following boxes are checked:</p> <p>This server requires an encrypted connection (SSL) both for the Incoming and Outgoing server.</p> <p>The Incoming server (IMAP) port number should be 993. The Outgoing Server (SMTP) port number should be 336. You can also try 465, 587 or 25 if 336 does not connect.</p> <p>You can also change the Server Timeouts to 1 minute, 30 seconds if you wish.</p> <p>Click OK.</p>



Step	Procedure
7	At the Congratulations! screen click Finish .



Step	Procedure
8	<p>Checking Mail</p> <p>You should then see your Account. The account name you entered in Step 4, 1 should show up on the left hand side.</p> <p>You will also see your Inbox and the number of unread message in blue.</p> <p>Click Send/Receive to check for new mail.</p> <p>Congratulations! You are now done configuring Outlook!</p>

