

How To:
Configure Microsoft Outlook 2003

First open the Microsoft Outlook 2003 program. You will see a screen similar to the one below pop up.

Follow the screen shots and arrows in this document to configure Outlook 2003 to access your *MSU Health Information Technology* email account (User@hc.msu.edu or User@ht.msu.edu).

If at anytime you run into a problem with this setup see the last page of this document for ways to submit a Service Request with *MSU Health Information Technology* for assistance.



Account Configuration



E-mail Accounts



You can configure Outlook to connect to a Microsoft Exchange Server, Internet E-mail, or other E-mail server. Would you like to configure an E-mail account?

Yes



No



< Back

Next >

Cancel



E-mail Accounts [Close]

Exchange Server Settings
You can enter the required information to connect to a Microsoft Exchange Server computer. For information, see your system administrator.

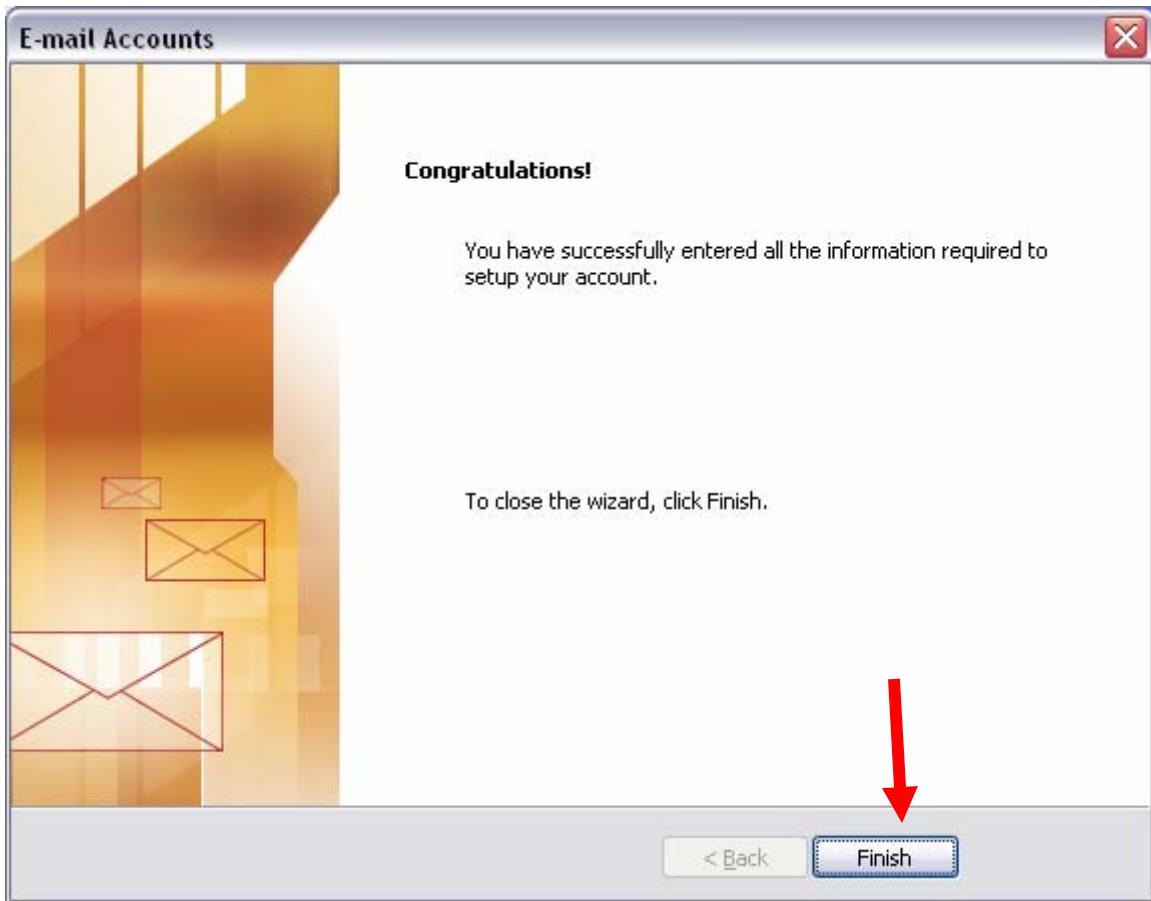
Microsoft Exchange Server: **Team-exchange2**

Use Cached Exchange Mode

UNCHECK this box

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name: **Your Username here**



If you have any issues or problems with this setup please submit a Service Request with *MSU Health Information Technology* and you will be contacted by the next available Technician.

MSU Health Information Technology Online Service Request System:
<http://hit.msu.edu/addrequest.asp>

MSU Health Information Technology Main Support Phone Line:
517-355-6531