LAUSD IT Help Desk

How to Setup Outlook 2003 for Windows with an Exchange Account

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Introduction

These instructions will assist with setting up Microsoft Outlook 2003 with the Exchange client. Note: You can only have one account for exchange server configuration profile.

These instructions can only be used with Outlook 2003. Features needed to complete all these steps are not available in previous versions. Also, for Mac OS users, visit the E-mail Setup page on the ITD TechSupport site for how to setup Entourage 2004 with the Exchange.

Setting Up Outlook 2003 to Connect to the LAUSD Exchange Server

1. First click on the *Start* Menu **start**

2. Select Control Panel then double click on the Mail icon

3. Click email account

4. Select **Add a new email account.** Click Next
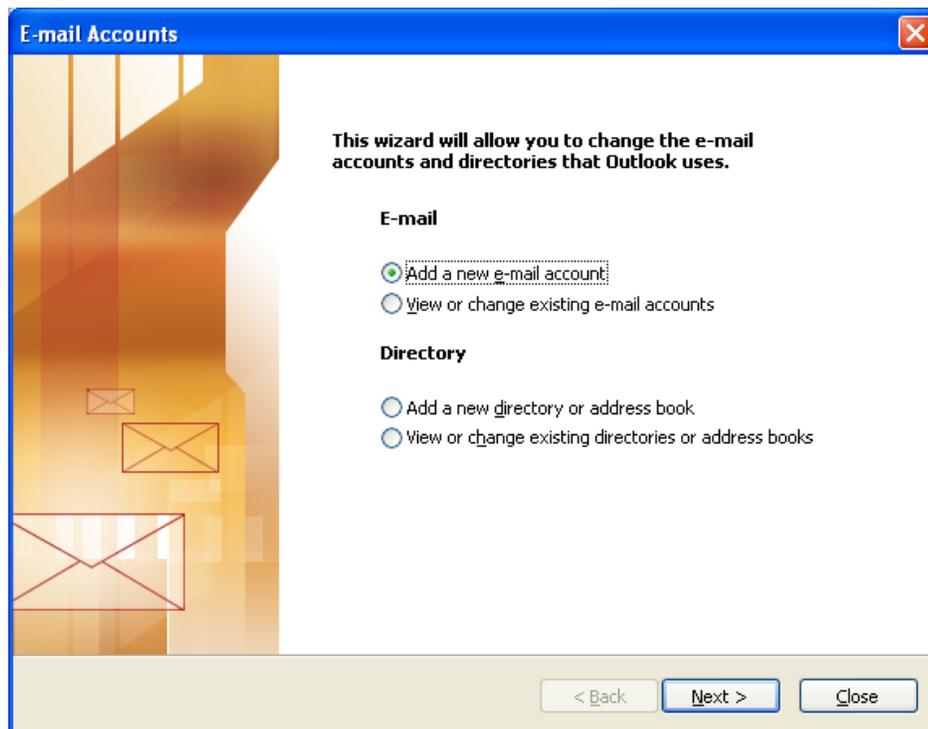
1. Select **Microsoft Exchange Server**. Click Next
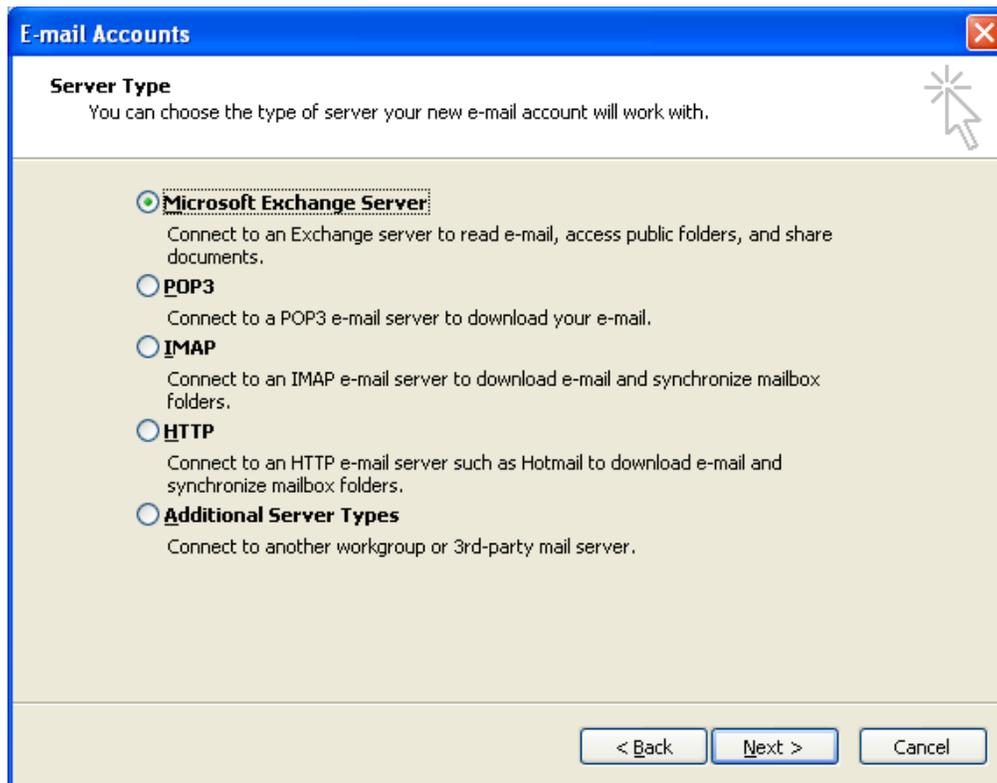
2. In the **Microsoft Exchange Server** text box, type: mailbe-LA01.lausd.net. Make sure the check box next to Use Cached Exchange Mode is selected (Note: This configures Outlook to download a copy of your entire Exchange mailbox to your computer. On a slow connection this could take a while. Once this is done, Outlook operates much faster because it only downloads changes that have occurred since the last time you launched Outlook and connected to your Exchange mail box. Click **More Settings**.

(Note: Outlook will attempt to connect to the Exchange server. More settings need to be completed before it can connect. Wait for Outlook to time-out on this attempt. It may pop up a box asking for a server name or account name cancel this action. You should get eventually get the window that is shown in the step below.)

3. In the **Microsoft Exchange Server** window, click on the **Connection** tab. In the section labeled **Exchange over the Internet** make sure the box next to **Connect to my Exchange mailbox using HTTP** is checked. Next, press the button labeled Exchange Proxy Settings.
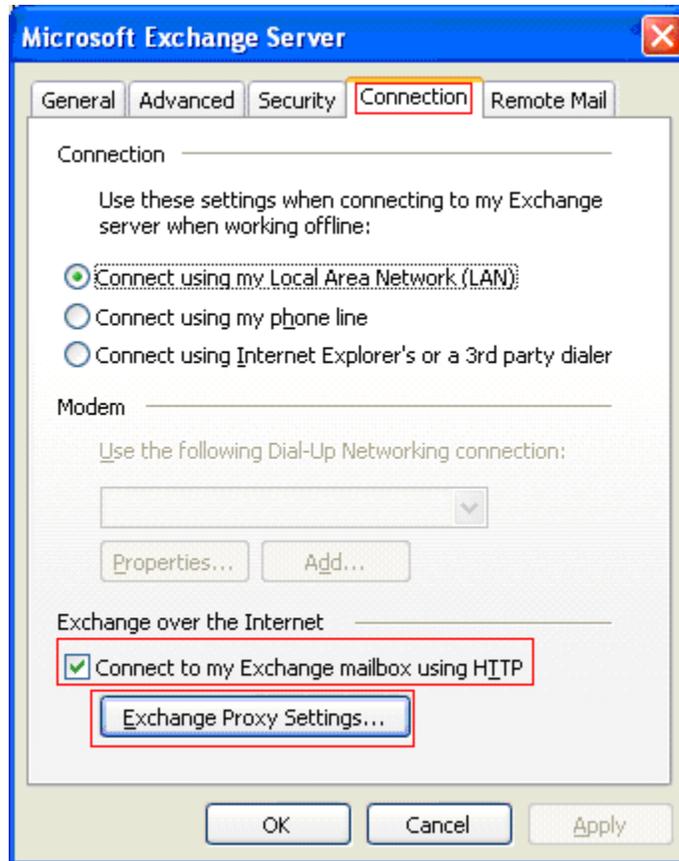
4. In the **Exchange Proxy Settings** dialog box, in the section labeled Connections Settings, perform the following steps:

    a. Enter the **mail.lausd.net** in the **Use this URL to connect to my proxy server for Exchange** box.

    b. Select the Connect using SSL only check box. (It may be grayed out, preventing it from being changed but it should still show checked.)

    c. Make sure the check boxes next to the following two items are checked:

        On fast networks, connect using HTTP first, then connect using TCP/IP

        On slow networks, connect using HTTP first, then connect using TCP/IP

    d. Under **Proxy Authentication Settings** choose **Basic Authentication**. Press **OK** to save and exit from the **Exchange Proxy Settings** window. Press **OK** to save and exit from the **Microsoft Exchange Server** window.
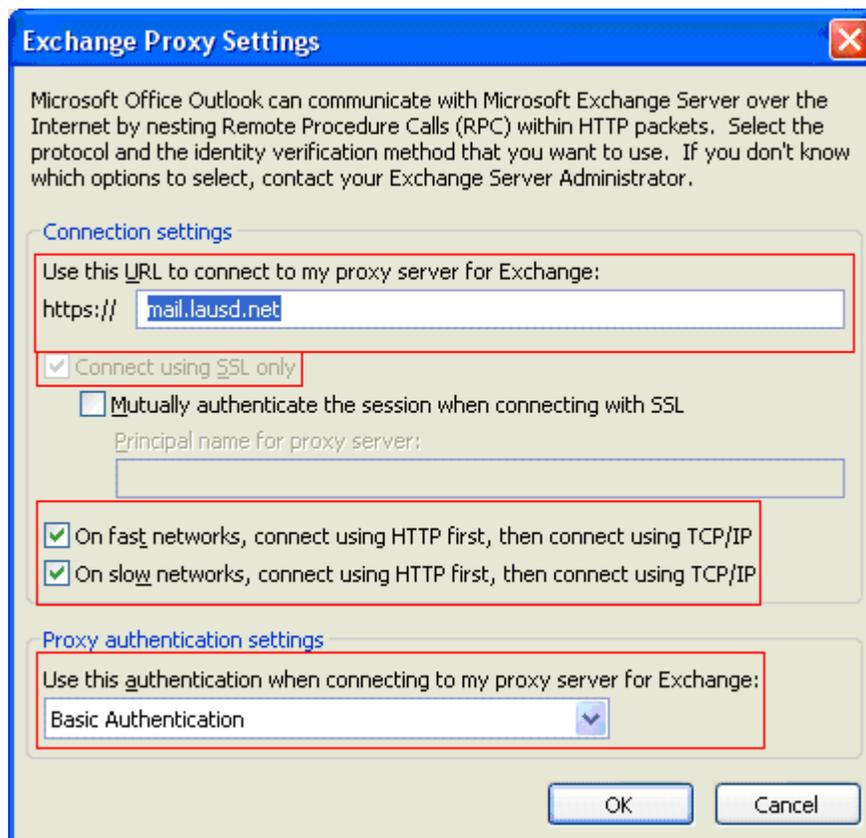
5. In the **E-mail Accounts** window, locate the **User Name** box and type your email username (without @lausd.net). Select **Check Name**. A login window should appear. Type your full e-mail address and your password. Once login is complete, Outlook will change your e-mail account name to a different format (lastname, firstname). The name of the Exchange server may also change. If no error occurs, all your settings are correct. Press **Next** to continue. At the final screen press **Finish** to complete the creation of the account.

    Note: Outlook will parse through all the exchange servers to find your account. The actual server where your account is stored will reflect to your exchange server name once this step is completed.

6. Once you have completed the account creation, launch Outlook. You will be asked to login to your account each time. Use your FULL e-mail account and password.