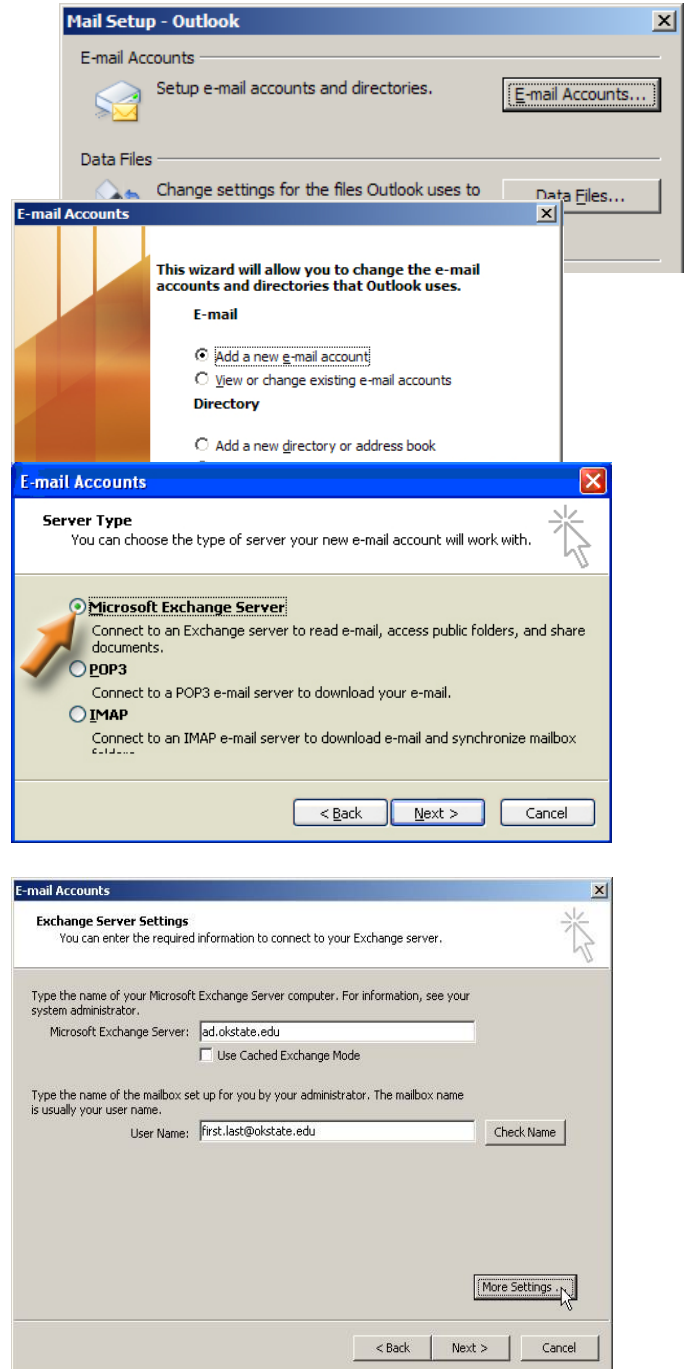


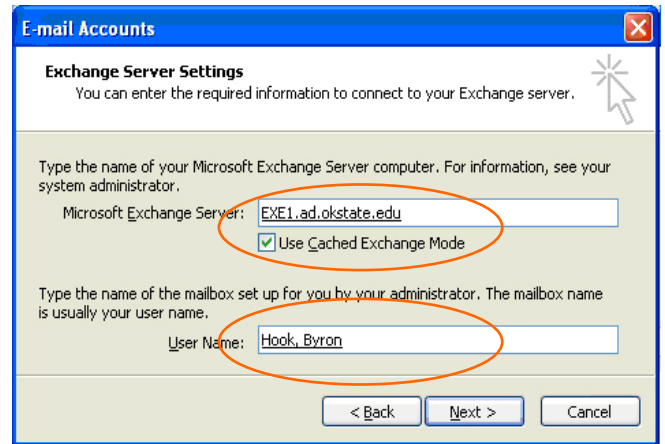
# Outlook Exchange Setup

- Go to Control panel – Mail. Click the E-mail Accounts button to open.
- Click "Add a new e-mail account"
- Choose "Microsoft Exchange Server" in the next screen. Click "Next"
- In the next screen, set the server to "ad.okstate.edu"

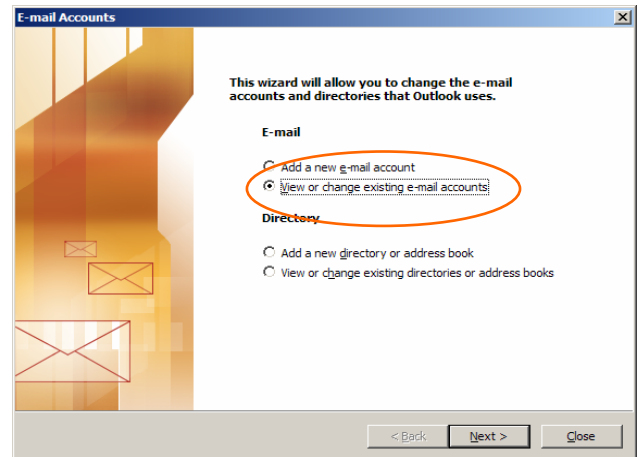


- Enter your OKEY email address in User Name field
- Click Check Name button

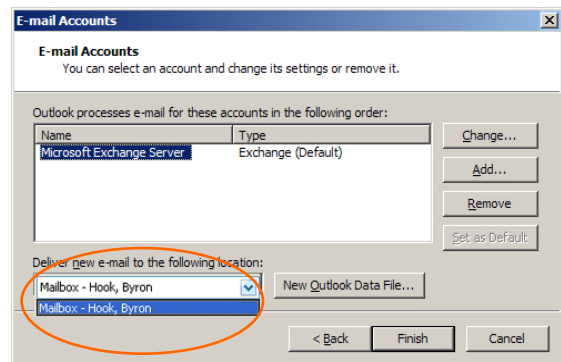
- A prompt to login should appear
- Login with your OKEY email and password.
- Once done, this process should cause all information to update correctly
- The server and username fields should have underlined wording now
- Click Next and Finish



- Go back into the Control panel and double-click Mail again
- Select Email accounts
- Now choose View or change existing email accounts



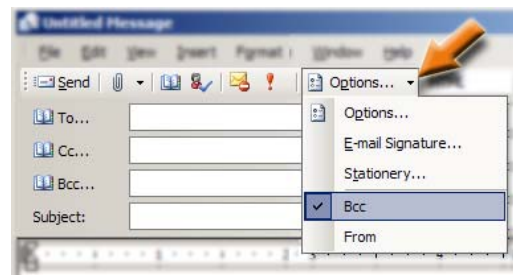
- Where it says "Deliver new email to the following location"
- Make sure that Personal option is not selected.
- Using the dropdown menu (if necessary), select the item that says "Mailbox – Last Name, First Name"
- Click Finish
- Open Outlook 2003 from your desktop icon or from the programs list under Microsoft Office



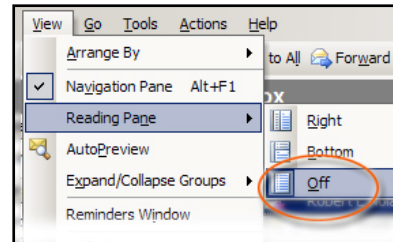
**Email setup is complete!**

**If you have any questions contact the Helpdesk at 744-HELP**

**Optional Suggestions once Outlook is open**



- **Add BCC option:**
- Open a New message
- Click the arrow to the right of the Options button at the top *of the message*
- Select BCC in the drop-down list
- Close message.



- **Turn off reading pane**
- Click View - Reading Pane – Off