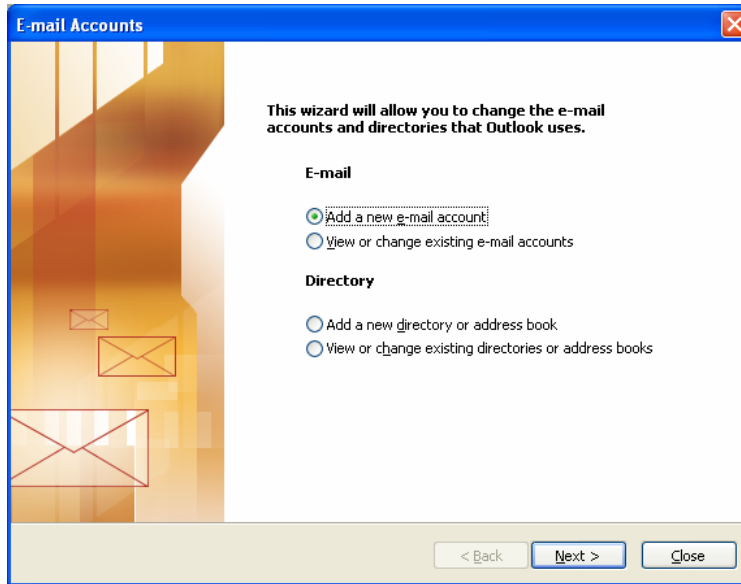
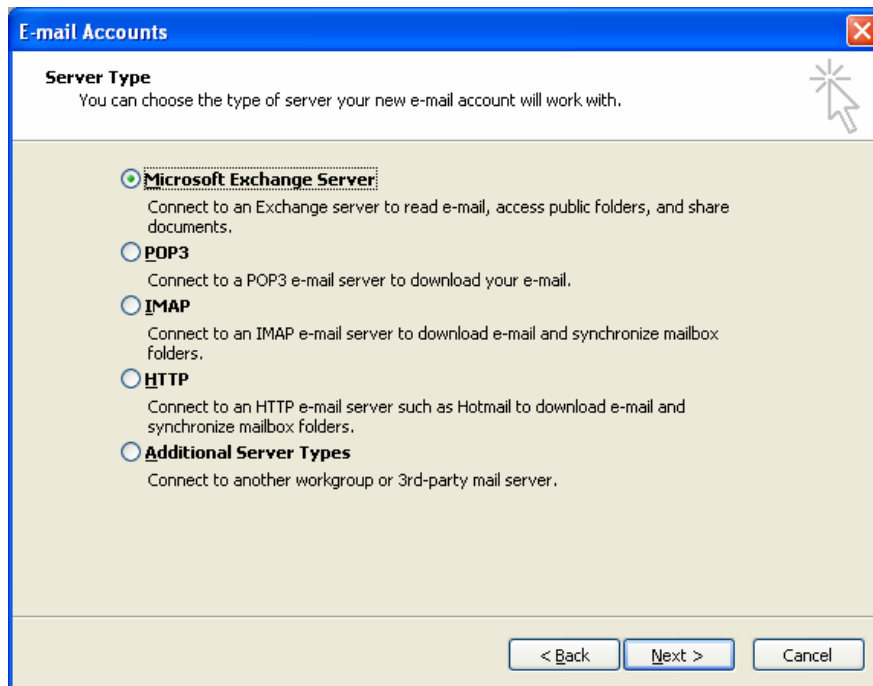


# Configuring Microsoft Outlook 2003 on a PC

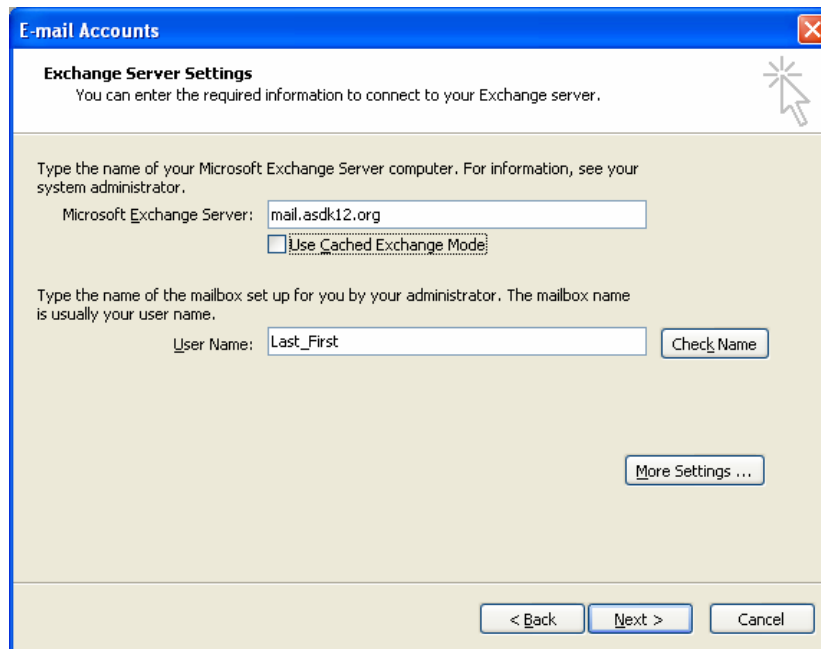
Double-click the Microsoft Outlook icon and the following window will open:



Select **Add a new e-mail account** and click **Next**.

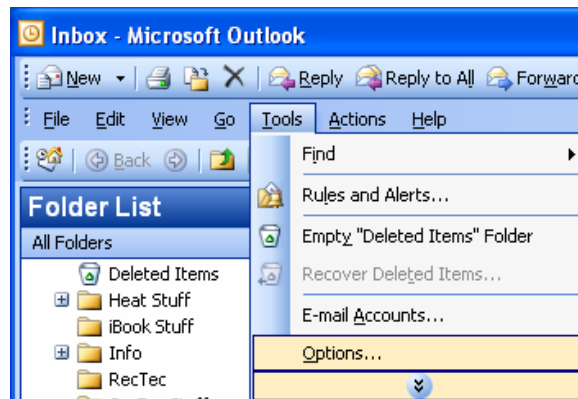


Select **Microsoft Exchange Server** and click **Next**.

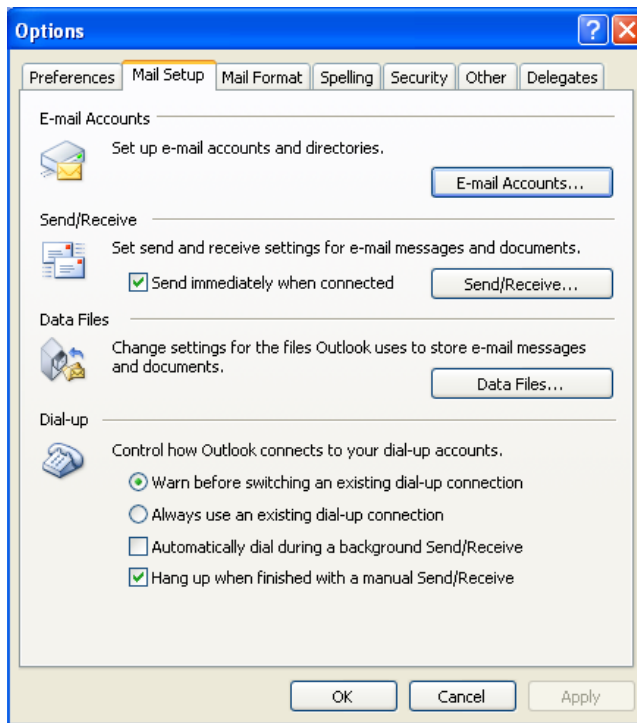


Complete the fields as seen in the example above. Be sure to uncheck the box and type **your** user name. Click **Check Name**. The server name should appear as XM#.asdk12.org and your name should become underlined. Click **Next**.

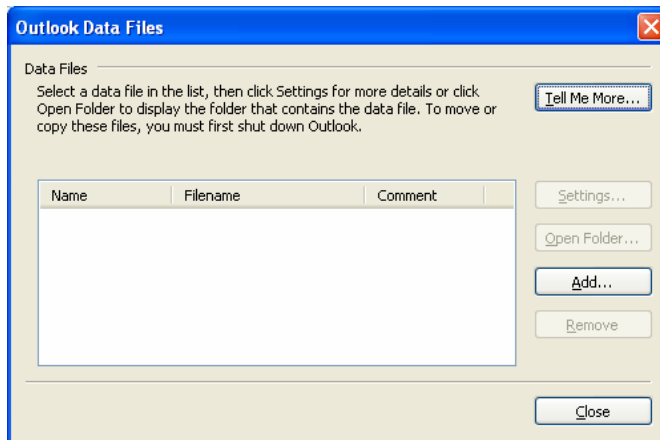
Click **Finish** on the next screen, then **OK**.



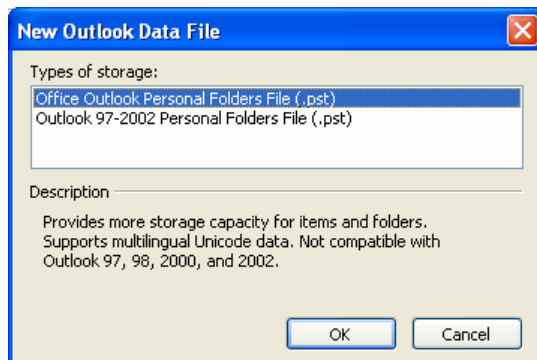
When the Mailbox opens, click **Tools** and select **Options**.



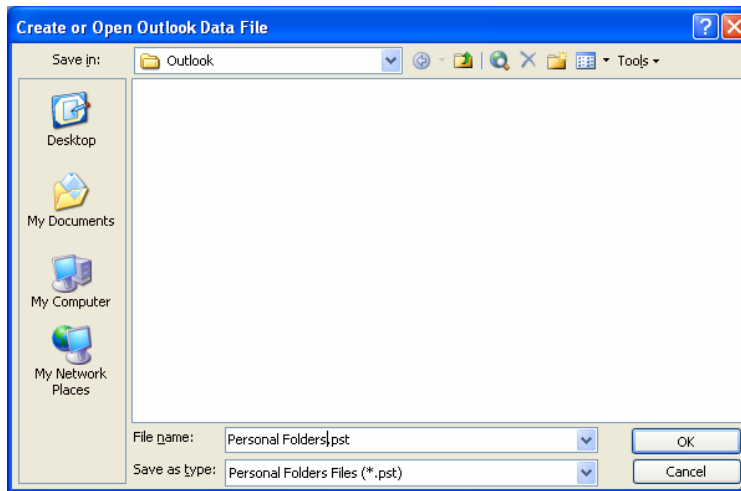
Click the **Mail Setup** tab, then click **Data Files...**



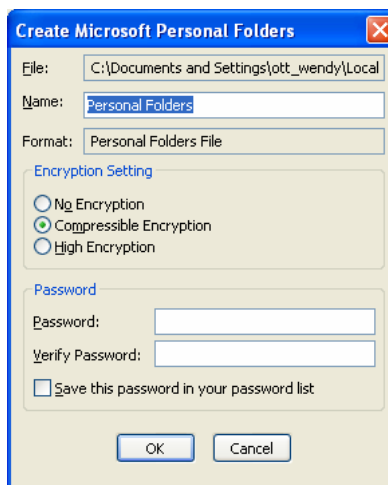
Click **Add...**



Select **Office Outlook Personal Folders File (pst)** and click **OK**.



Click **OK**.



It is not necessary to enter a password in this window. Click **OK**, then click **Finish**. Personal Folders will now appear in your Outlook mailbox.