

Configuring Outlook 2003 for Exchange Email

The following instructions are designed for configuring Microsoft Outlook 2003 on PCs that are part of the University of Nevada, School of Medicine Exchange email server.

From any location other than your main office computer (either on or off campus), access to your Exchange email is available through [Outlook Web Access \(OWA\)](#), which requires no configuration. However, you must log on with your MedID username and password.

NOTE:

Exchange email is linked to your MedID account. Your MedID forms the username for your Exchange email address.

If you use the WWW in the address for accessing the OWA server, you'll see the "Can't display the web page" error.

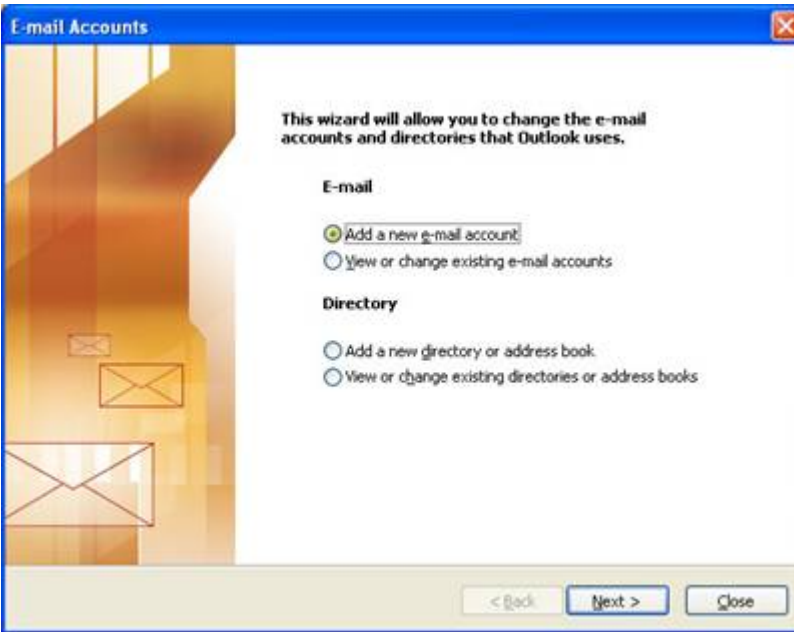
Just use <http://owa.medicine.nevada.edu> or owa.medicine.nevada.edu.

Prerequisites & Assumptions

- Your email is delivered to the SOM Exchange server (medx.medicine.nevada.edu)
- Sample user name: Jane Q Public
- Sample email username: jqpublic
- Sample email address: jqpublic@medicine.nevada.edu

Configuring Outlook 2003

1. Open Outlook 2003.
 - On first use, the New Account Wizard activates.
 - If not, go to **Tools/Email Accounts** to start the Wizard.
 - Select **Add a new e-mail account** and click **Next**.



2. On the **Server Type** screen, select **Microsoft Exchange Server** and click **Next**.



3. On the **Exchange Server Settings** screen, enter your account information into the text boxes, as follows:
- Microsoft Exchange Server: **medx.medicine.nevada.edu**
 - Checkmark **Use Cached Exchange Mode**
 - Username: Enter your MedID username (email address to left of @ sign) e.g., jqpublic
 - Click **Check Name**. Do not continue until account name appears underlined in the Username: box. (Result after confirmation example: Jane Q Public)

- Click **Next** to continue.
- 4. The Wizard returns you to the final page. Click **Finish**.

To check your Outlook configuration:

1. Open Outlook 2003.
2. Select **Tools/Email Accounts**.
3. Click **View** or **Change** existing e-mail accounts.
4. Select **Exchange Account** (highlight in left panel) and click **Change**
5. Review your Exchange server settings:
 - Microsoft Exchange Server: **medx.medicine.nevada.edu**
 - Checkmark **Use Cached Exchange Mode**
 - Username: Underlined full name (example: Jane Q Public)