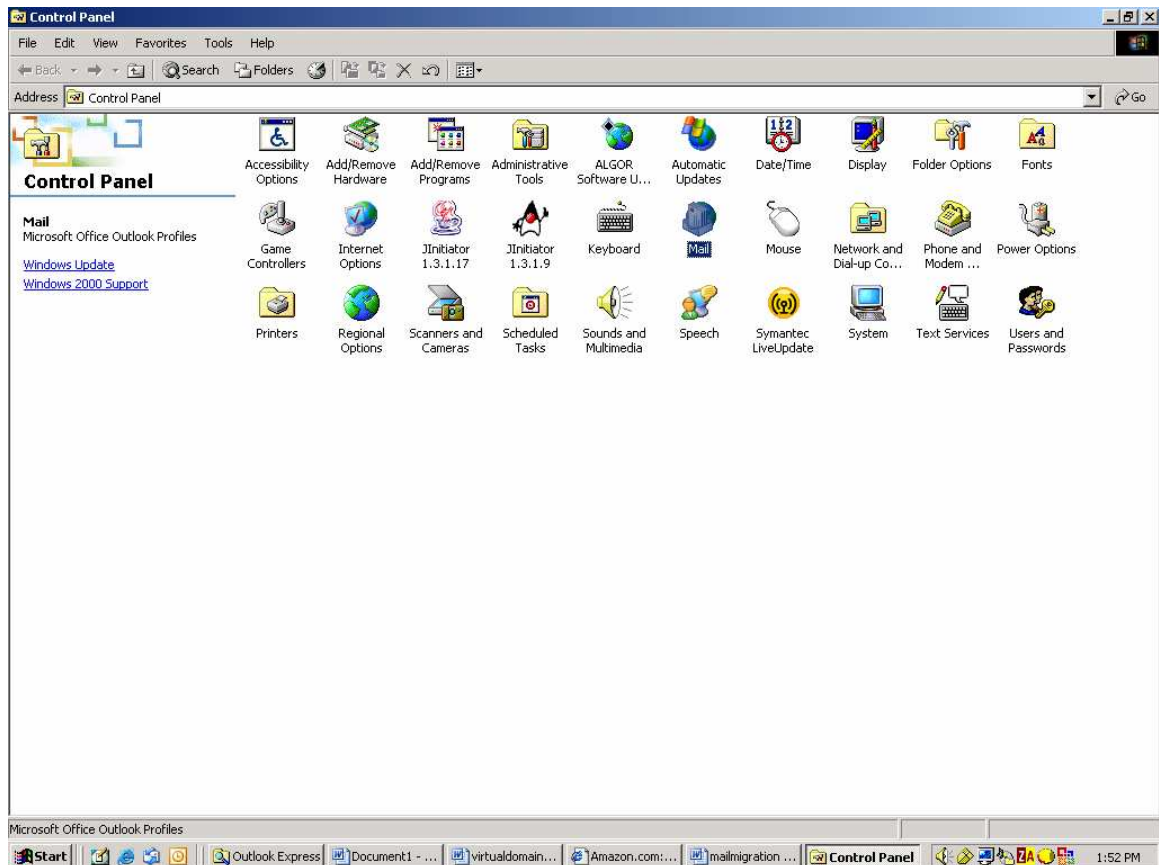


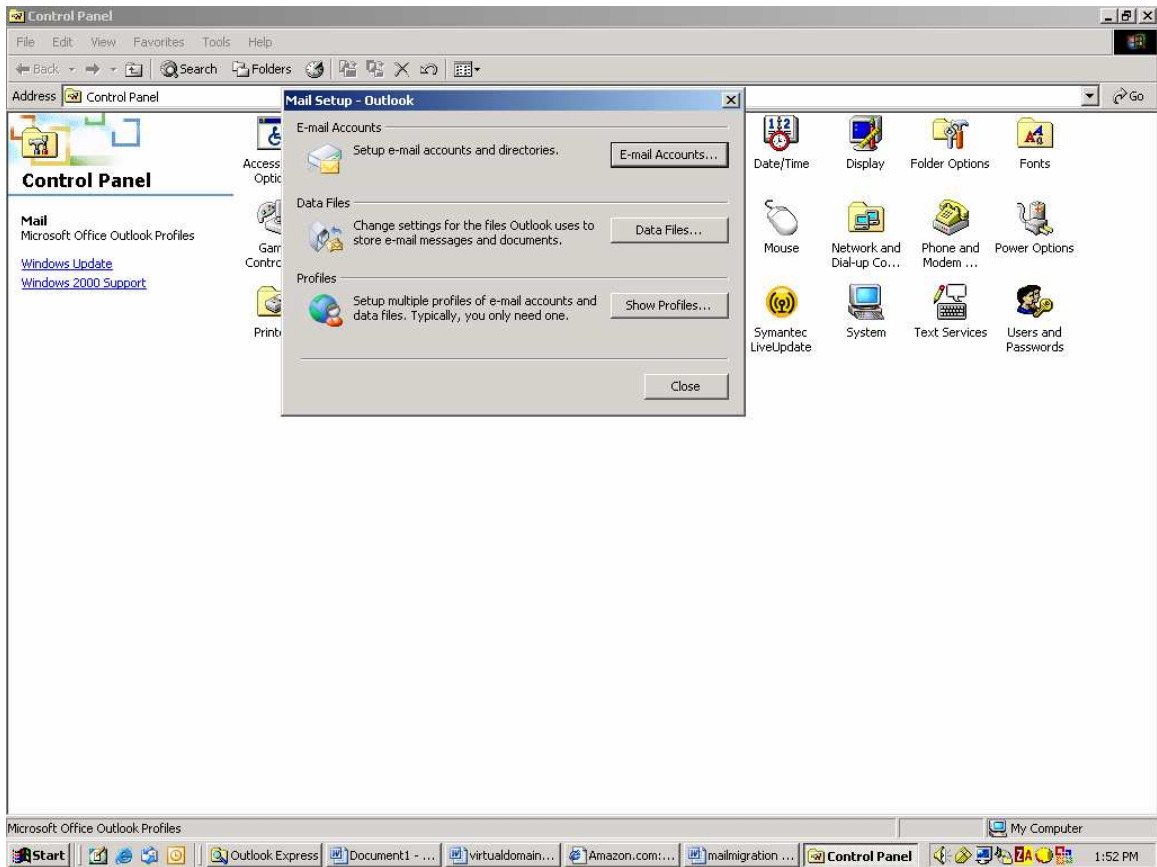
Setting up Microsoft Outlook for Access to Microsoft Exchange Account

Create an Outlook Account.

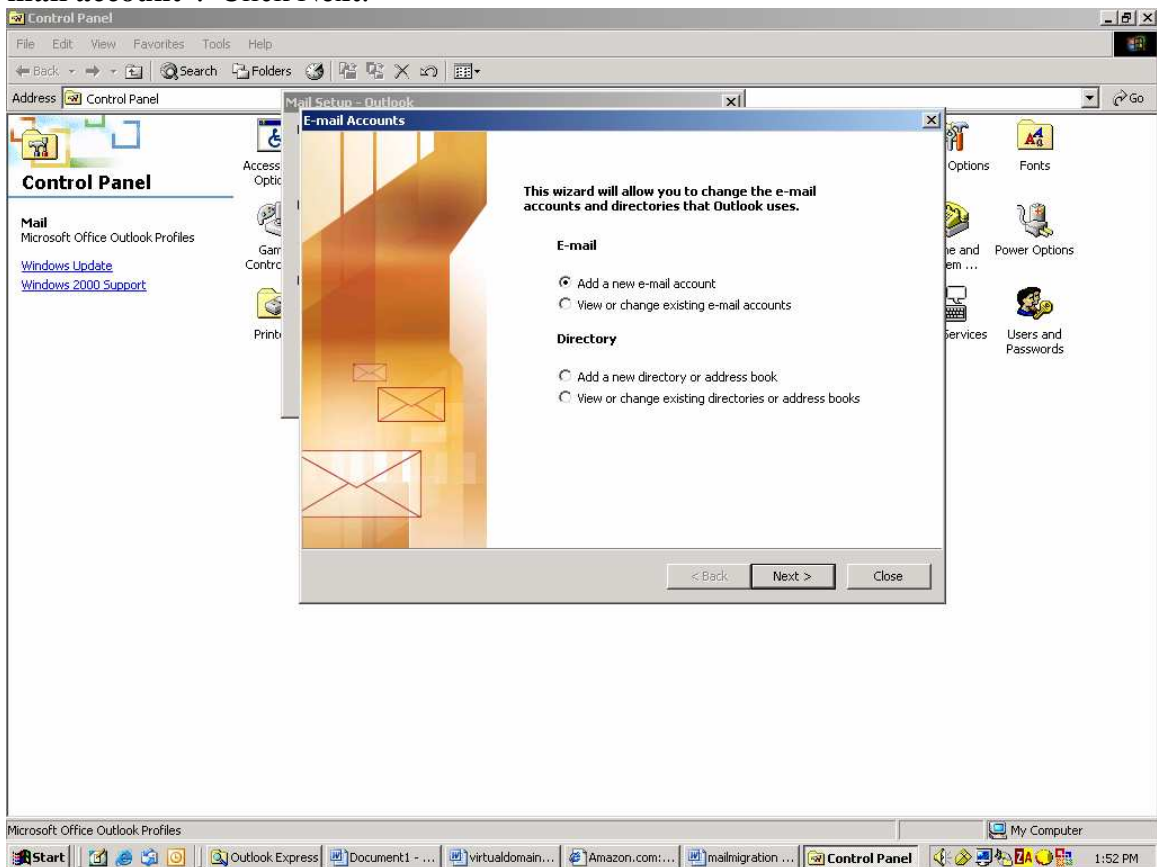
1. Close Microsoft Outlook if it is open. Go to the Control Panel and double-click on the **Mail** Icon.



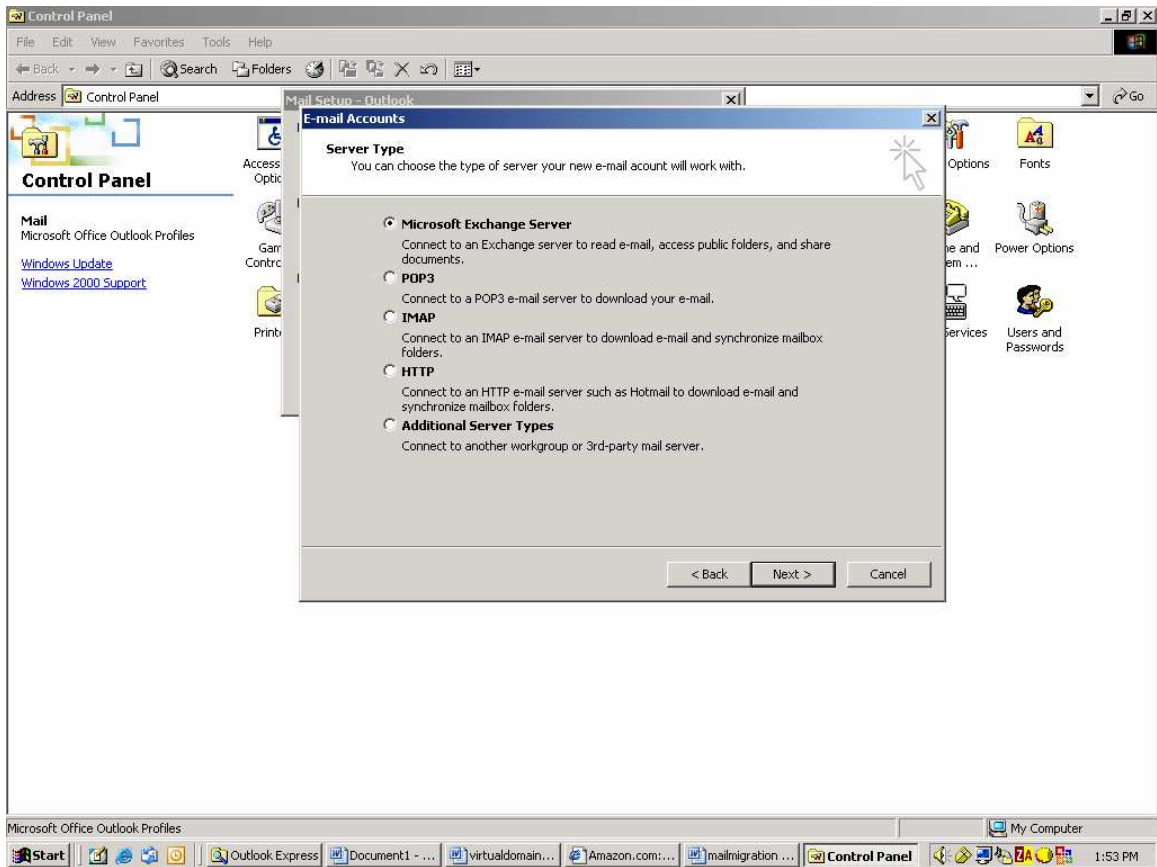
2. The **Mail Setup – Outlook** dialogue box appears. Click on the **E-mail Accounts** button.



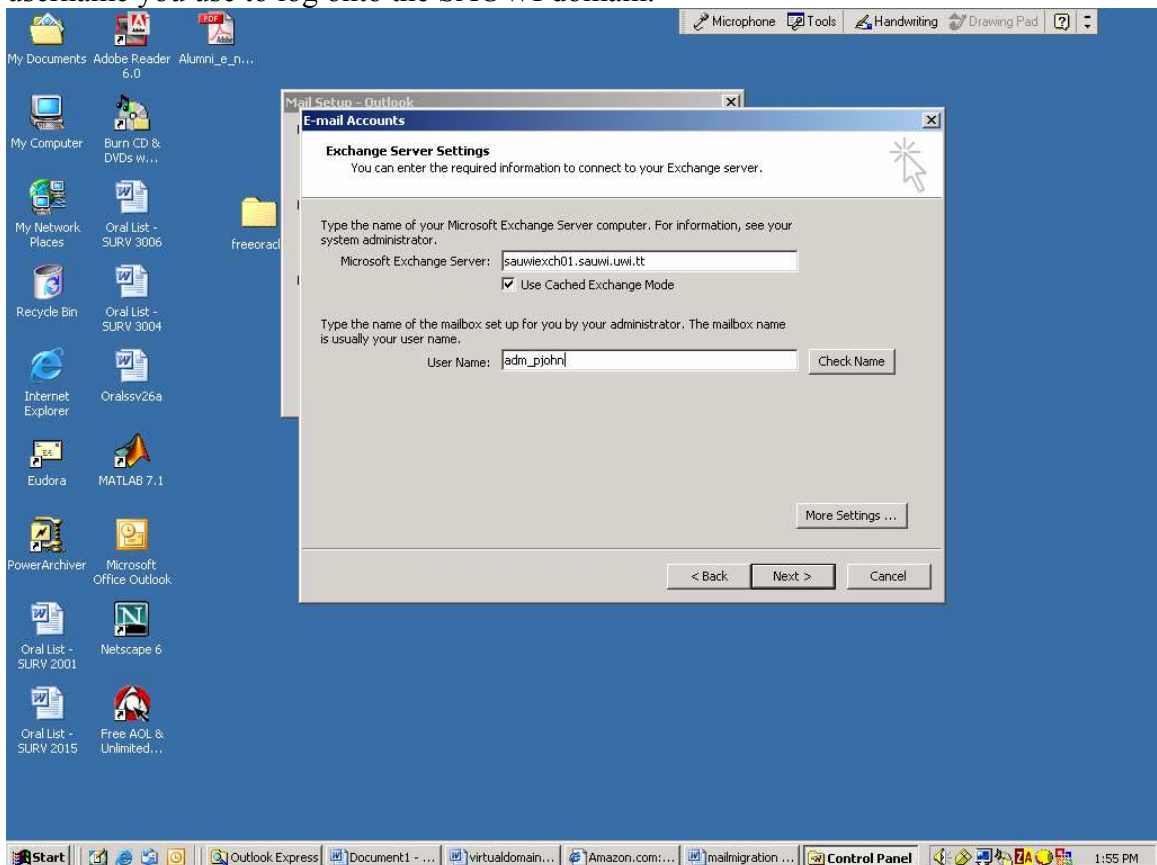
3. On the **E-mail Accounts** dialog box click the radio button for “**Add a new e-mail account**”. Click **Next**.



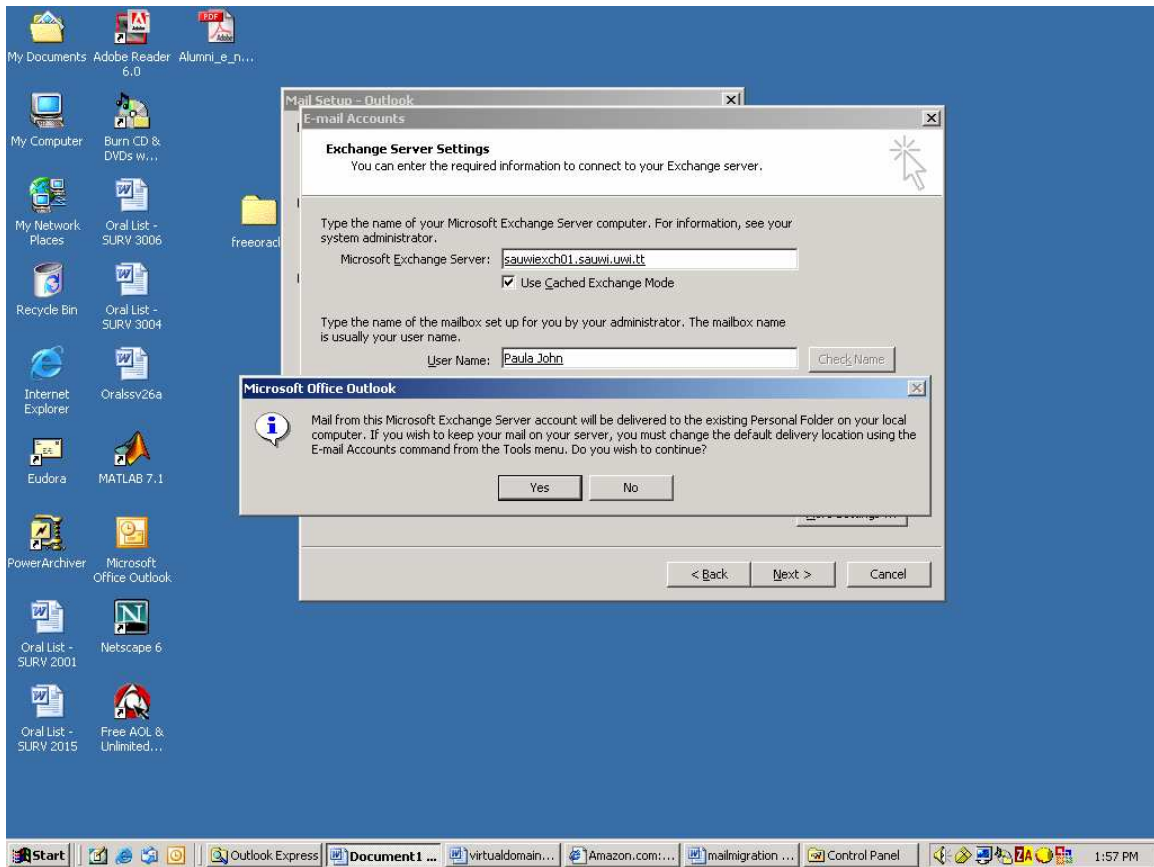
4. For the Server Type select “**Microsoft Exchange Server**”. Click **Next**.



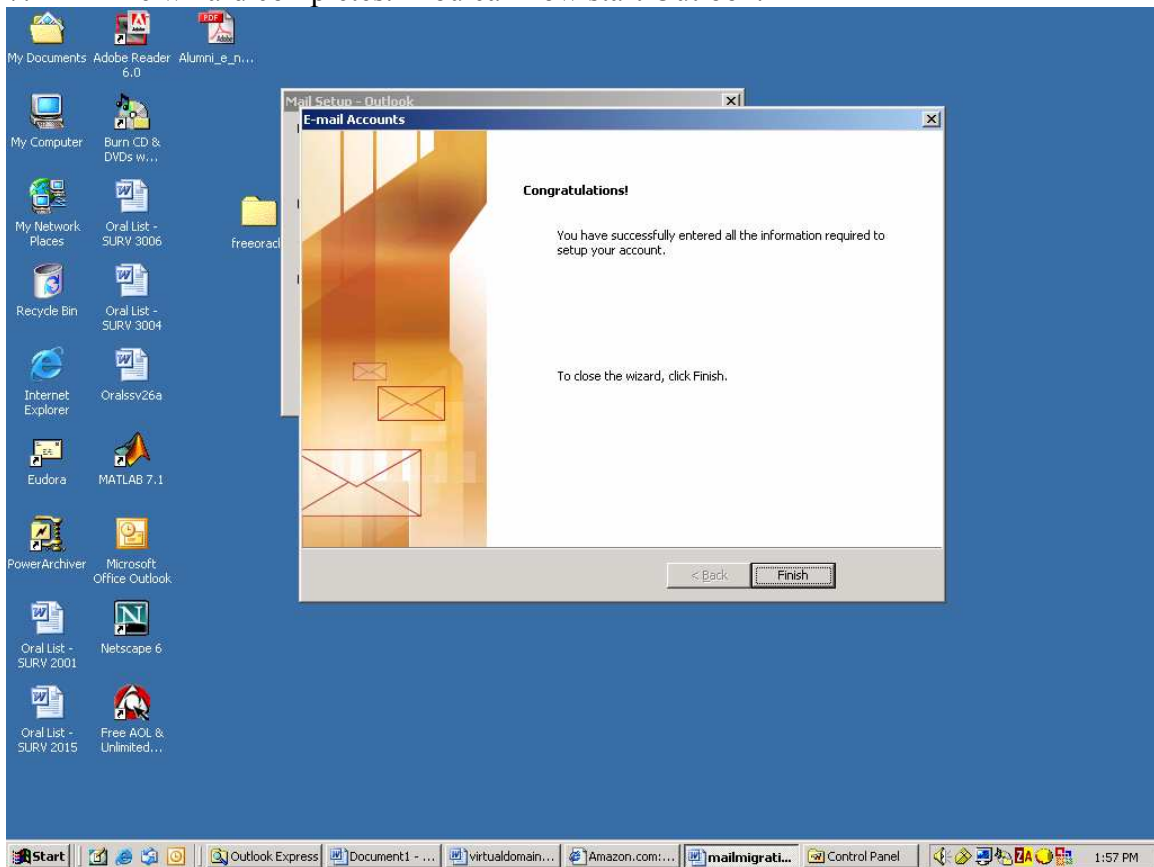
5. Enter the server name **sauwiexch01.sauwi.uwi.tt** and your username, which is the username you use to log onto the SAUWI domain.



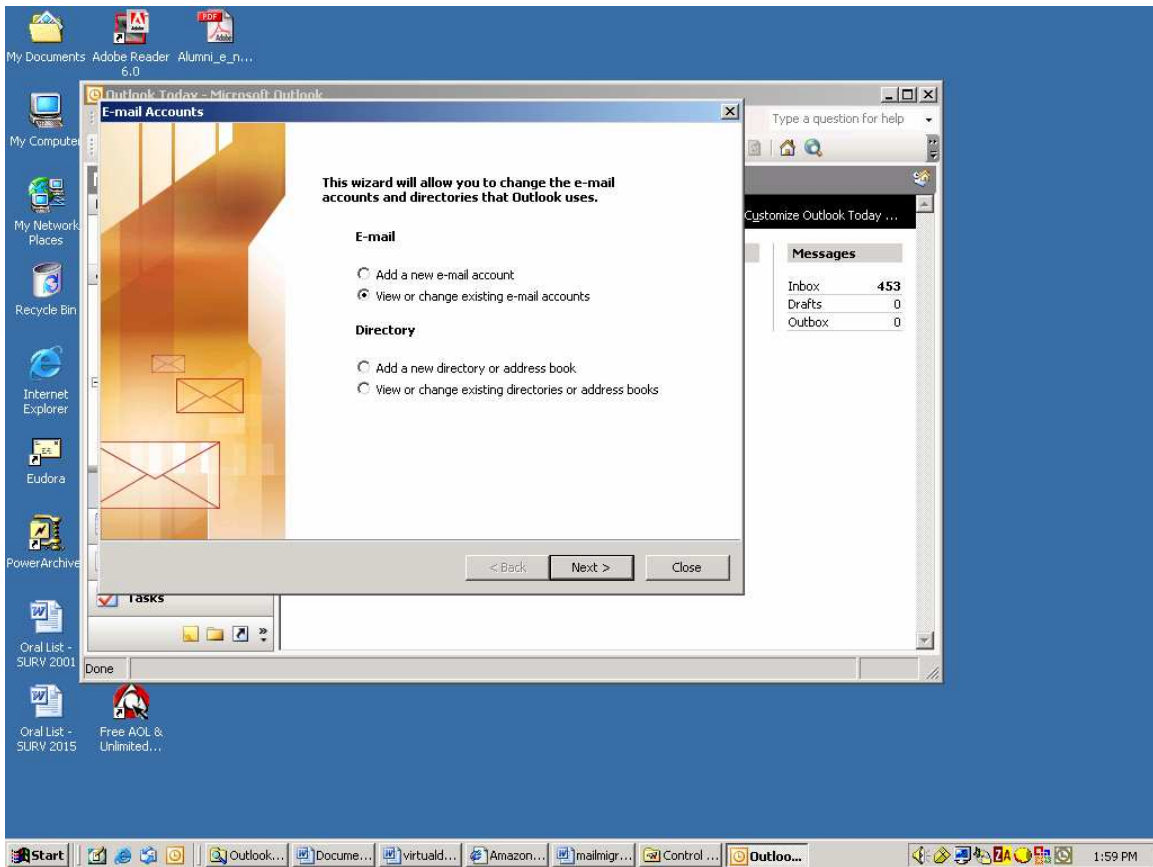
6. The mail by default will deliver to the existing Personal folder on the local PC. Click **Yes** to continue.



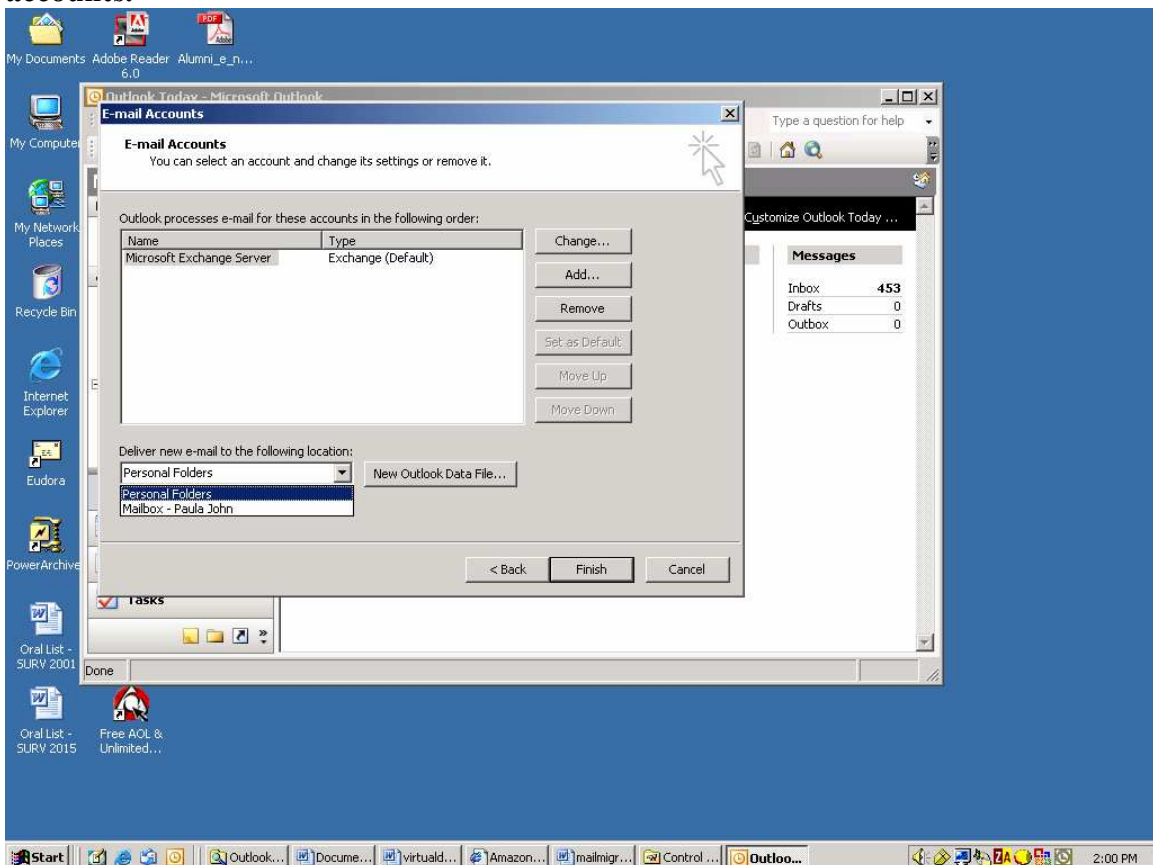
7. The wizard completes. You can now start Outlook.



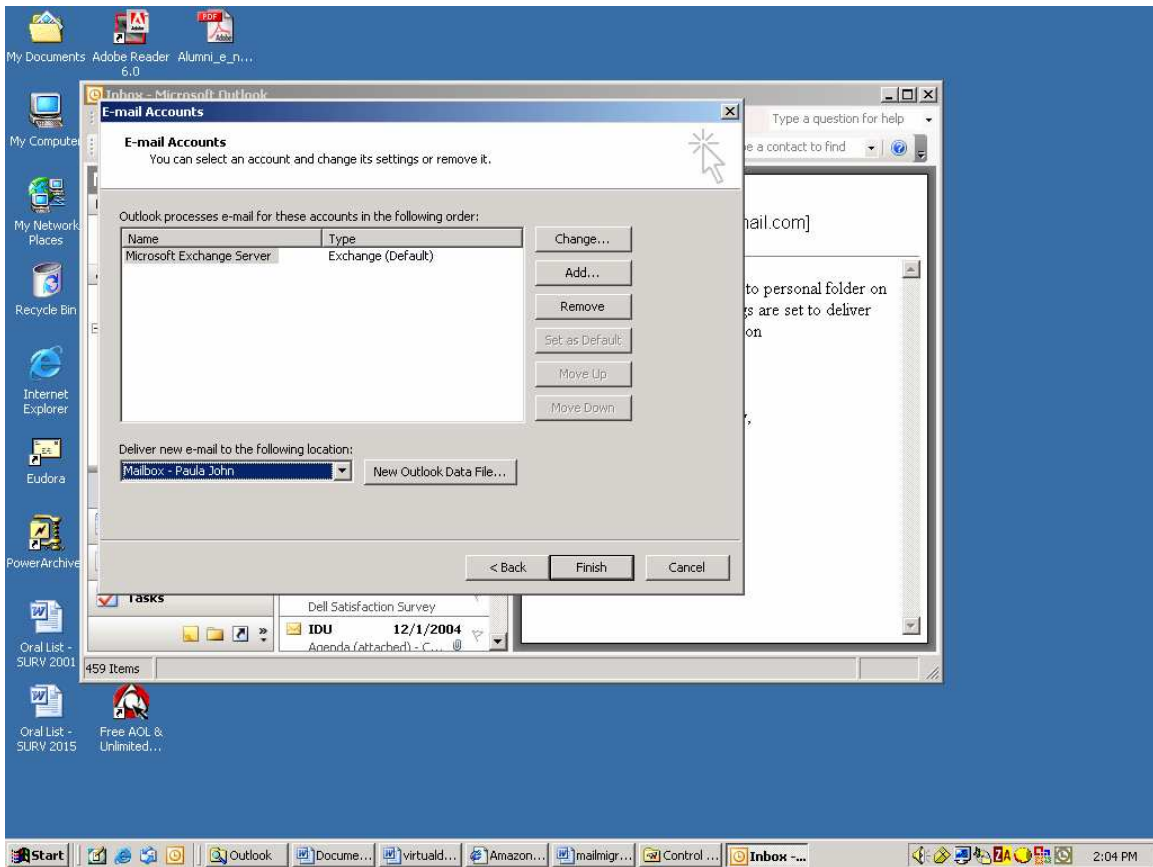
8. If you wish to change any of the defaults for the account the changes can be made in Outlook by selecting **Tools/E-mail Accounts**.



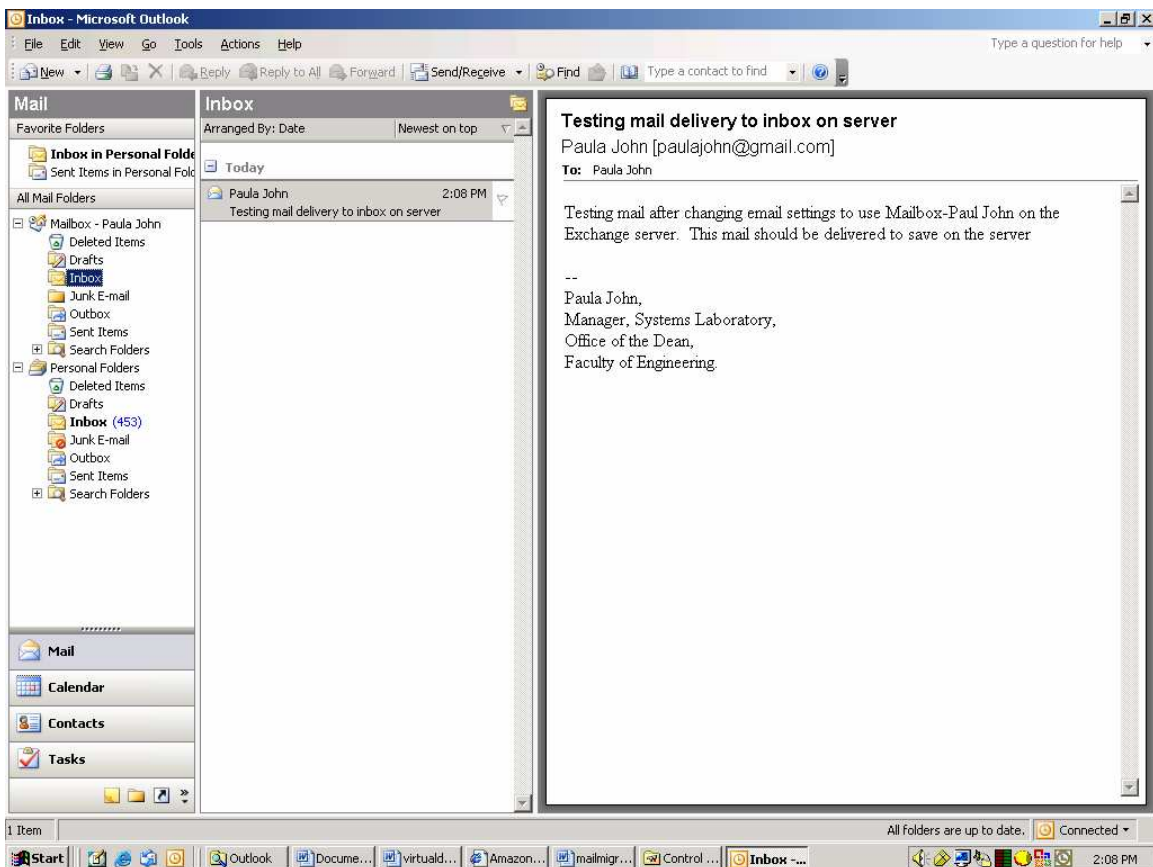
9. On the E-mail Accounts dialogue box select **View or change existing e-mail accounts**.



10. You can change where mail is delivered – to your local computer (Personal Folders) or to leave it on the Exchange server (Mailbox-username).



In the example above mail settings are changed to leave mail on the server. This change takes place next time Outlook is started.



Mail is now delivered and saved on the Exchange server.