



MCS Exchange

Outlook 2003 Setup

Document Description: MCS Exchange Setup in Outlook 2003

For use by: All staff on who use the USYD Exchange Mail Server on Windows

Quick Start:

MCS Exchange Setup:

1. From the Control Panel select Mail
2. In the new window select Add a new e-mail account and press Next >
3. Select Microsoft Exchange Server and press Next >
4. The Microsoft Exchange Server is MAIL.mcs.usyd.edu.au
5. Select the Use Cached Exchange Mode option
6. For the User Name field, type in your full name and press Check Name.
7. Press Next > then Finish



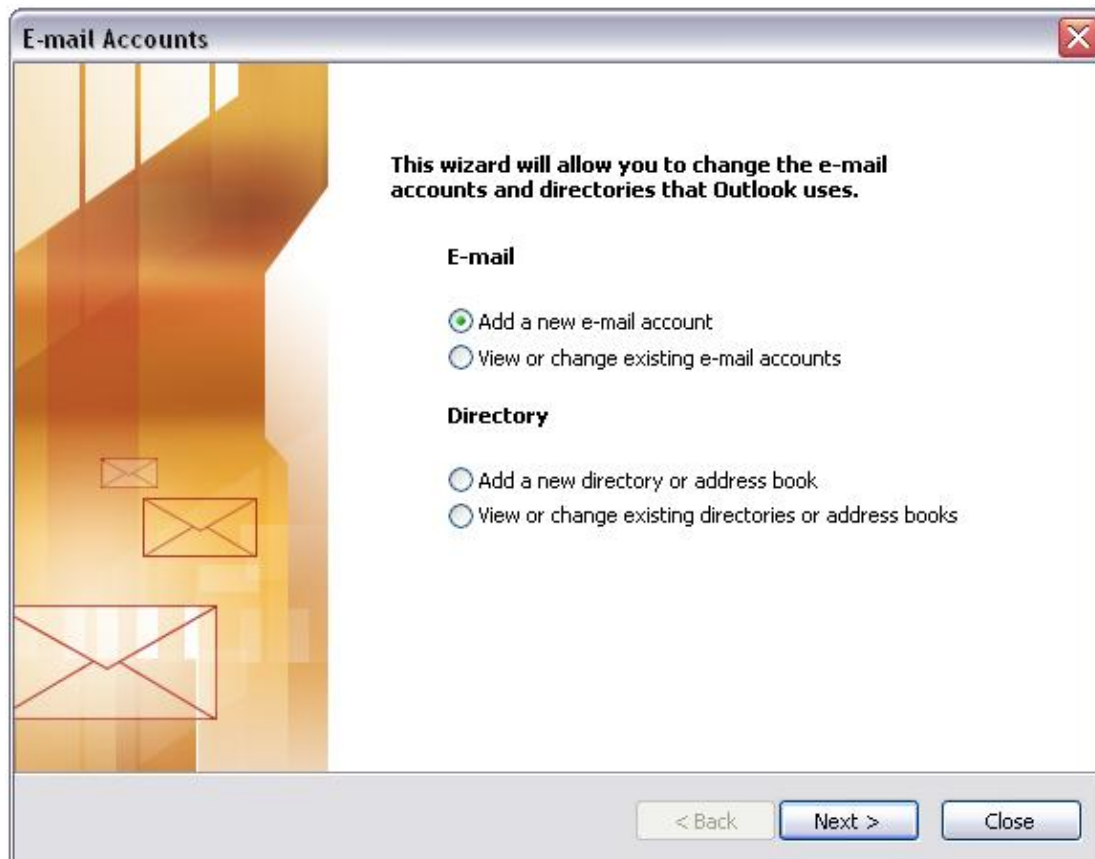
1 Setup Instructions for MCS using Outlook

1.1. To set up your MCS account in outlook open **My Computer** and then **Control Panel** and then **Mail**





1.2. Select **Add a New Email Account** (To change existing settings select View or Change Existing Email Accounts).





1.3. Select the Server Type, which is **Microsoft Exchange Server**

E-mail Accounts [X]

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel



- 1.4. Fill in the next screen with the following details
 - 1.4.1. Microsoft Exchange Server: **MAIL.mcs.usyd.edu.au**
 - 1.4.2. User Name: Your full name (e.g. Billy Person).

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

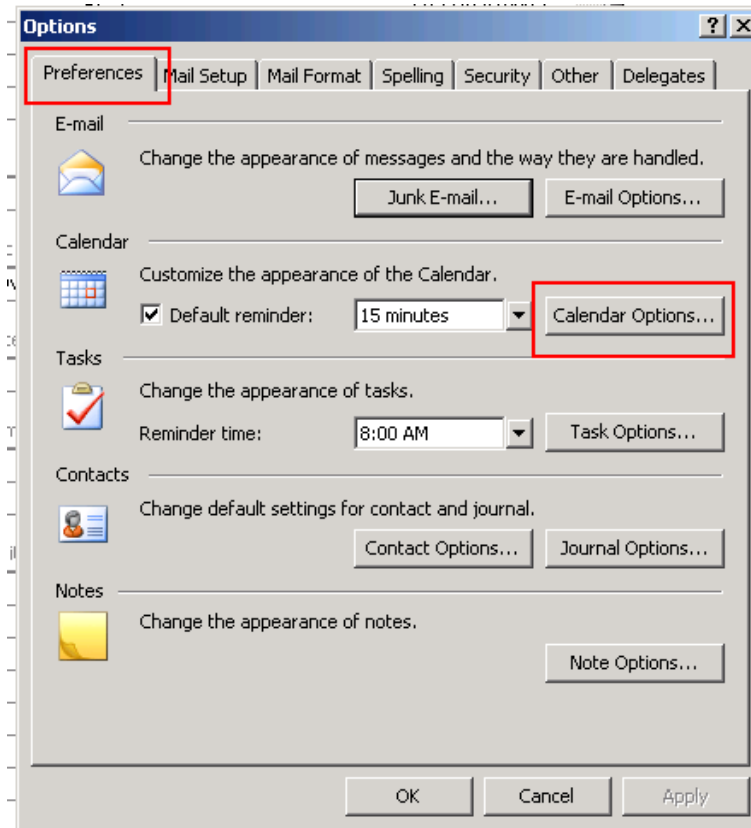
- 1.5. Click on **Next** and then **Finish** to complete the wizard. The setup of Outlook is now complete.
- 1.6. If you are connecting from a computer that is not on the MCS Exchange domain, a dialogue box will now pop up requesting authentication. Fill in the fields with the following details
 - 1.6.1. User Name: **mcs\Unikey** Login Name (e.g. "mcs\bperson")
 - 1.6.2. Password: Your Unikey password



2 Configuring Outlook 2003

2.1. Configuring Calendar

- 2.1.1. Go to **Tools** then **Options**
- 2.1.2. Select the **Preferences Tab**
- 2.1.3. Select **Options**





2.1.4. Select the **Free / Busy Options** button

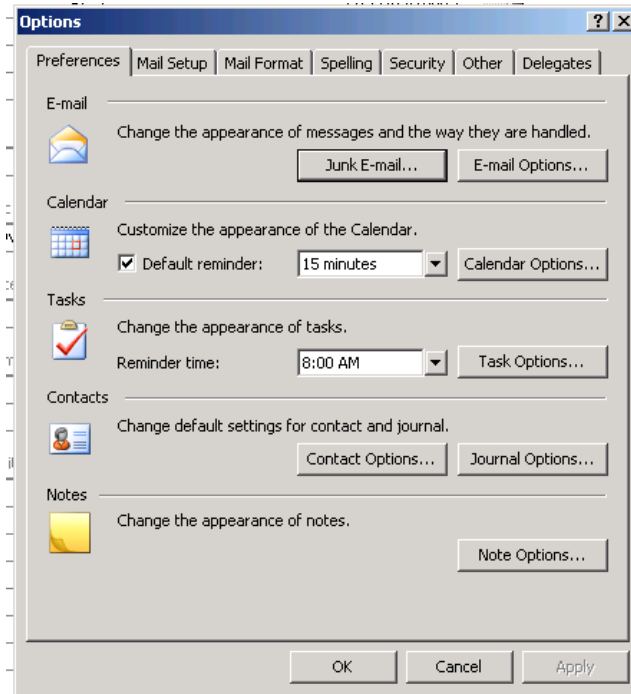
The screenshot shows the 'Calendar Options' dialog box. It is divided into several sections: 'Calendar work week' with checkboxes for days of the week (Mon-Fri checked), 'Calendar options' with checkboxes for 'Show week numbers...' and 'Allow attendees to propose new times...' (checked), and 'Advanced options' with checkboxes for 'Enable alternate calendar...' and 'When sending meeting requests over the Internet, use iCalendar format'. At the bottom, there are three buttons: 'Free/Busy Options...', 'Resource Scheduling...', and 'Time Zone...'. The 'Free/Busy Options...' button is highlighted with a red rectangle.

2.1.5. Free/busy Information is used by people sending meeting requests, to determine when you are available for meetings. Change this option to say **"Publish 3 month(s) of Calendar free/busy information on the server"** Click **OK**

The screenshot shows the 'Free/Busy Options' dialog box. It has two main sections: 'Options' and 'Internet Free/Busy'. In the 'Options' section, there is a text box for 'Publish' set to '6' and a text box for 'Update free/busy information on the server every' set to '15'. In the 'Internet Free/Busy' section, there is a checkbox for 'Publish at my location:' which is unchecked, and a 'Search location:' text box. At the bottom, there are 'OK' and 'Cancel' buttons.



2.1.6. Change the **Default Reminder** to **15 Minutes**

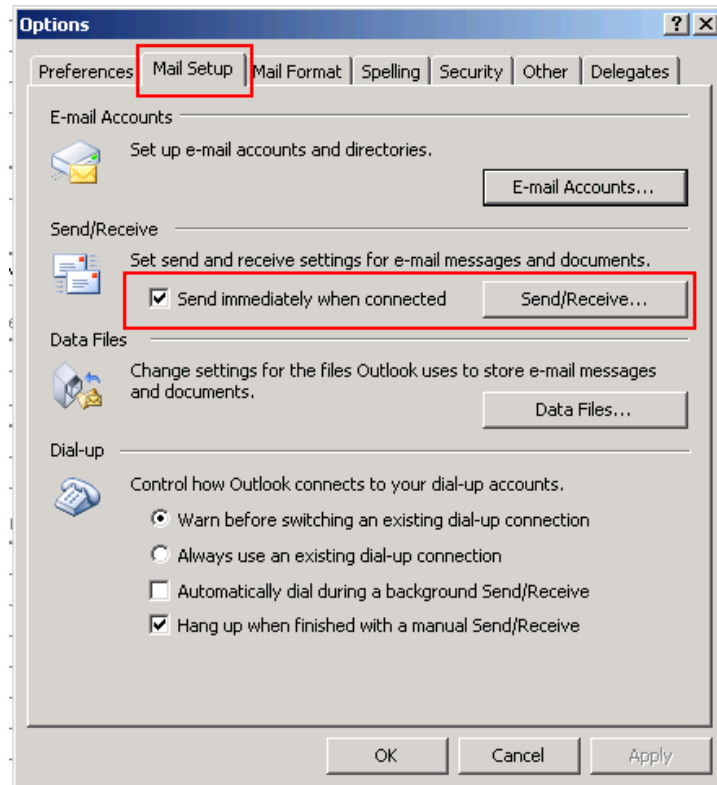




2.2. Send / Receive Time Settings

2.2.1. Select **Mail Setup** tab in the **Options Screen**

2.2.2. Tick the box **Send immediately when connected**

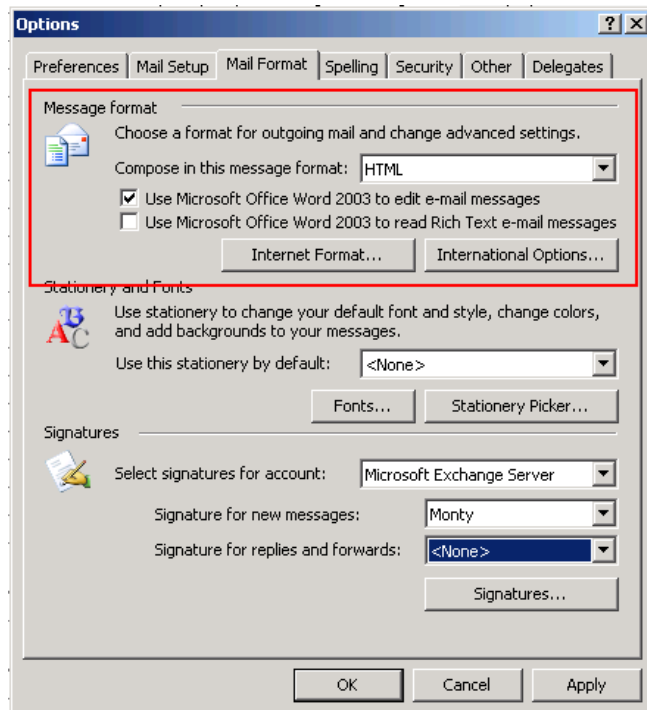




2.3. Default mail composer format

2.3.1. Select the **Mail Format** tab in the **Options Screen**

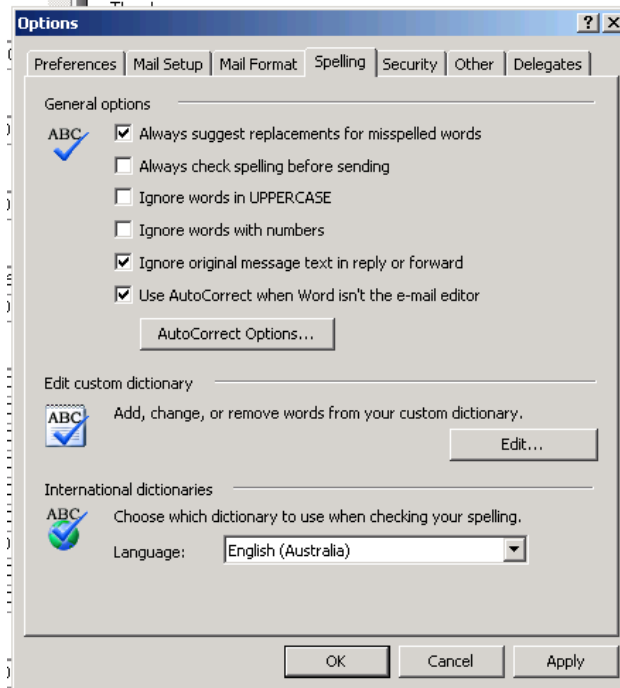
2.3.2. Ensure that **Use Microsoft Office Word 2003 to edit e-mails messages** box is ticked





2.4. Spelling

- 2.4.1. Make sure that the following options are ticked
- Always suggest replacements for misspelled words
 - Ignore original message text in reply or forward
 - Use AutoCorrect when Word isn't the e-mail editor

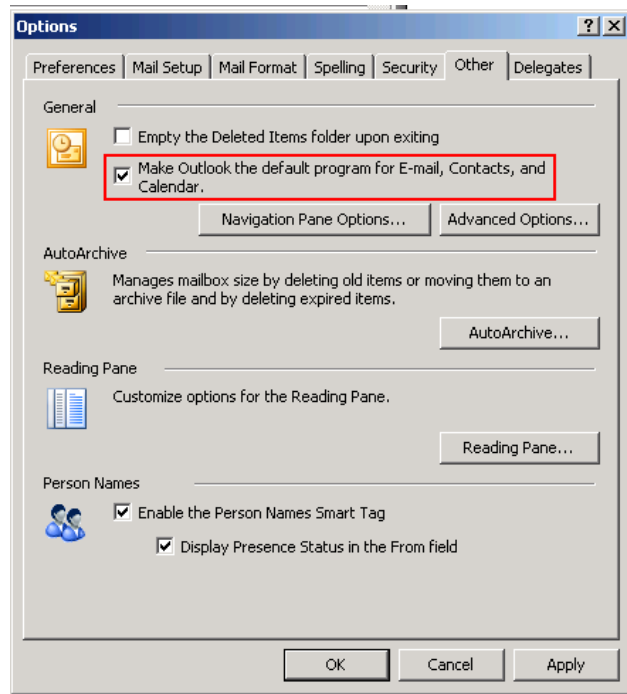


- 2.4.2. Ensure the **Language** is **English (Australia)**



2.5. Default Email Program

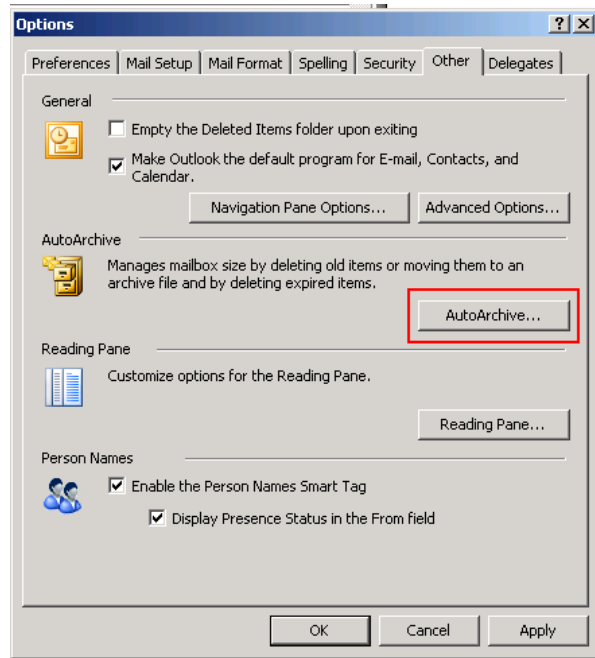
2.5.1. Ensure that **Make Outlook the default program for E-mail, contacts and calendar** box is ticked





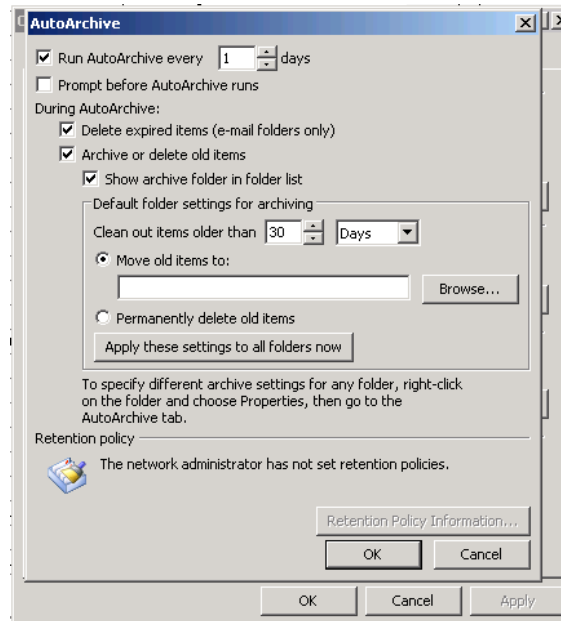
2.6. AutoArchive

2.6.1. Select **AutoArchive** button in the **Options** screen



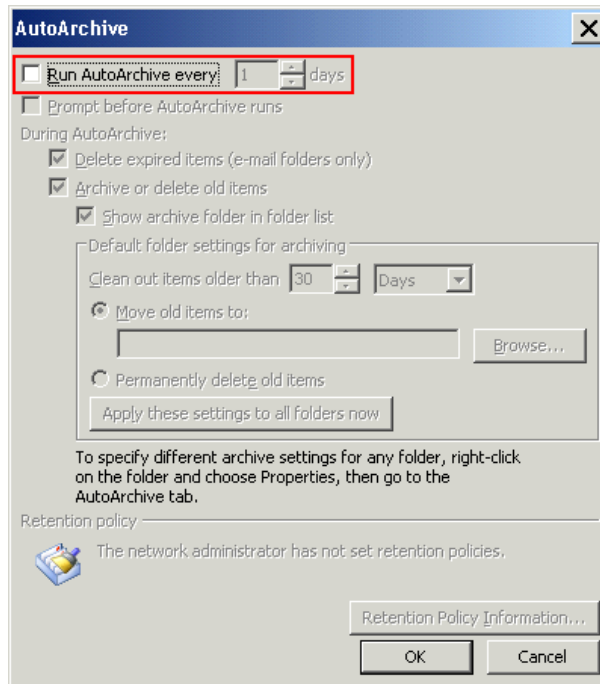
2.6.2. Make sure all the settings for AutoArchive are as set as below. Once this is done select **Apply**. Then select the button **Apply these settings to all folders now**

2.6.3.

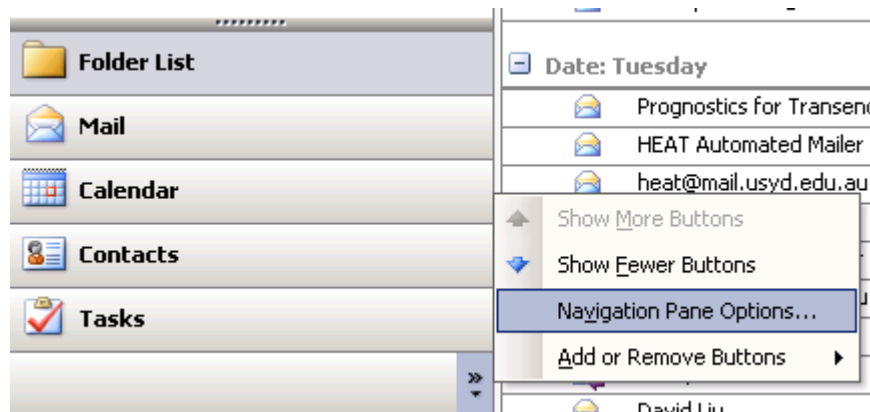




- 2.6.4. It is vital at this point that you actually turn the **Run AutoArchive every 1 day** button **OFF**.

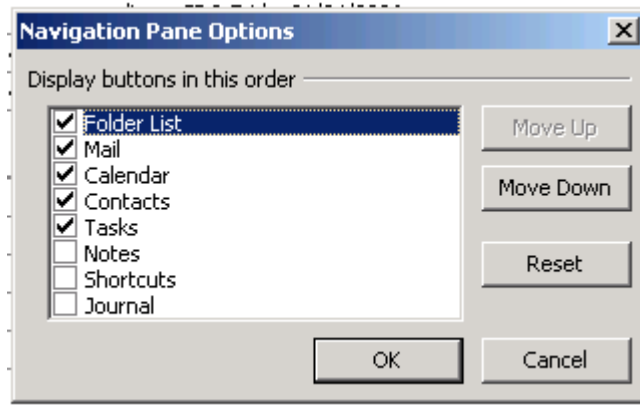


- 2.6.5. Hit **OK** button
- 2.6.6. To put the folder list at the top select the double arrows on the bottom right of Outlook. Select **Navigation Pane Options**

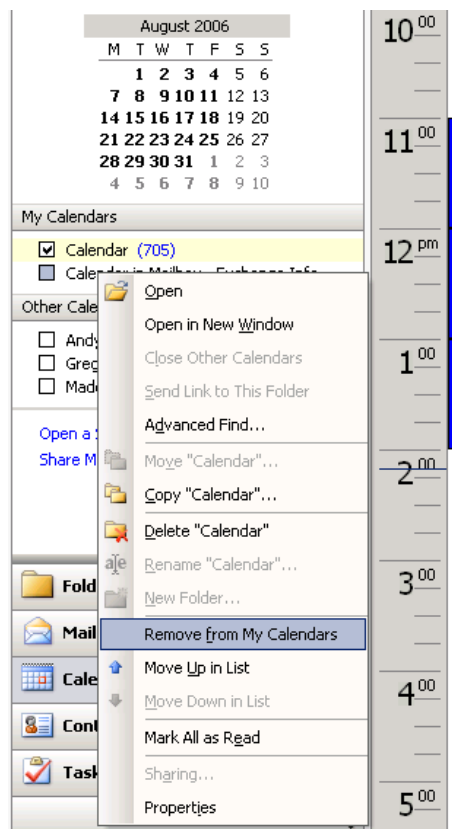




2.6.7. Highlight **Folder List** and click the **Move Up** button to put it at the top of the list



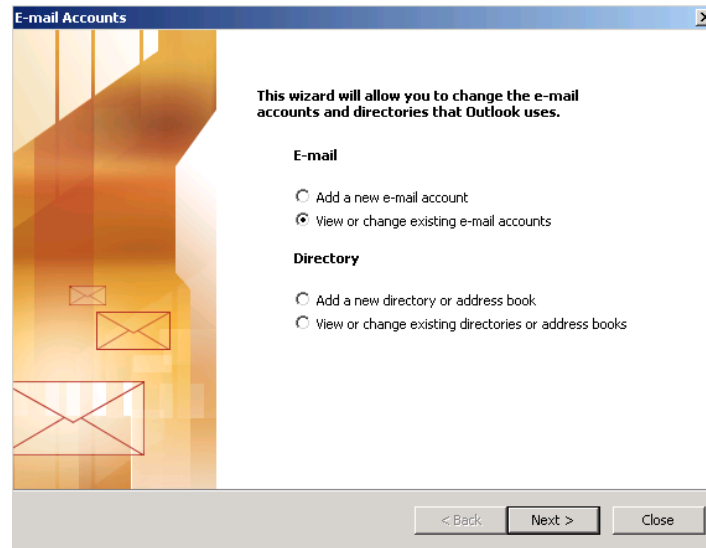
2.6.8. Remove any other calendars other than the one title **Calendar**. You do this by right clicking on the particular calendar and selection **Remove from My Calendars**.



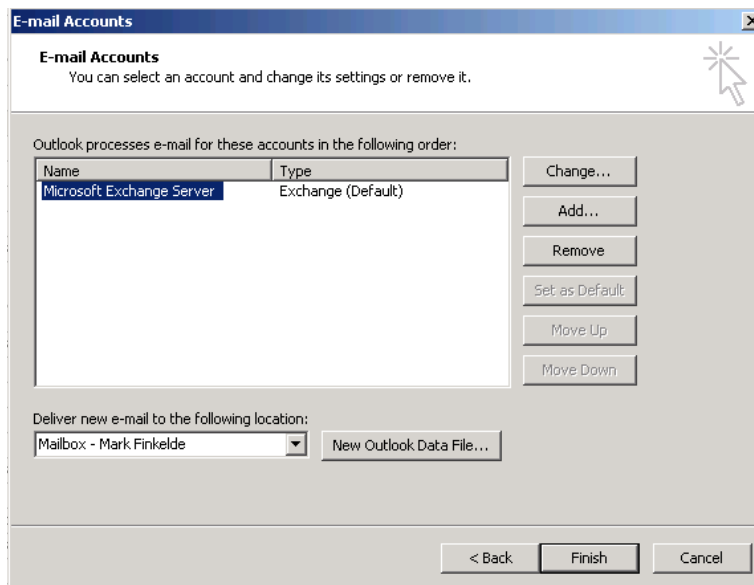


3 Configuring the Live Archive File

3.1. To create a live archive File Outlook, Go to the Tools menu and select **Email Accounts**



3.2. Click on **New Outlook Data File**, select **Office Outlook Personal Folders File** and click **OK**. Select **OK**, and then **Finish**





- 3.3. You will then be asked to browse to the location to put the new file. Go to this location (preferably a network drive), type in the **filename of the mail archive** and select **OK**

