

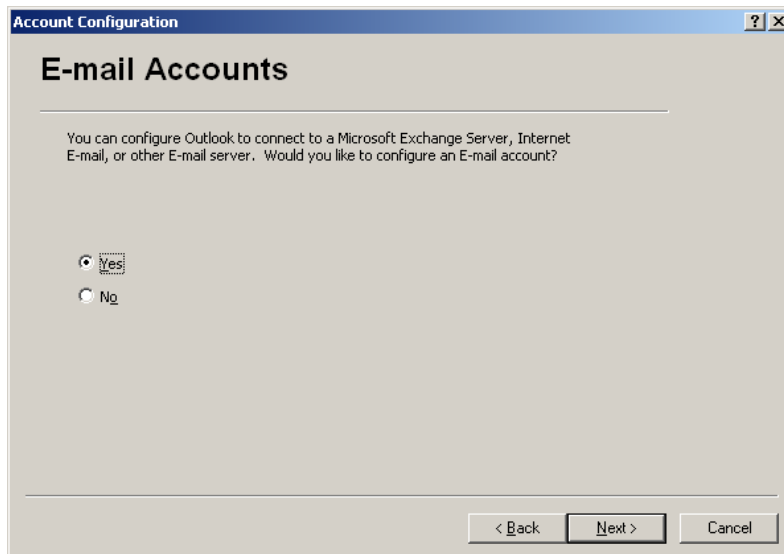
Ariel's Quick Guide to setting up outlook access on your first login to a computer

When you first log into a new system outlook will not be automatically configured for your user information. This is particularly common if you normally work in a division office and then move occasionally to a courtroom or courtrooms. Configuring outlook will give you access to all the mail you have on the judicial server (any mail you haven't moved to a "local" folder). It is very simple to configure an outlook client. You only need to know three things. First, you'll need to know that you are configuring an account with an exchange server. Second you'll need to know the name of the server: JUDMSCCR. And finally you'll need to know your username (mine is b031azb). The rest is self explanatory. This guide covers both Outlook XP-2003 and Outlook 2007.

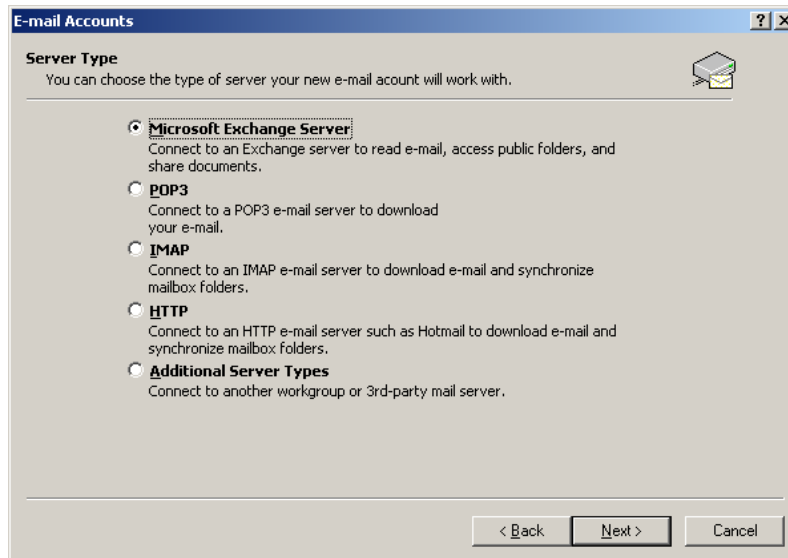
First, XP-2003. When you first run outlook the program will prompt you with something that looks like this:



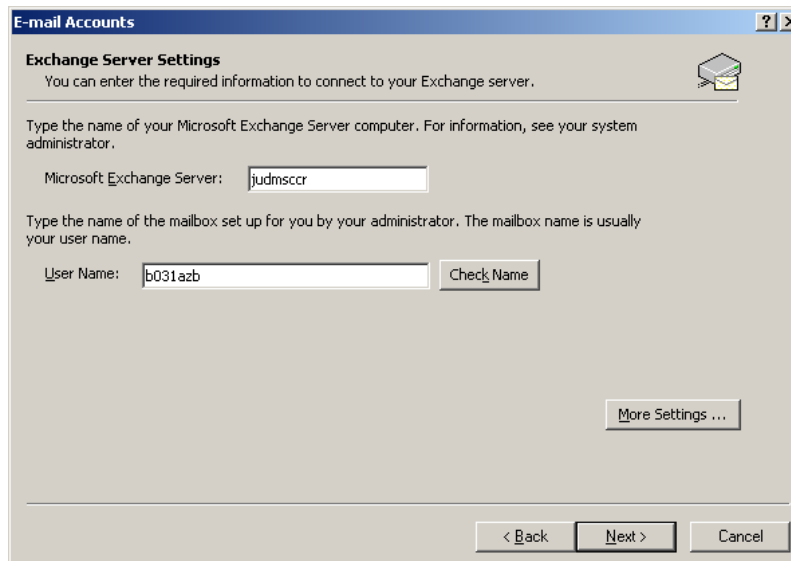
Clicking Next will take you to the E-Mail Accounts screen. Choose Yes and click Next.



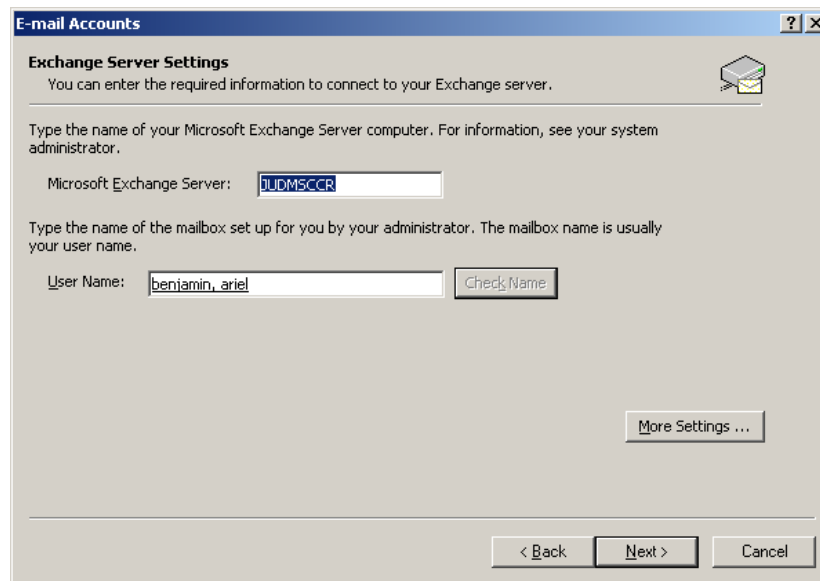
This will take you to the Server Type selection screen. Choose Microsoft Exchange Server and click Next.



From here you should enter judmsccr for the Microsoft Exchange Server and your username for the User Name. When completed, click Check Name to verify that the settings are correct.

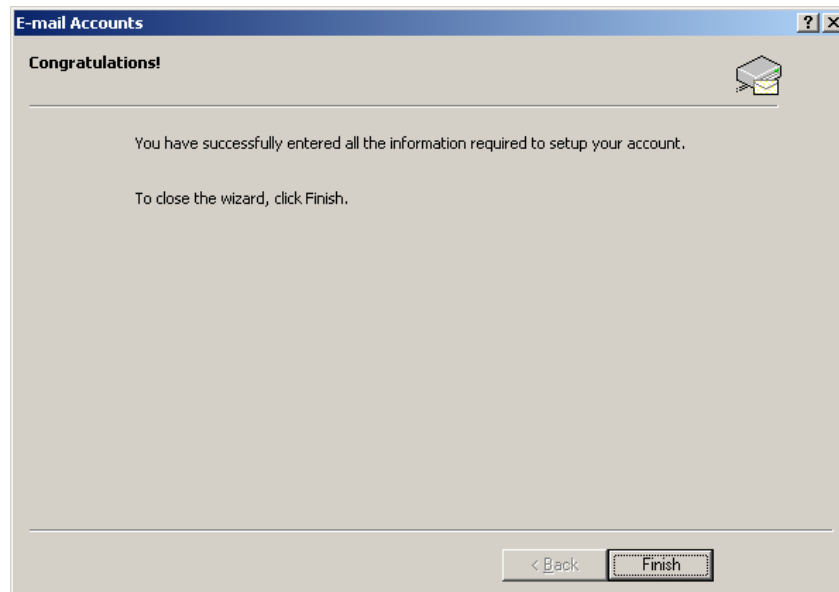


If your username changes to your actual name, everything should be setup correctly. If it doesn't and you've entered all information in correctly, you should contact your local software support for assistance. Assuming everything is OK, however, click Next.



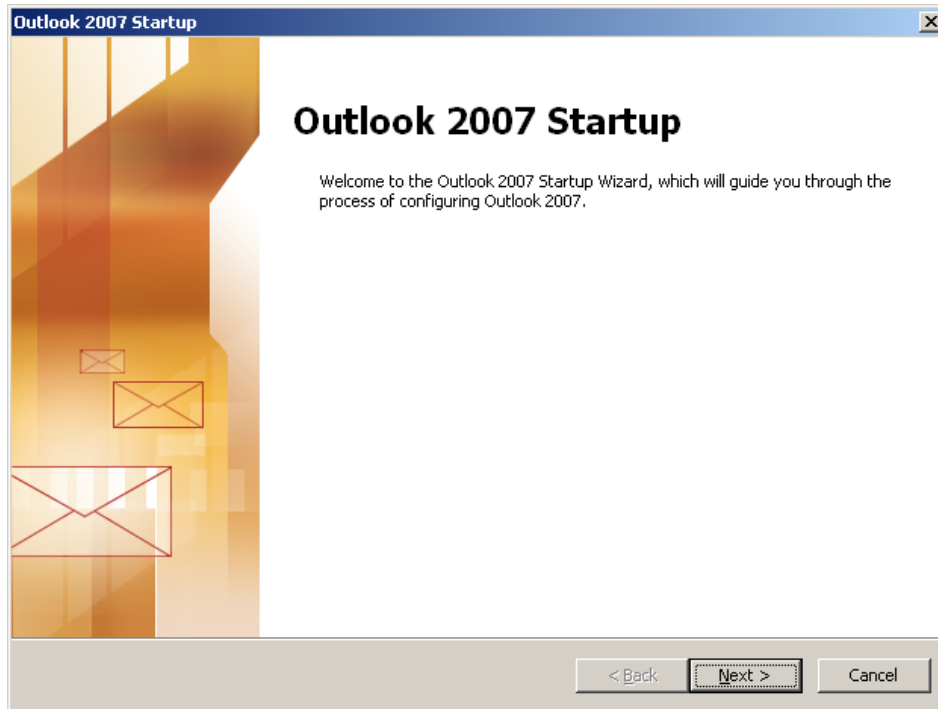
The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The window title is 'E-mail Accounts'. The main heading is 'Exchange Server Settings' with a sub-heading 'You can enter the required information to connect to your Exchange server.' Below this, there are two text input fields. The first is labeled 'Microsoft Exchange Server:' and contains the text 'JUDMSCCR'. The second is labeled 'User Name:' and contains the text 'benjamin. ariel'. To the right of the 'User Name' field is a 'Check Name' button. At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

You should see a confirmation screen letting you know that you've completed the process. In that case, click **F**inish.

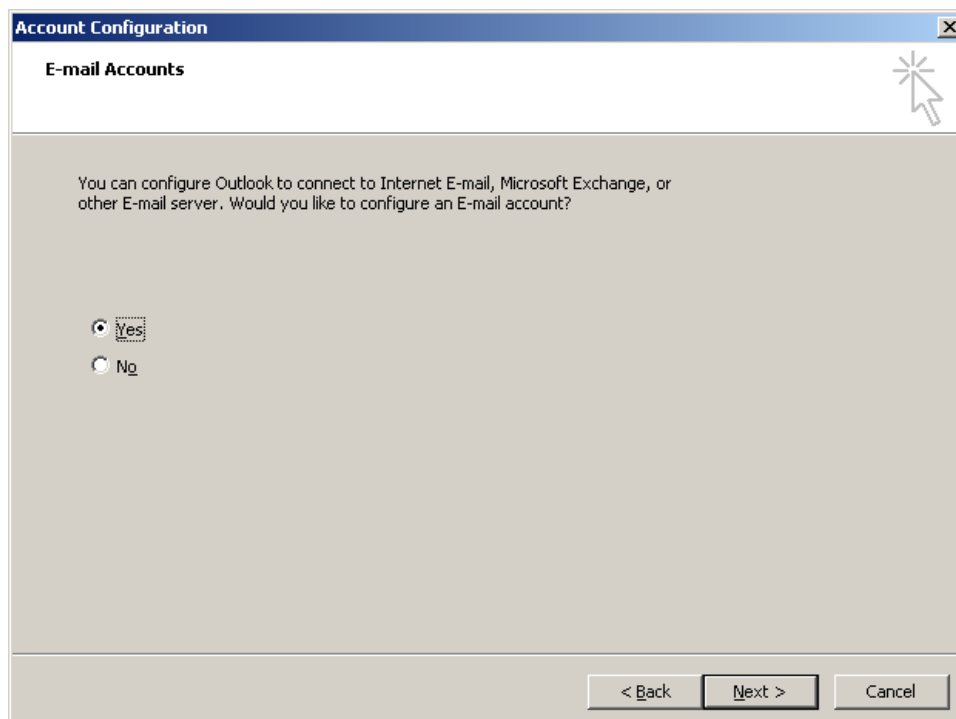


The screenshot shows the 'E-mail Accounts' dialog box with the 'Congratulations!' tab selected. The window title is 'E-mail Accounts'. The main heading is 'Congratulations!' with a sub-heading 'You have successfully entered all the information required to setup your account.' Below this, there is a line of text: 'To close the wizard, click Finish.' At the bottom of the dialog, there are two buttons: '< Back' and 'Finish'.

Unlike previous versions of Outlook, Outlook 2007 should be able to detect your username and the server name based on your login to windows. That said, there may be times when you'll still be required to manually set it up. Either way, when you first open Outlook 2007 you should see a screen that looks like this:



Click Next to move to the Account configuration screen. From here choose Yes and click Next.



You will then most likely see the Auto Account Setup screen with your information already filled in. If so click Next and then Next to complete the setup. If not or if you want to manually configure your account select Manually configure server settings or additional server types and click Next.

The screenshot shows a window titled "Add New E-mail Account" with a close button (X) in the top right corner. The main heading is "Auto Account Setup". Below the heading is a sub-heading "Auto Account Setup" followed by the text: "Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings." There is a mouse cursor icon pointing to the right in the top right corner of the window.

The form contains two input fields:

- Your Name:** The text "benjamin, ariel" is entered in the text box. Below the box is the example text "Example: Barbara Sankovic".
- E-mail Address:** The text "ariel.benjamin@judicial.state.co.us" is entered in the text box. Below the box is the example text "Example: barbara@contoso.com".

At the bottom of the form, there is a checkbox labeled "Manually configure server settings or additional server types" which is currently unchecked.

At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

On the next screen choose Microsoft Exchange and click Next.

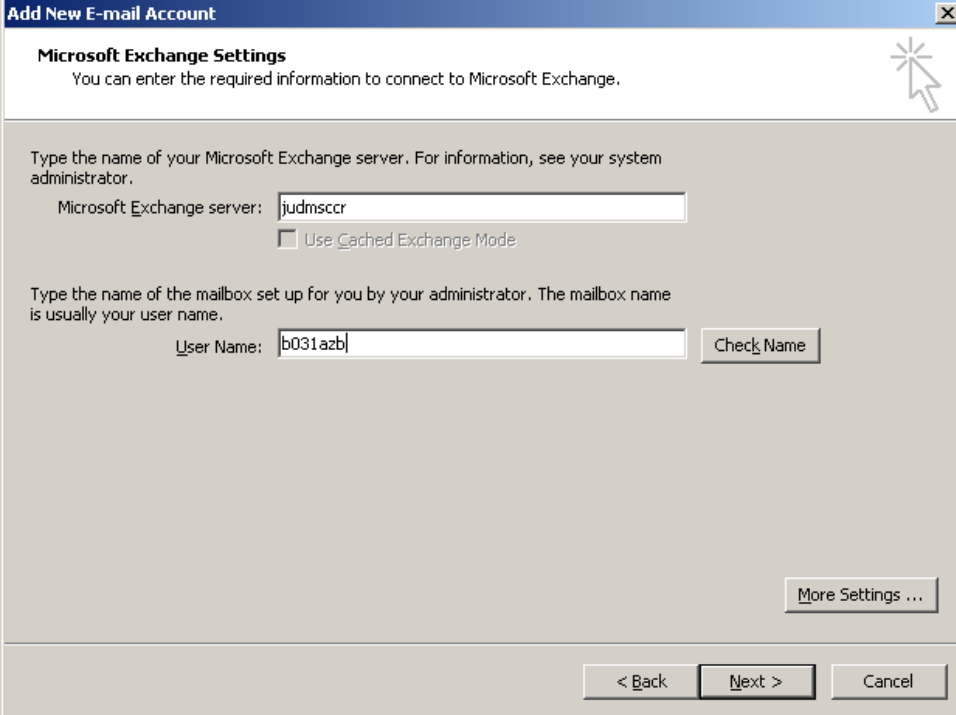
The screenshot shows a window titled "Add New E-mail Account" with a close button (X) in the top right corner. The main heading is "Choose E-mail Service". There is a mouse cursor icon pointing to the right in the top right corner of the window.

The form contains three radio button options:

- Internet E-mail:** The radio button is unselected. Below it is the text: "Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages."
- Microsoft Exchange:** The radio button is selected. Below it is the text: "Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail."
- Other:** The radio button is unselected. Below it is the text: "Connect to a server type shown below." followed by a text box containing "Outlook Mobile Service (Text Messaging)".

At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

For the Microsoft Exchange server enter judmsccr and for the User Name enter your username. Click the Check Name button to confirm that you've entered your information correctly. If you have, your username should change to your actual name. If it does not and you have entered the information in correctly, contact your local software support staff. When finished Click Next to move to the final confirmation screen and complete your process.



The screenshot shows a Windows dialog box titled "Add New E-mail Account" with a close button (X) in the top right corner. The main heading is "Microsoft Exchange Settings" with a sub-heading "You can enter the required information to connect to Microsoft Exchange." and a help icon (a star with a mouse cursor) on the right. The dialog is divided into two sections. The first section asks for the Microsoft Exchange server name, with a text box containing "judmsccr" and a checkbox for "Use Cached Exchange Mode" which is unchecked. The second section asks for the mailbox name (usually the user name), with a text box containing "b031azb" and a "Check Name" button to its right. At the bottom right of the dialog is a "More Settings ..." button. At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".