

# Outlook 2003: Setup and Configuration Learning Guide

## Outlook 2003: Overview

**Microsoft Outlook 2003** is a powerful tool that is capable of helping you organize large group projects and coordinate meetings among many people. You can also use Outlook for simple, day-to-day tasks such as managing your email or keeping track of your appointments.

Using Outlook's...	You can...
Mail	Send and receive email
Contacts	Create lists of addresses, phone numbers, and email addresses
Calendar	Keep track of your schedule
Tasks	Organize a to-do list

## Determining the Type of Your Email Account

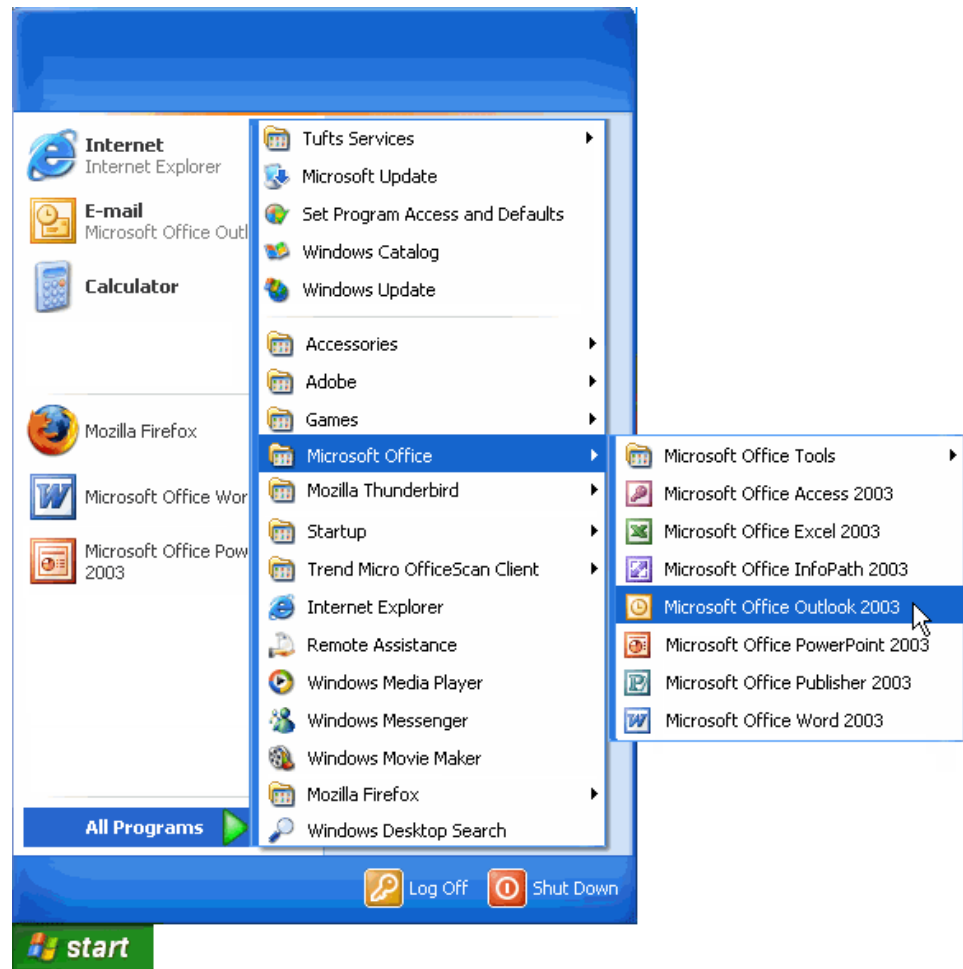
Outlook's Mail function is a convenient way to manage one or more email accounts. Outlook does not give you a new email account, but it provides organization and storage beyond what is typically offered by a web-based email account.

Email systems come in a variety of types and Outlook can accommodate many of them. At Tufts, you probably have one or both of the following accounts:

A(n)...	Has an address that looks like...
Trumpeter email account	<a href="mailto:john.smith@tufts.edu">john.smith@tufts.edu</a> or <a href="mailto:jsmith01@trumpeter-store.tufts.edu">jsmith01@trumpeter-store.tufts.edu</a>
Exchange account	<a href="mailto:john.smith@ase.tufts.edu">john.smith@ase.tufts.edu</a> , <a href="mailto:jsmith01@ase.tufts.edu">jsmith01@ase.tufts.edu</a> , or <a href="mailto:john.smith@tufts.edu">john.smith@tufts.edu</a>

## Configuring Outlook to Manage a Trumpter Email Account Launching Outlook

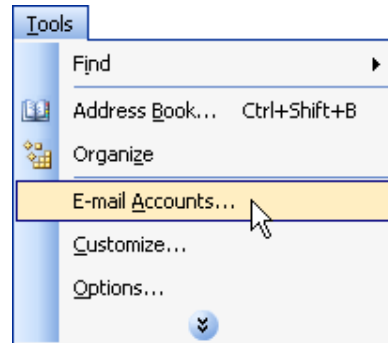
- From the **Start** menu, select the **All Programs** submenu.
- From the **All Programs** submenu, select the **Microsoft Office** folder.
- From the **Microsoft Office** folder, select **Microsoft Office Outlook 2003**.



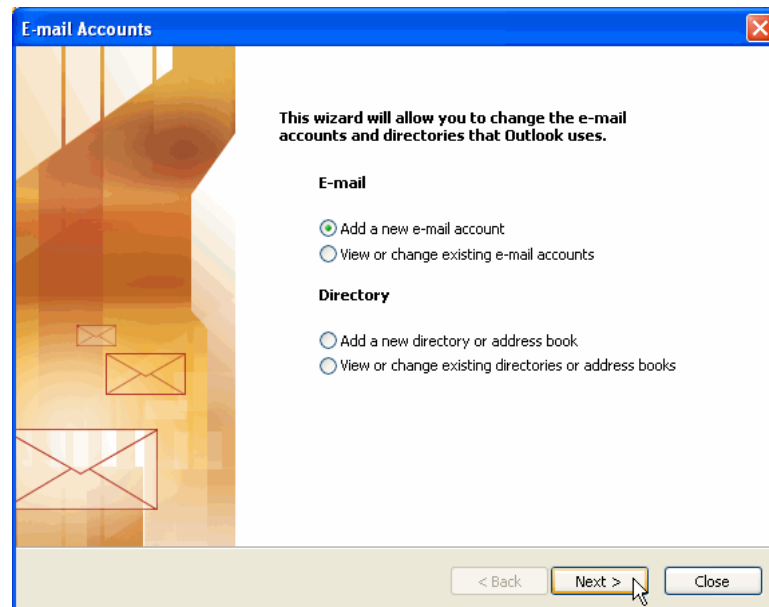
- The **Microsoft Outlook** window will appear.

## Adding a New Email Account

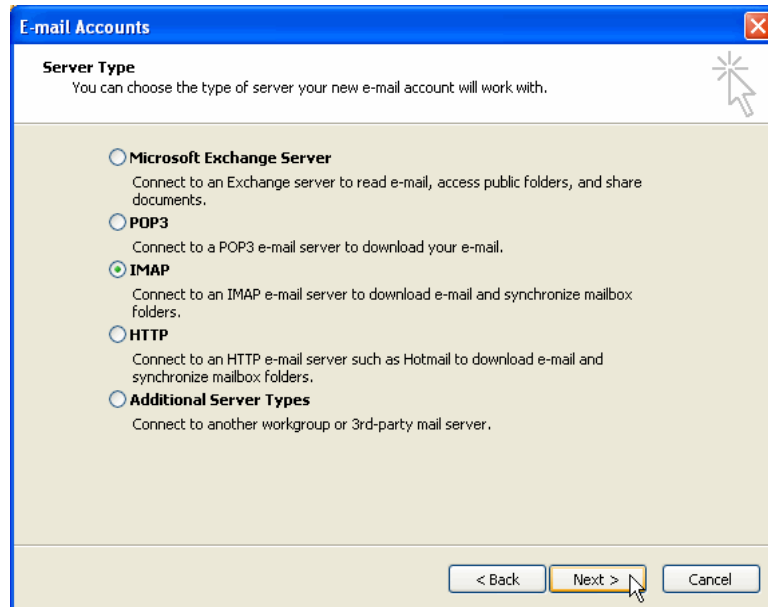
- From the **Tools** menu, select **E-mail Accounts**.



- The **E-mail Accounts** window will appear.
- In the **E-mail** section, click on the option button labeled **Add a new e-mail account**.
- Click on the button labeled **Next**.



- The **Server Type** view of the E-mail Accounts window will appear.
- Click on the option button labeled **IMAP**.
- Click on the button labeled **Next**.



- The **Internet E-mail Setting (IMAP)** view of the E-mail Accounts window will appear.
- Type the following information into the appropriate boxes.

In the box labeled...	Type...
<b>Your name</b>	Your first and last name (for example, John Smith)
<b>E-mail Address</b>	Your email address (for example, jsmith01@tufts.edu)
<b>Incoming mail server (IMAP)</b>	imap.tufts.edu
<b>Outgoing mail server (SMTP)</b>	smtp.tufts.edu
<b>User Name</b>	Your Trumpeter email UTLN (for example, jsmith01)
<b>Password</b>	Your Trumpeter email account password

- Click on the button labeled **More Settings**.

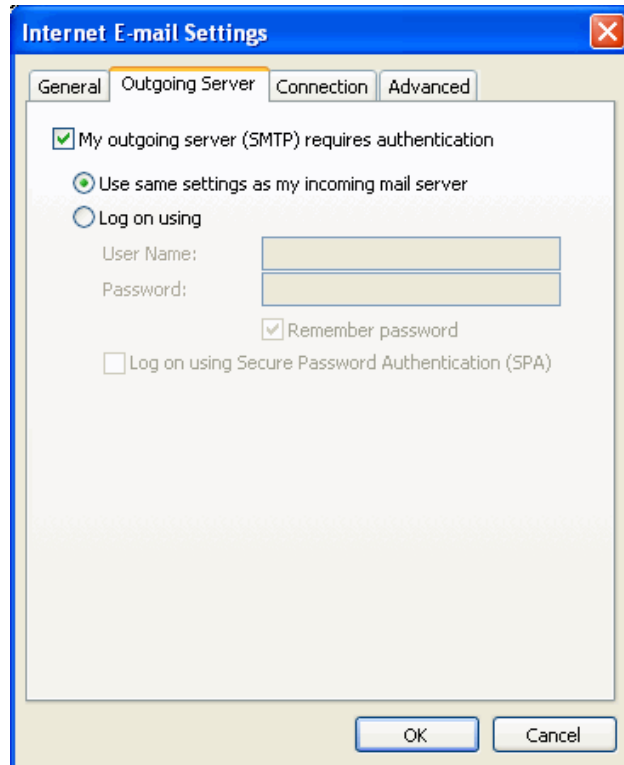
The screenshot shows the 'E-mail Accounts' window with the 'Internet E-mail Settings (IMAP)' tab selected. The window title is 'E-mail Accounts' and it has a close button in the top right corner. Below the title bar, there is a sub-header 'Internet E-mail Settings (IMAP)' and a note: 'Each of these settings are required to get your e-mail account working.' A help icon is visible in the top right of the content area.

The settings are organized into three sections:

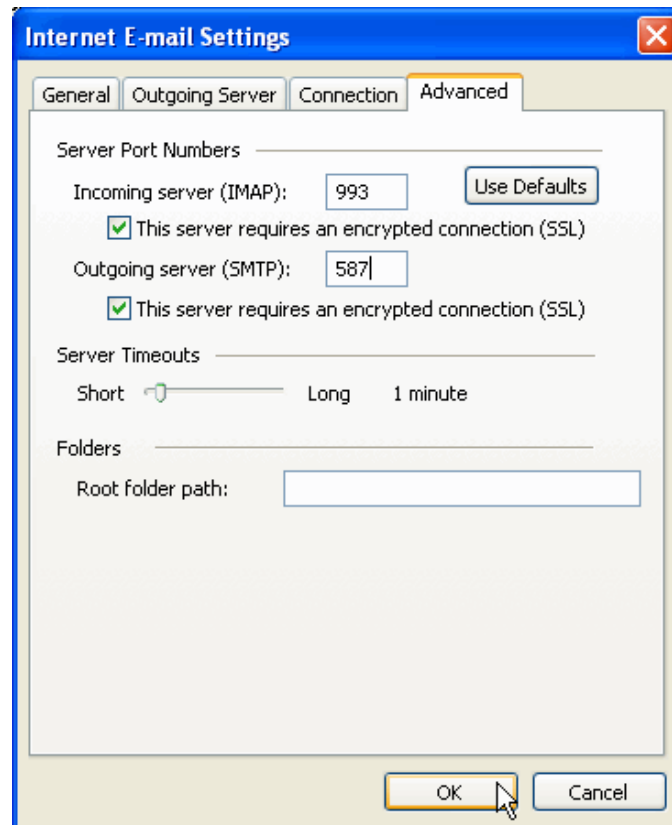
- User Information:**
  - Your Name: John Smith
  - E-mail Address: john.smith@tufts.edu
- Server Information:**
  - Incoming mail server (IMAP): imap.tufts.edu
  - Outgoing mail server (SMTP): smtp.tufts.edu
- Logon Information:**
  - User Name: jsmith01
  - Password: \*\*\*\*\*
  - Remember password
  - Log on using Secure Password Authentication (SPA)

At the bottom right of the form area, there is a button labeled 'More Settings ...' with a mouse cursor pointing to it. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- The **Internet E-mail Settings** window will appear.
- Click on the tab labeled **Outgoing Server**.
- Click to place a checkmark in the box labeled **My outgoing server (SMTP) requires authentication**
- Confirm that the option button labeled **Use same settings as my incoming mail server** is checked.



- Click on the tab labeled **Advanced**.
- Locate the **Incoming server (IMAP)** section of the **Server Port Numbers** area:
  - Click to place a checkmark in the box labeled **This server requires an encrypted connections (SSL)**.
- Locate the **Outgoing sever (SMTP)** section of the **Server Port Numbers** area
  - Type **587** in the box labeled **Outgoing Server (SMTP)**
  - Click to place a checkmark in the box labeled **This server requires an encrypted connection (SSL)**.
- Click on the button labeled **OK**.



- On the **Internet Email Settings (IMAP)** view of the E-mail Accounts window, click on the button labeled **Next**.

**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (IMAP):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

- When the **Congratulations** view of the Email Accounts window appears, click on the button labeled **Finish**.

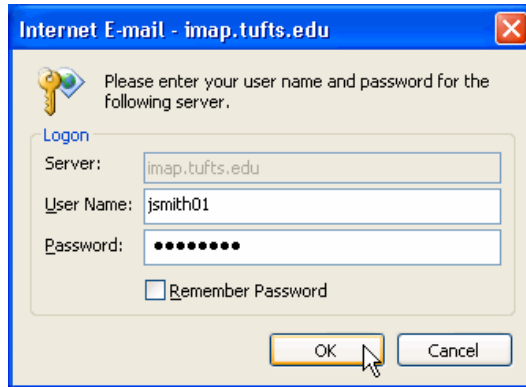
**E-mail Accounts**

**Congratulations!**

You have successfully entered all the information required to setup your account.

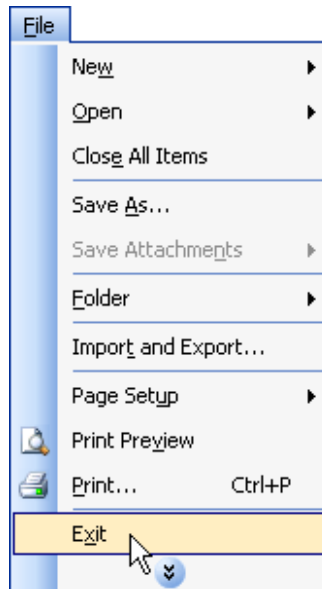
To close the wizard, click Finish.

- If you didn't have Outlook remember your password:
  - The **Internet E-mail** window will appear.
  - In the box labeled **Password**, type your Trumpeter email password.
  - Click on the button labeled **OK** to retrieve your emails.

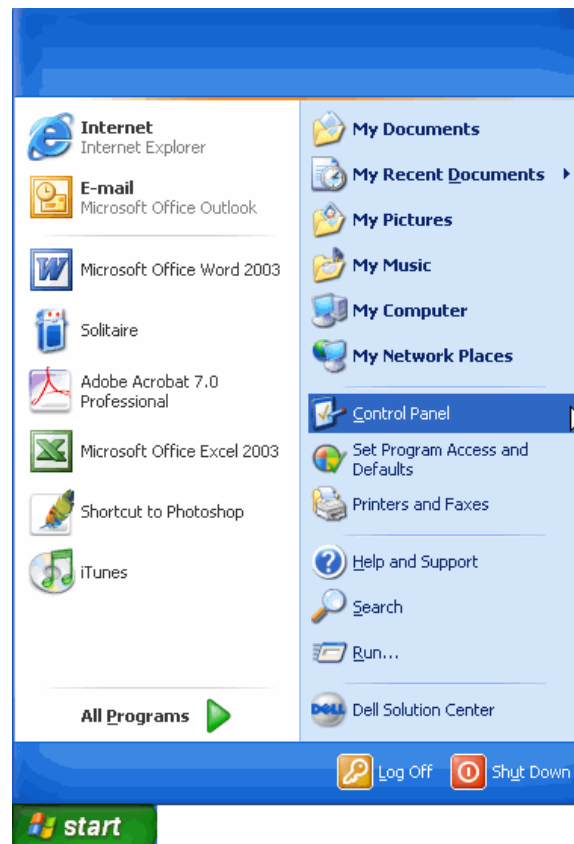


## Configuring Outlook to Manage a Tufts Exchange Account

- If Outlook is open:
  - From the **File** menu, select **Exit**.



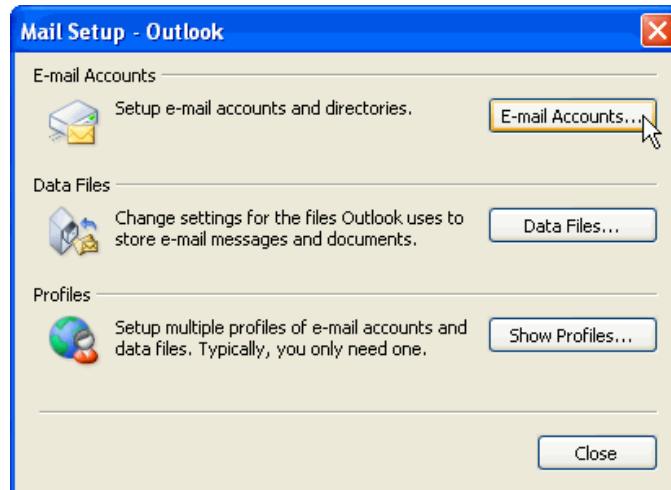
- From the **Start** menu, select **Control Panel**.



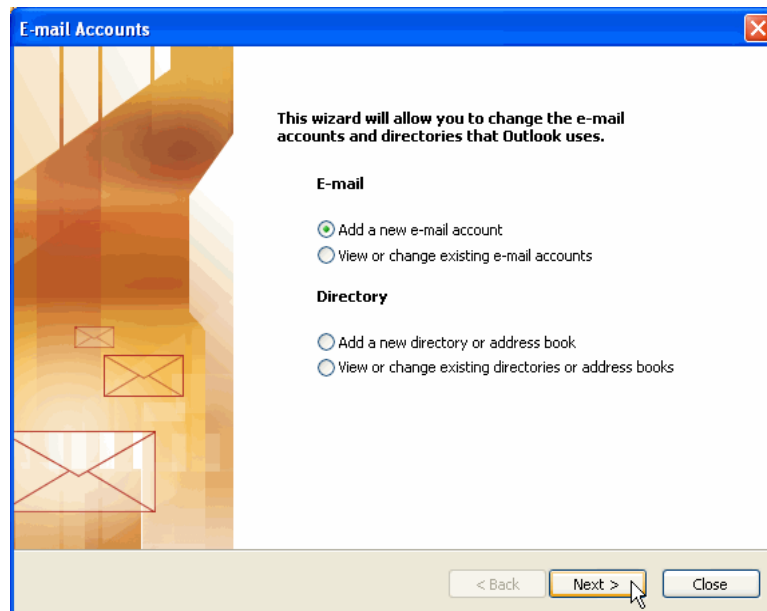
- In the **Control Panel** window that appears, double-click on the icon labeled **Mail**.



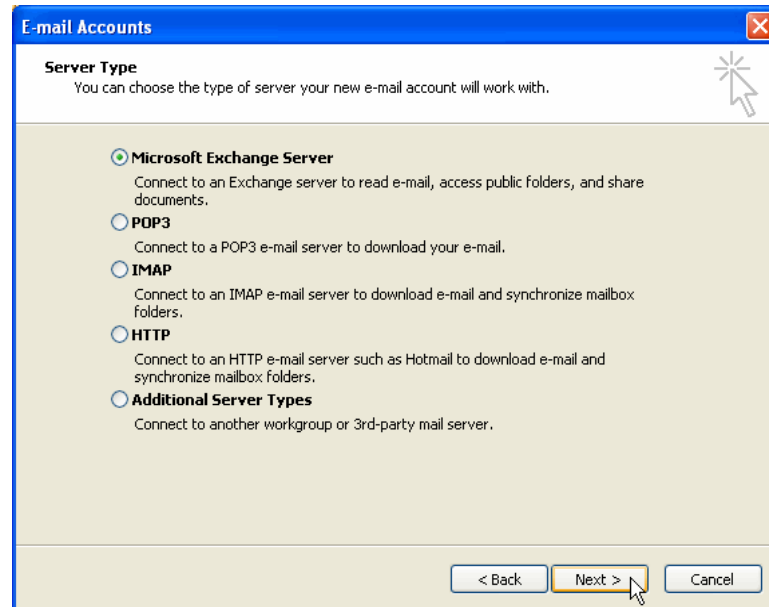
- The **Mail Setup - Outlook** window will appear.
- Click on the button labeled **E-mail Accounts**.



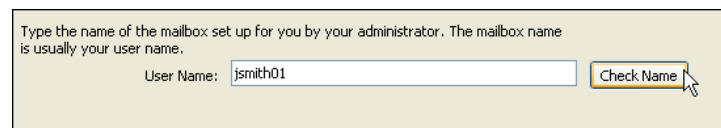
- The **E-mail Accounts** window will appear.
- In the **E-mail** area, click on the option button labeled **Add a new email account**.
- Click on the button labeled **Next**.



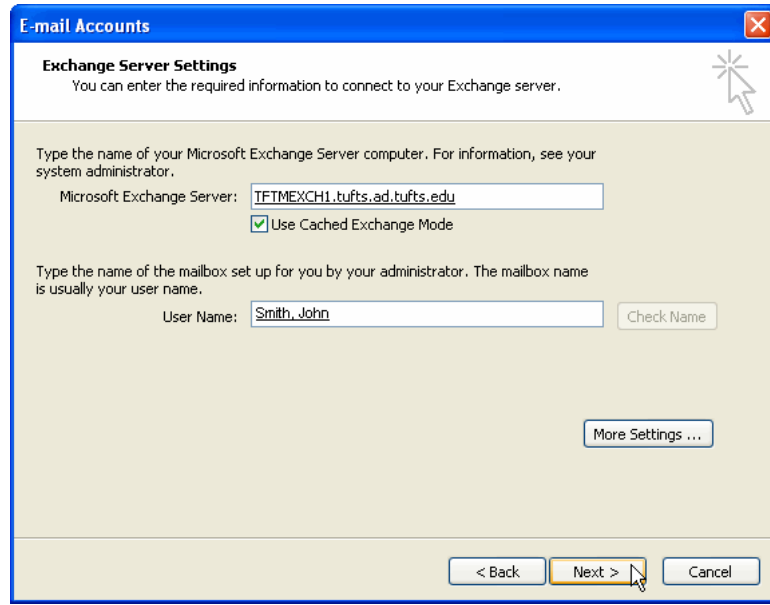
- The **Server Type** view of the E-mail Accounts window will appear.
- Click on the option button labeled **Microsoft Exchange Server**.
- Click on the button labeled **Next**.



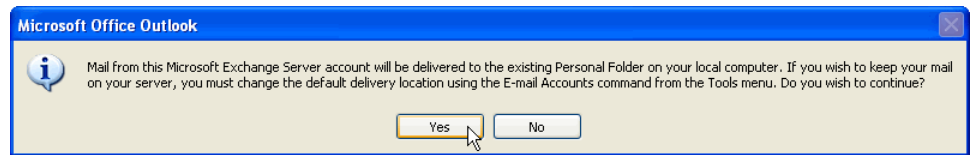
- The **Exchange Server Settings** view of the E-mail Accounts window will appear.
- In the box labeled **Microsoft Exchange Server**, type **tftmexch1.tufts.ad.tufts.edu**.
- In the box labeled **User Name**, type your Tufts UTLN (for example, jsmith01).
- Click on the button labeled **Check Name**.



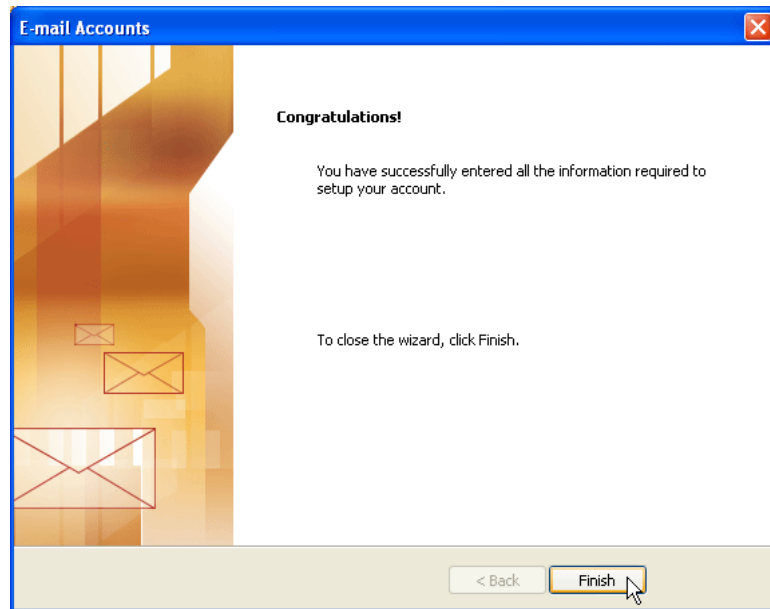
- Your name will become underlined in the box labeled **User Name** (for example Smith, John).
- Confirm that a checkmark appears in the box labeled **Use Cached Exchange Mode**.
- Click on the button labeled **Next**.



- The **Microsoft Office Outlook** window will appear.
- Click on the button labeled **Yes**.



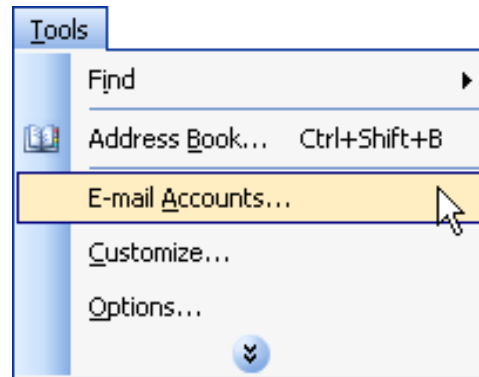
- When the **Congratulations** view of the E-mail Accounts window appears, click on the button labeled **Finish**.



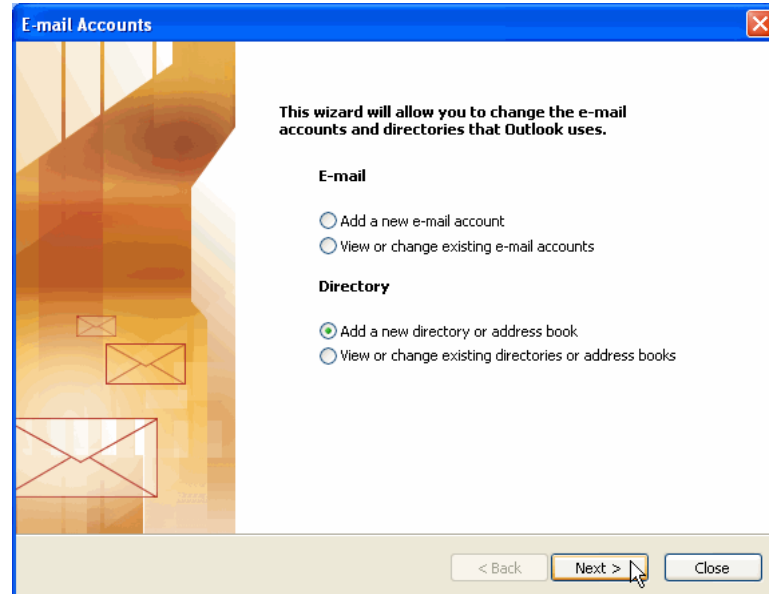
## Adding the Tufts LDAP to Your Address Book

If you wish to be able to search the Tufts directory from your Address Book while sending emails, you must add the Tufts LDAP directory to it. If you do not feel comfortable or you experience problems while adding the Tufts LDAP, please contact your FSP. To add the Tufts LDAP:

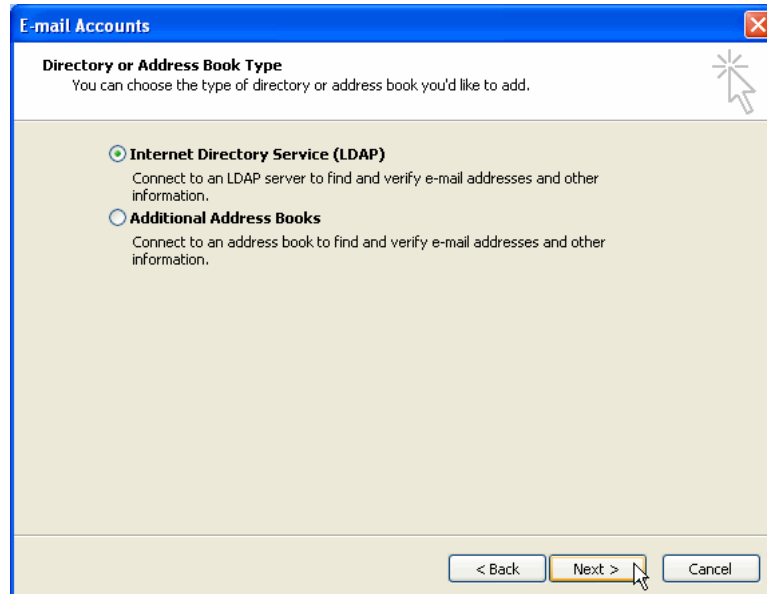
- From the **Tools** menu, select **E-mail Accounts**.



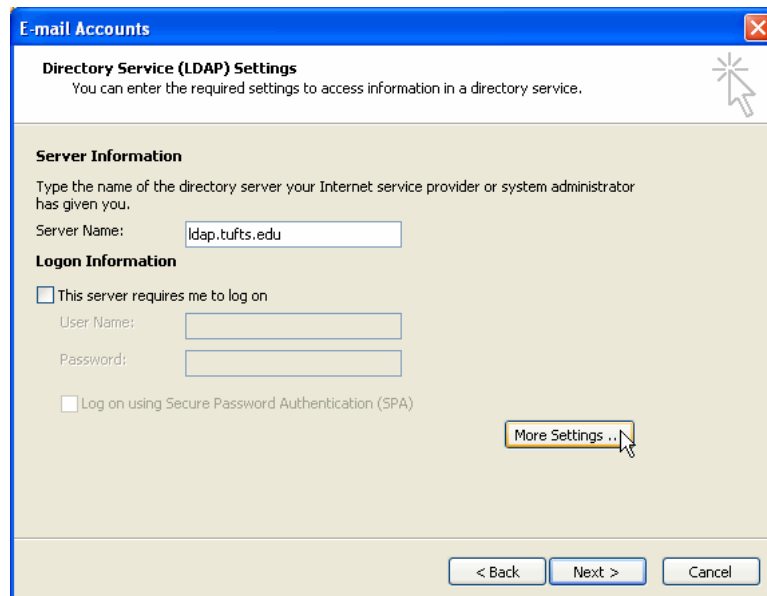
- The **E-mail Accounts** window will appear.
- In the **Directory** area, click on the option button labeled **Add a new directory or address book**.
- Click on the button labeled **Next**.



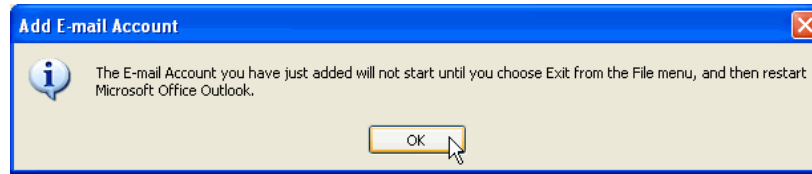
- The **Directory or Address Book Type** view of the E-mail Accounts window will appear.
- Click on the option button labeled **Internet Directory Service (LDAP)**.
- Click on the button labeled **Next**.



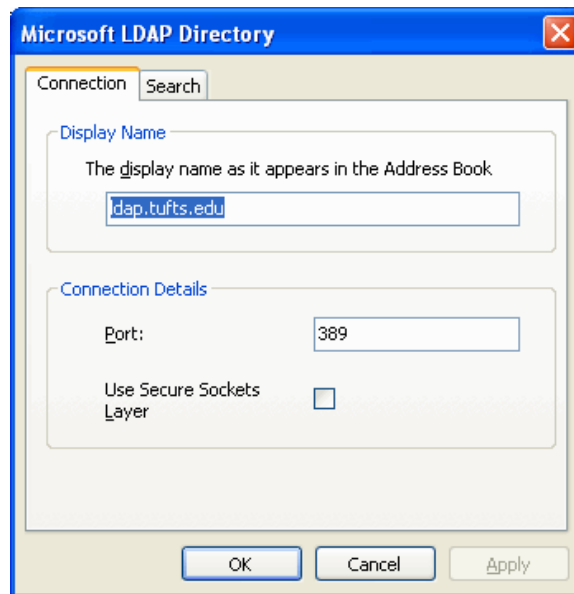
- The **Directory Service (LDAP) Settings** view of the E-mail accounts window will appear.
- In the box labeled **Server Name** type **ldap.tufts.edu**.
- Click on the button labeled **More Settings**.



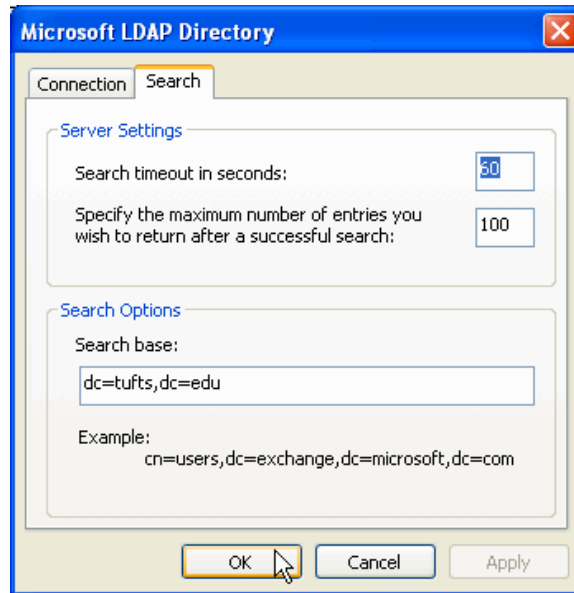
- The **Add E-mail Account** window will appear.
- Click on the button labeled **OK**



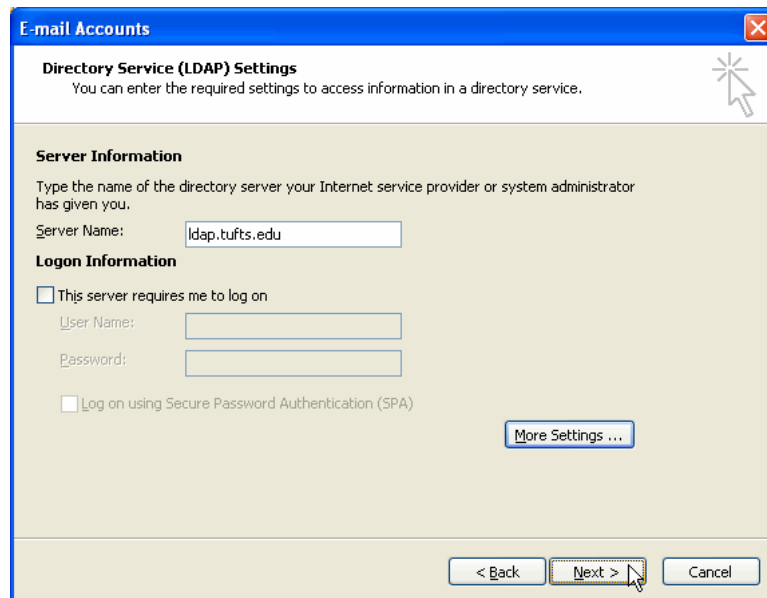
- The **Microsoft LDAP Directory** window will appear.



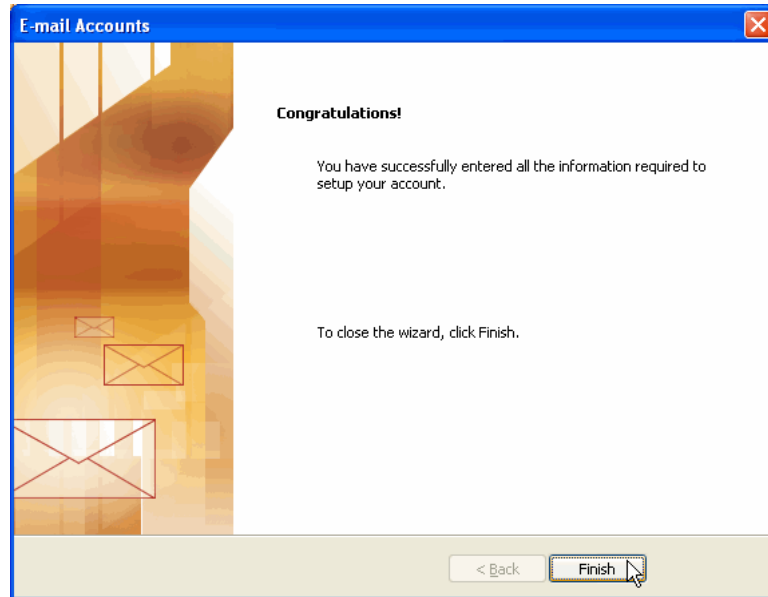
- Click on the tab labeled **Search**.
- In the box labeled **Search base**, type **dc=tufts,dc=edu**.
- Click on the button labeled **OK**.
- 



- From the **Directory Service (LDAP) Settings** view of the E-mail Accounts window, click on the button labeled **Next**.



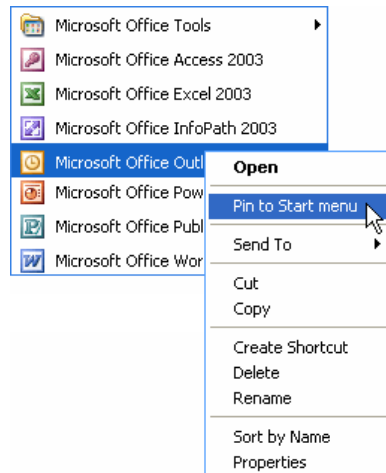
- The **Congratulations** view of the E-mail Accounts window will appear.
- Click on the button labeled **Finish**.



## Pinning Outlook to your Start menu

If you expect to use Outlook on a regular basis, you may want to permanently add Outlook to your Start menu.

- From the **Start** menu, select the **All Programs** submenu.
- From the **All Programs** submenu, select the **Microsoft Office Outlook 2003** folder.
- Right-click on **Microsoft Office Outlook 2003**.
- From the menu that appears, select **Pin to Start Menu**.



- You can now select **Microsoft Office Outlook 2003** directly from your Start menu.

