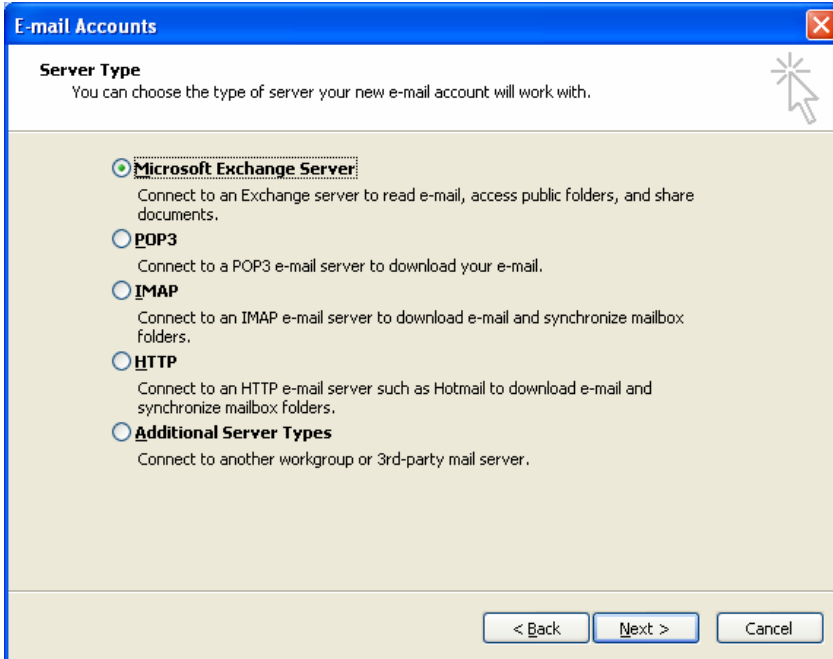


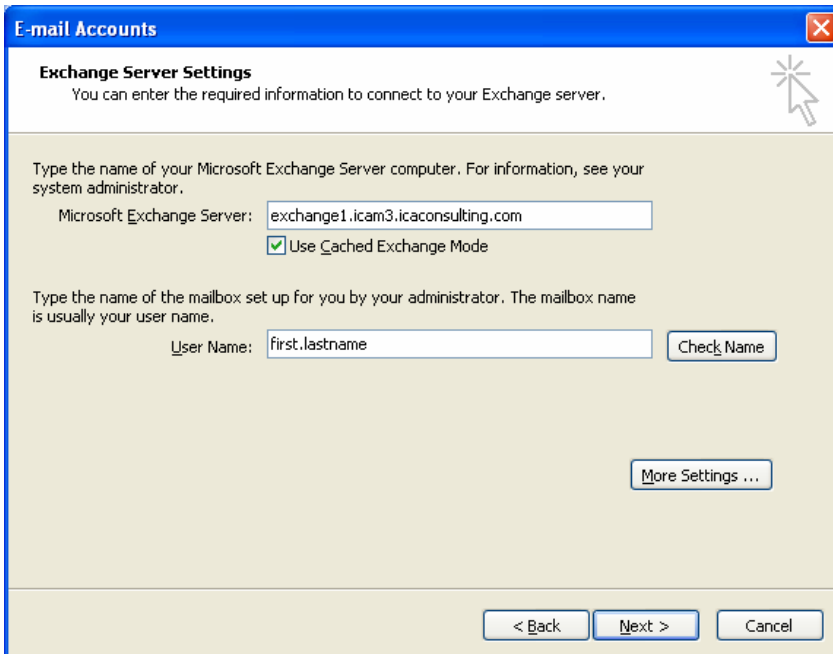
# Microsoft Outlook 2003 Configuration

## Connecting to an Exchange Server Using RPC over HTTP

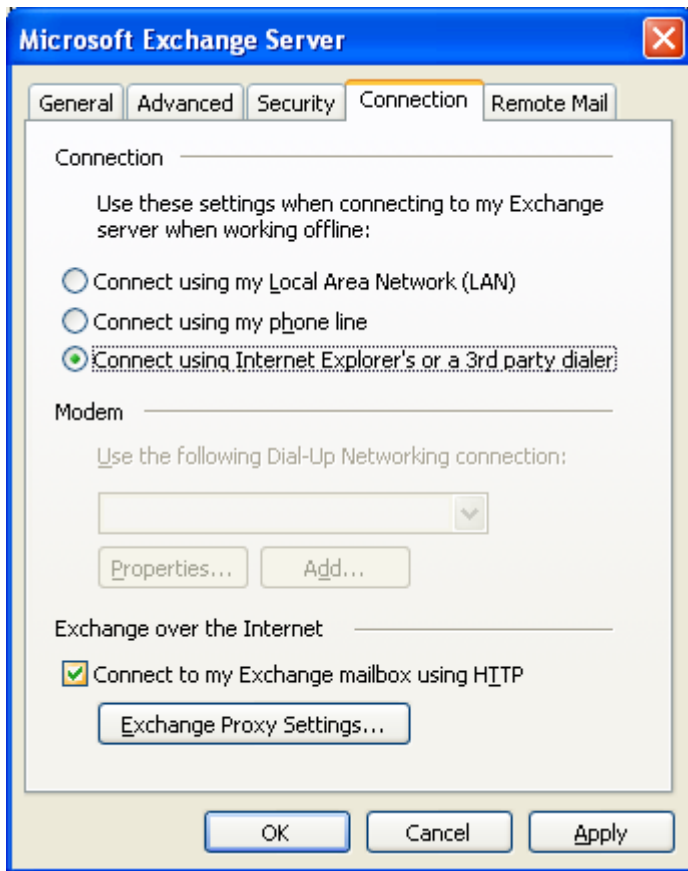
- Go to Control Panel and open the mail program
- Create a new profile if necessary, use the users name for the profile
- Now create a new email account, choose the Microsoft Exchange Server



- Enter the following Server and appropriate User Name

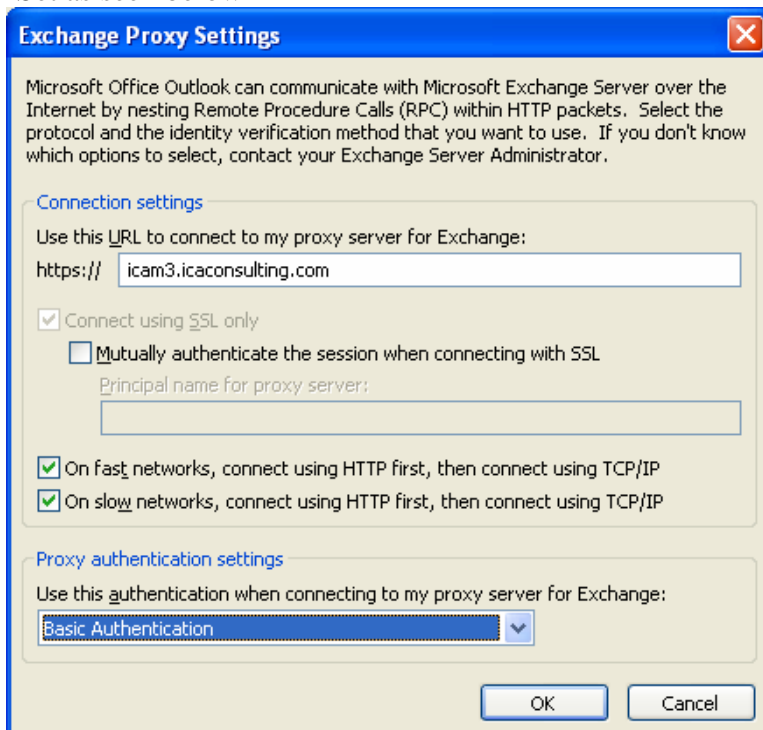


- Choose More Settings (you may get some errors but just cancel them and proceed to the MS Exchange server settings screen)
- Choose the Connection tab, set as seen below.



\*If the “Connect to my Exchange mailbox using HTTP” does not appear, download the following Patch: <http://www.icaconsulting.com/Downloads/Outlook/rpchtppatch.zip>

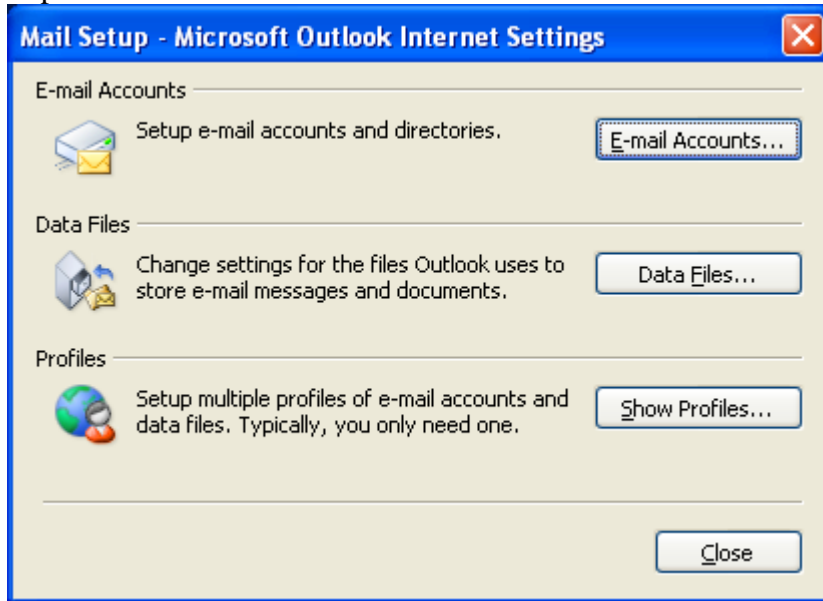
- Choose the “Exchange Proxy Settings” button
- Set as seen below



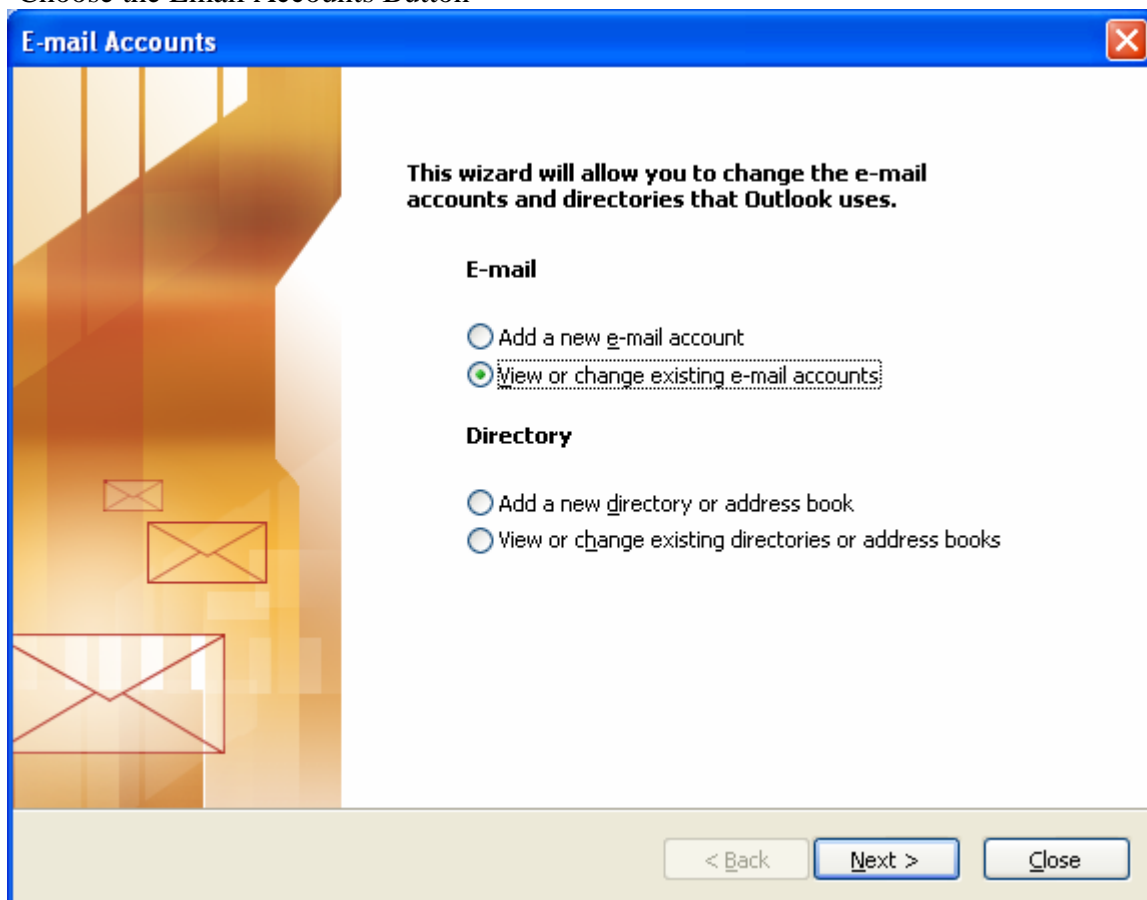
- Choose OK and save these settings

## Check the Delivery Options:

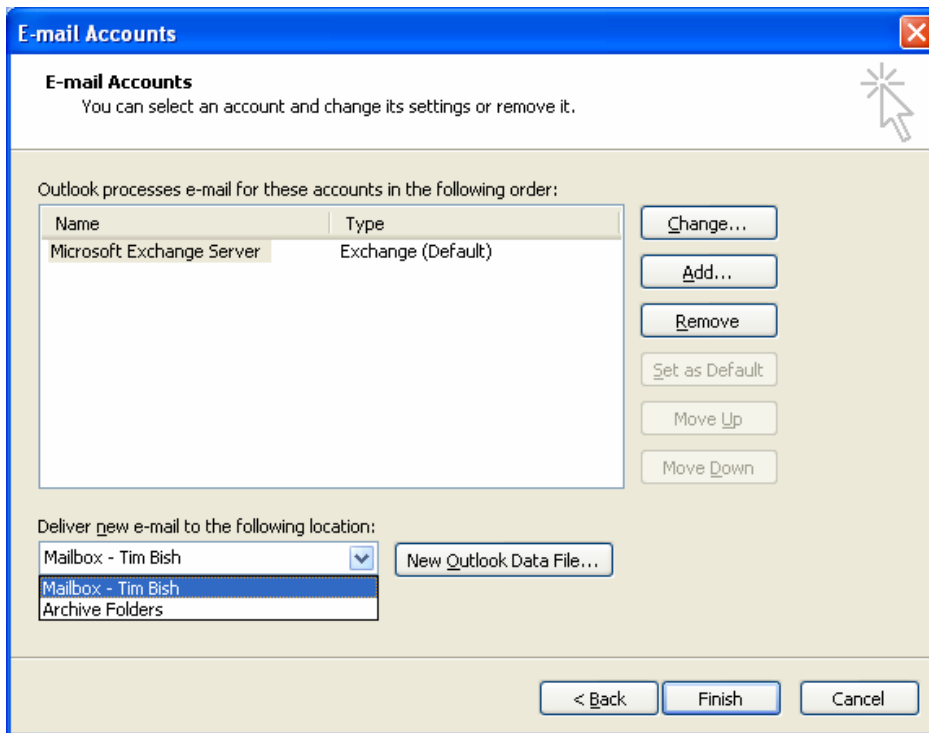
-Open Control Panel and Double Click the Mail Icon



-Choose the Email Accounts Button

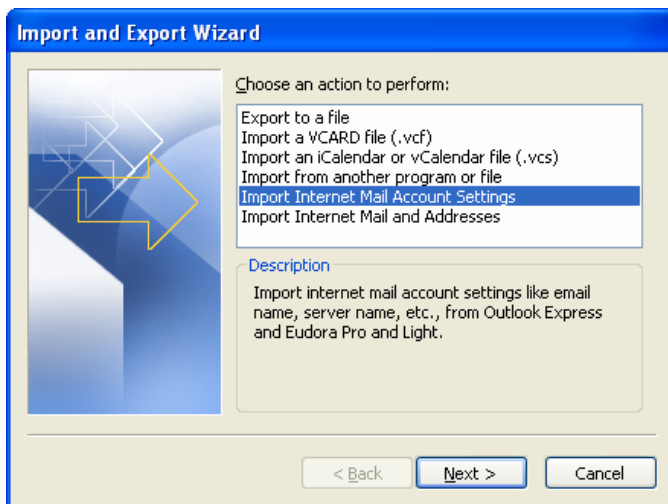


-Choose View or Change Existing Email Accounts



-Make sure the option for “Deliver New Email to the following location” shows the users mail box or Private Folder. If you do not choose this, the email will not stay on the server and be downloaded to the local personal file.

- If customer is using Outlook Express presently, import mail
  - File – Import and Export
  - Import Internet Mail Account Settings



- Choose the Outlook Express account you want to import and follow the instructions
- After importing is complete, Go to the menu, Tools --- Email Accounts, View or change existing email accounts, Delete imported POP mail account from Outlook.
- Start Outlook and when prompted for username and password enter the username as follows:
  - ICAM3/firstname.lastname
- The server will now begin synchronizing you mail and other items with your computer.