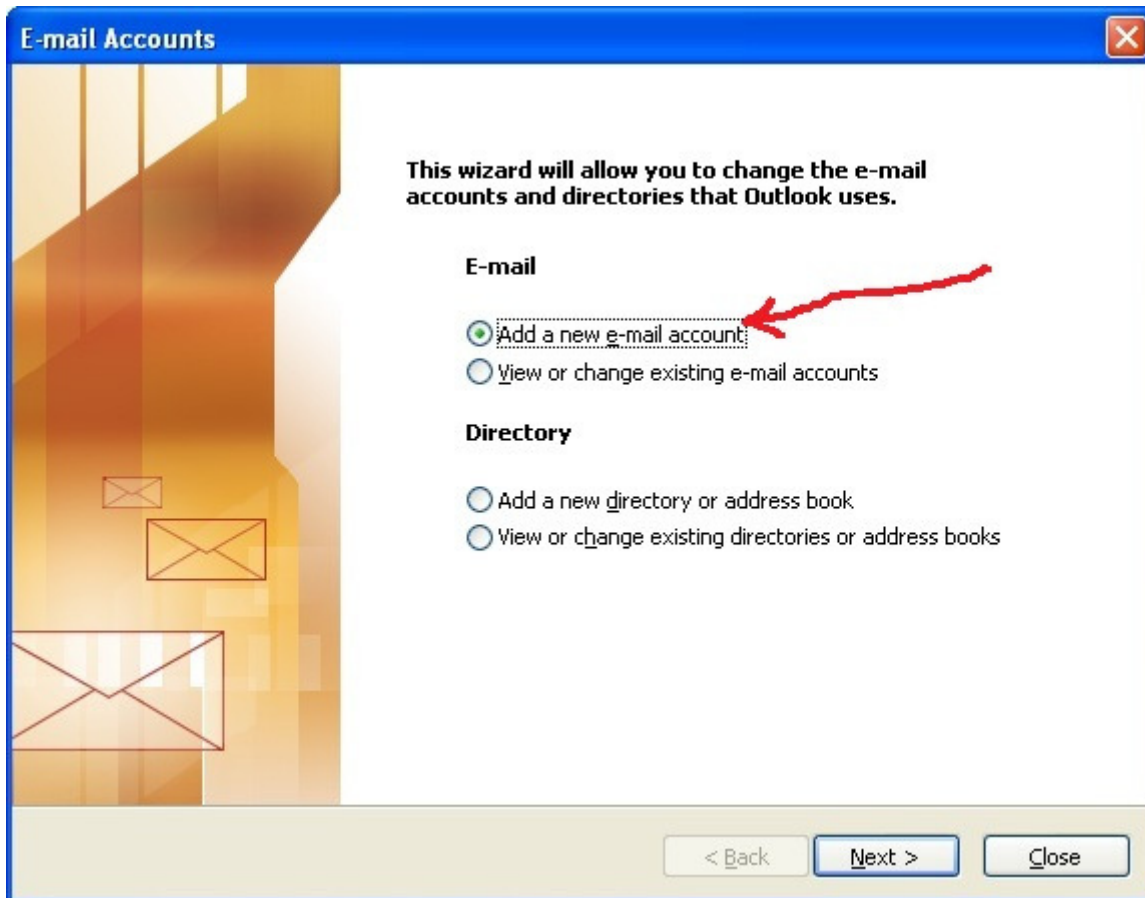


Setting up Outlook 2003

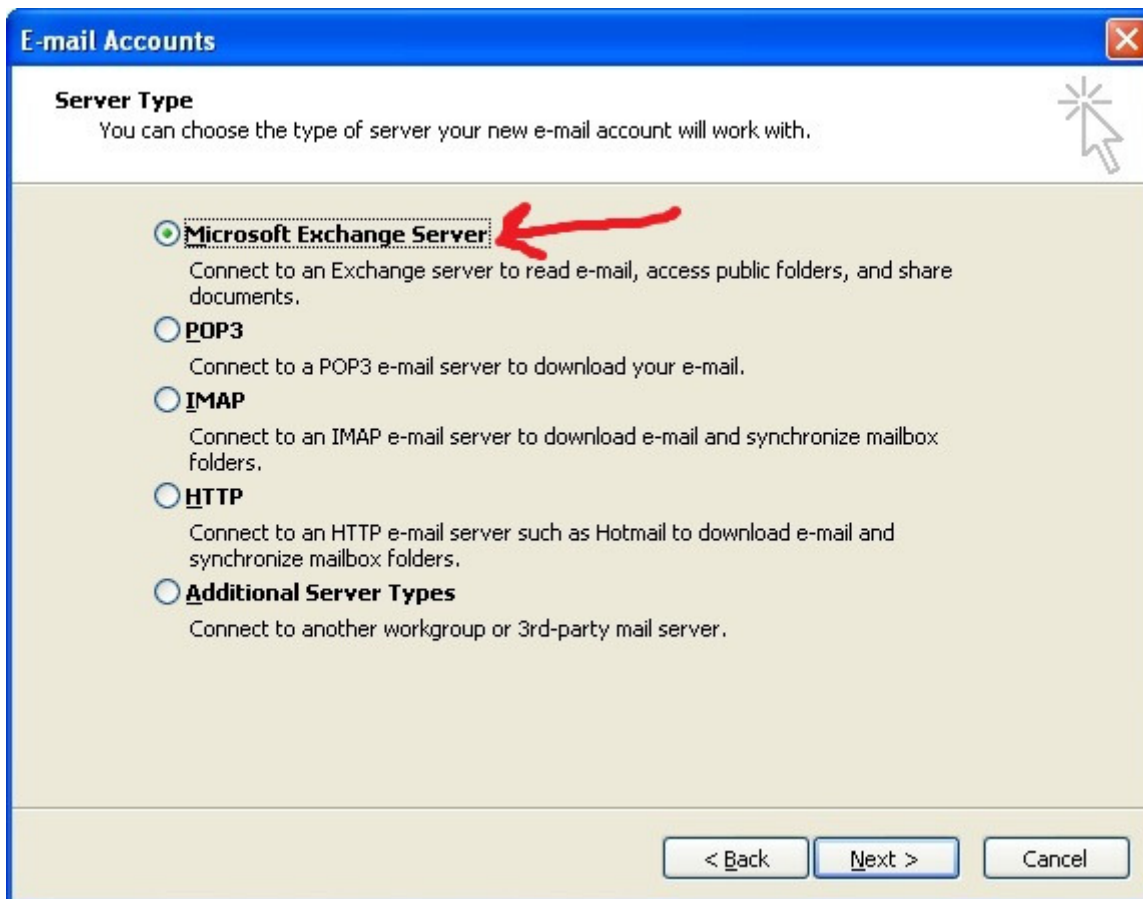
Open Outlook



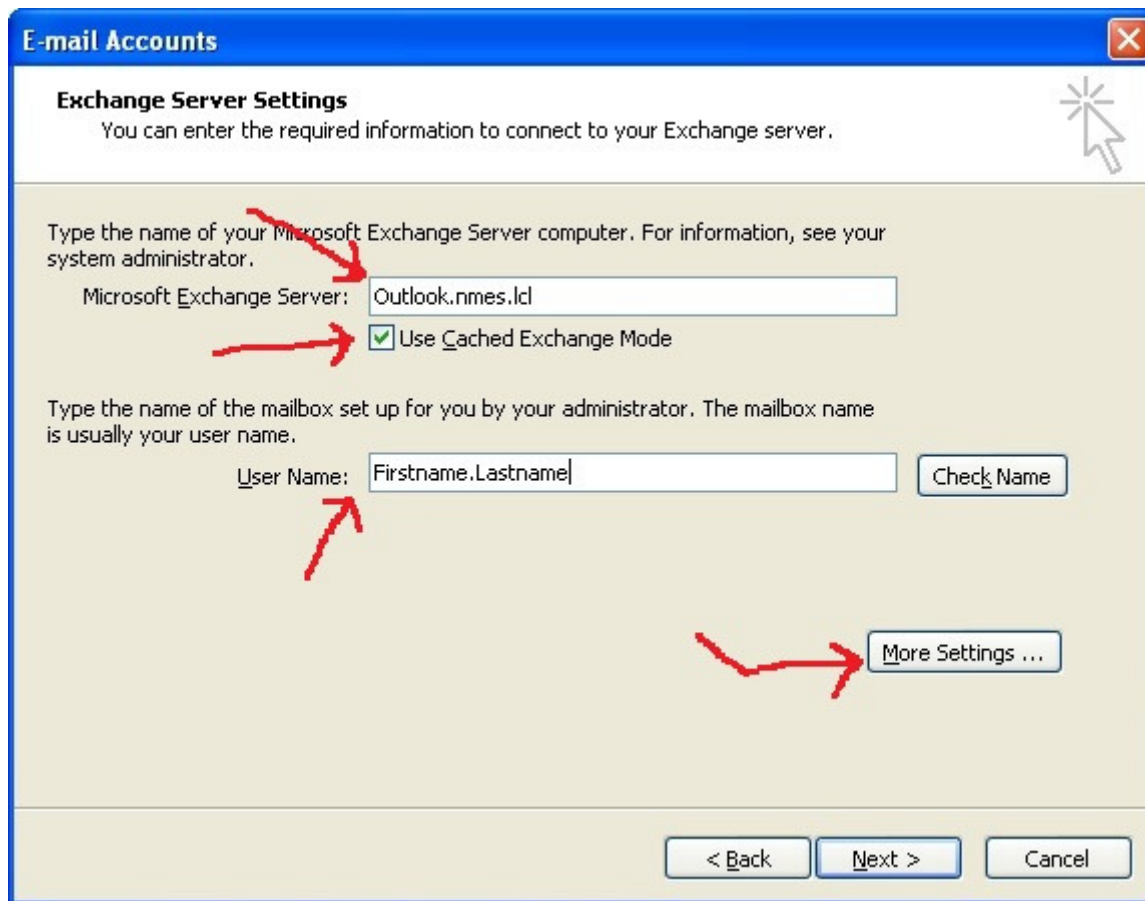
Type Outlook Click OK



Click Add a new e-mail account – Click Next



Click Microsoft Exchange Server – Click Next

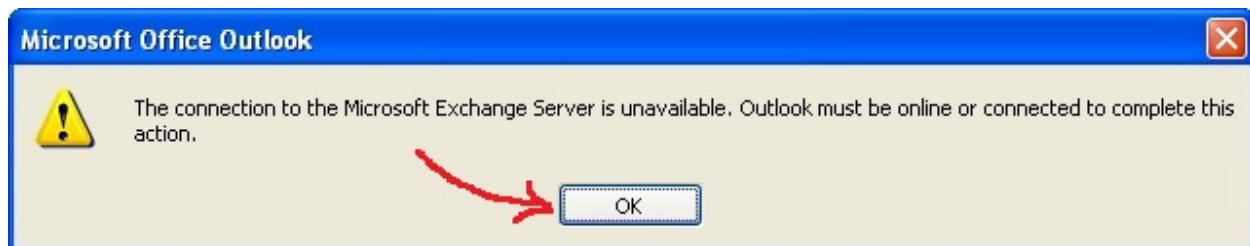


Type under Microsoft Exchange Server: Outlook.nmes.lcl

Verify that Use Cached Exchange Mode is Checked

Type "your" Firstname a period and then your Lastname IE: John.Smith

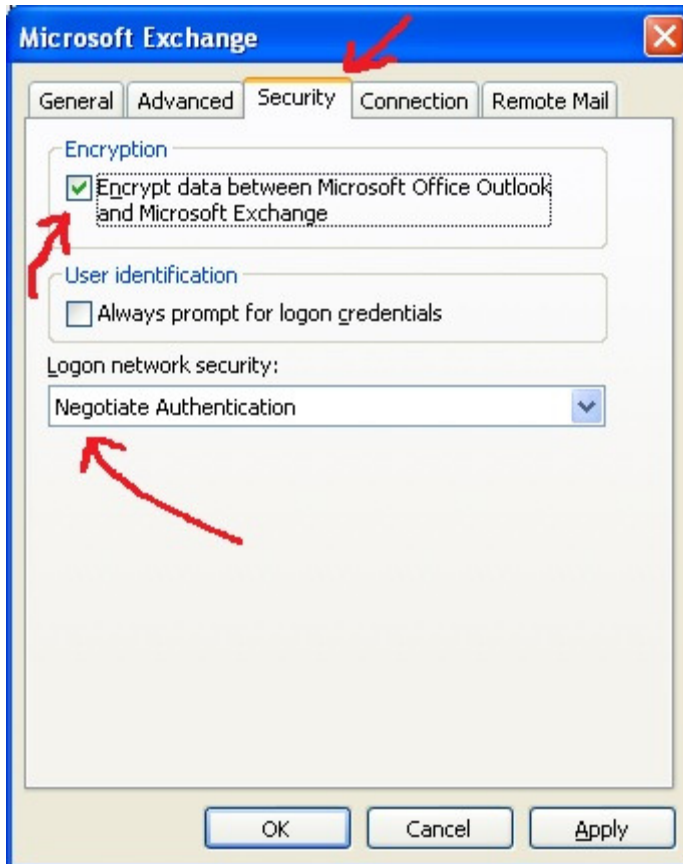
Click More Settings



Click OK

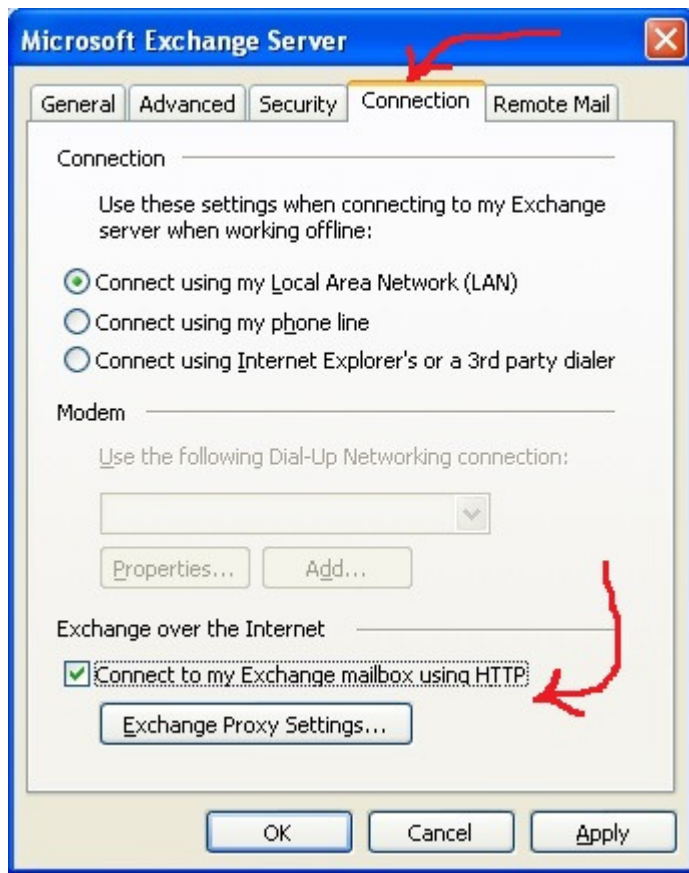


Click Cancel



Click Security Tab – Verify the checkmark is on Encrypt data between Microsoft Office Outlook and Microsoft Exchange

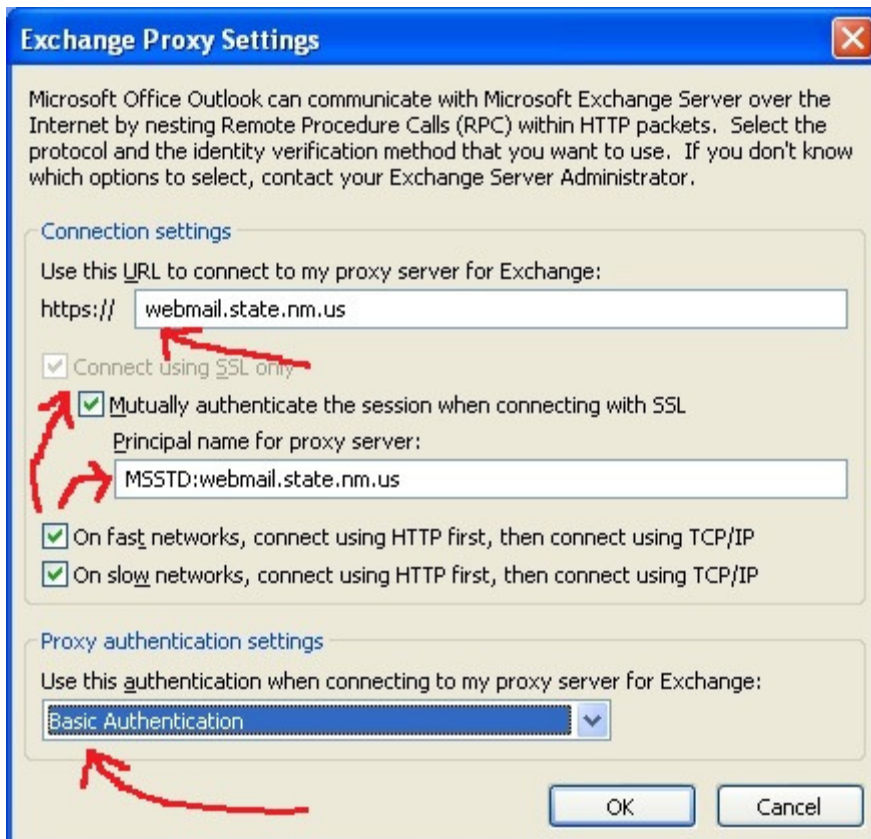
Verify under Logon network security: Negotiate Authentication is listed.



-Click Connection Tab

- Click Connect to Microsoft Exchange using HTTP

- Click Exchange Proxy Settings



Type- webmail.state.nm.us

Click Connect using SSL only

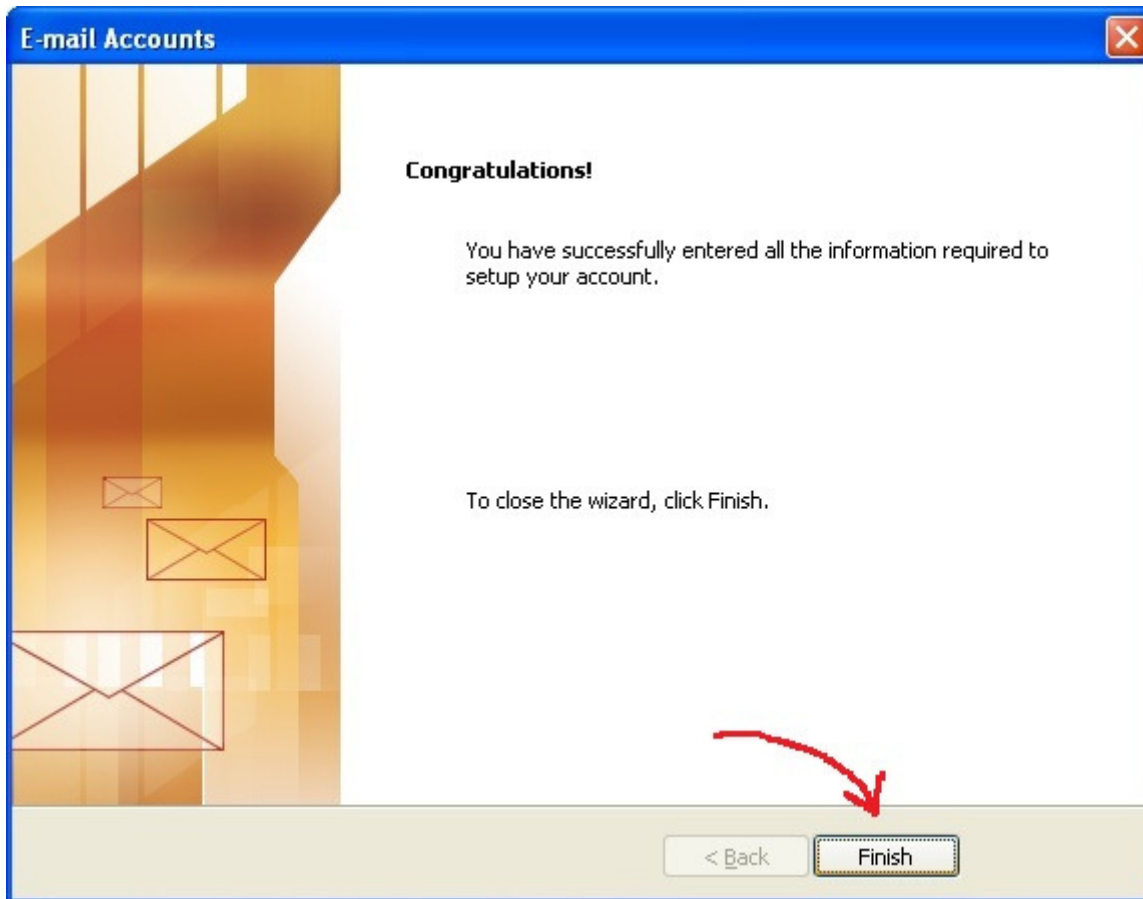
Type- MSSTD:webmail.state.nm.us

Click On fast networks, connect using HTTP first, then connect using TCP/IP

Change Proxy authentication settings to Basic Authentication – Click Ok



Click OK – Click Next



Click Finish

Double Click Microsoft Outlook 2007



Login with NMES\First Name.Last Name and Password