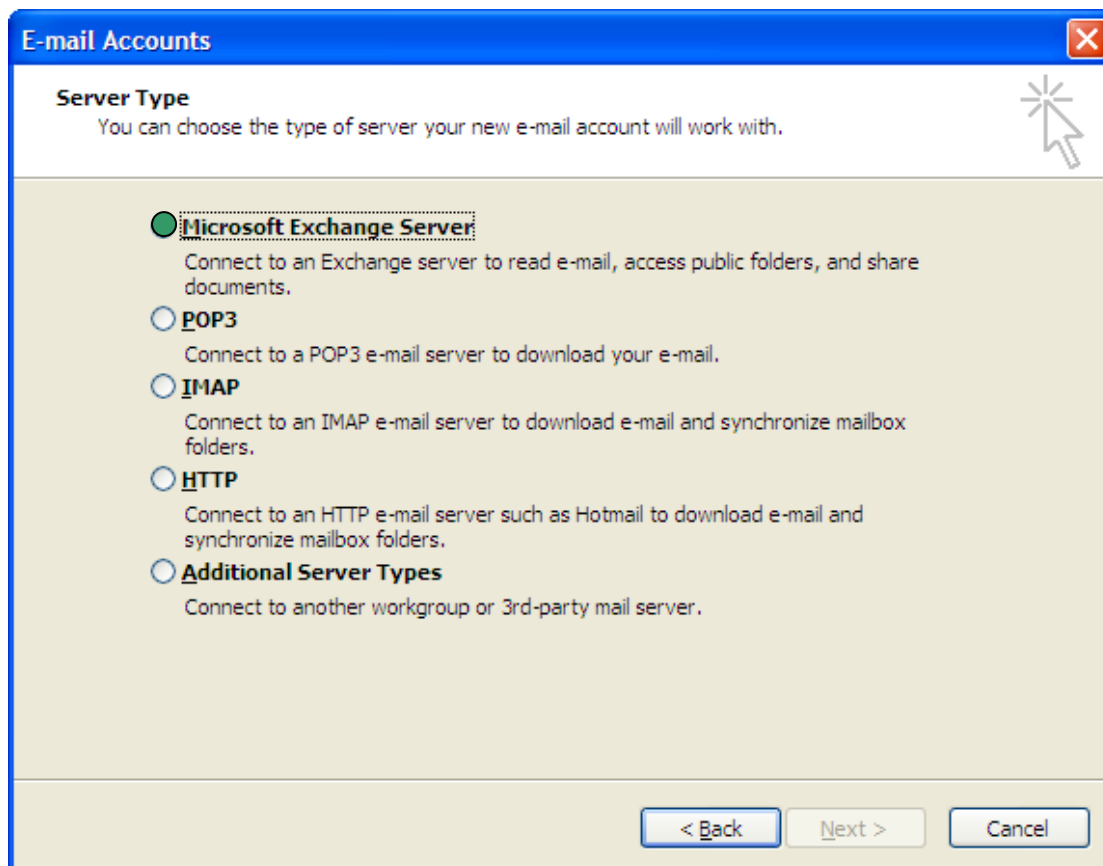


Connecting to Exchange Outlook from Alternative PC

- Log into PC as yourself (username/password)
- Double Click the Outlook icon
- On the initial Screen click **Next**
- On the next screen click on **Yes**
- Select **Microsoft Exchange Server** as shown below



- In the **Microsoft Exchange Server** section, type in your server name.
- In the **User Name** field, enter your username.
- Leave the tick on **Use Cached Exchange Mode** as shown on next page.

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:

Click on **Finish**