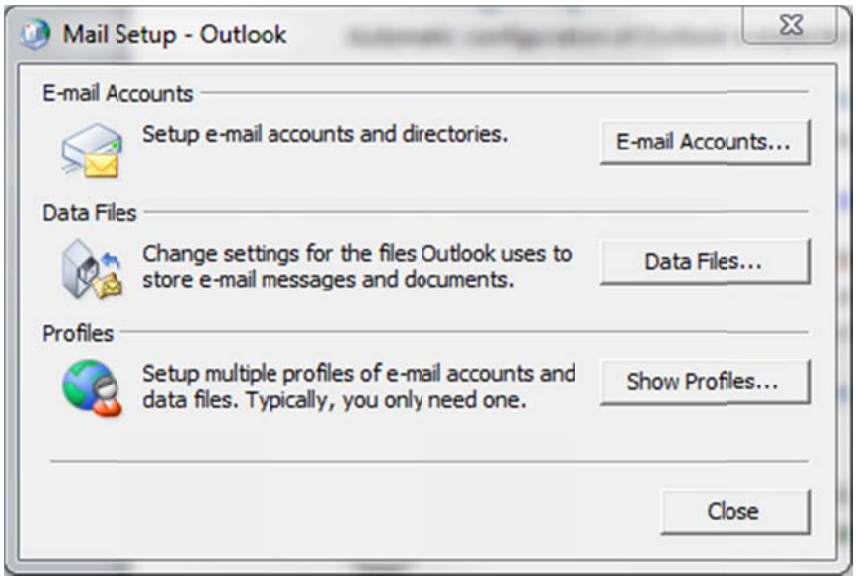
1 Configuring Outlook for MAPI

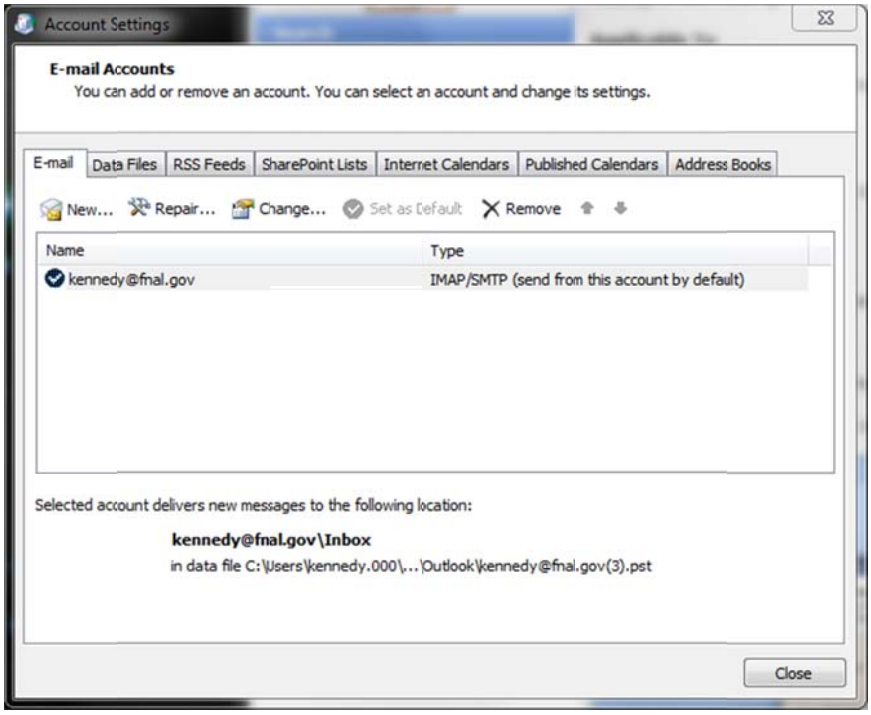
1.1 How to Create a Configuration Manually

WINDOWS:

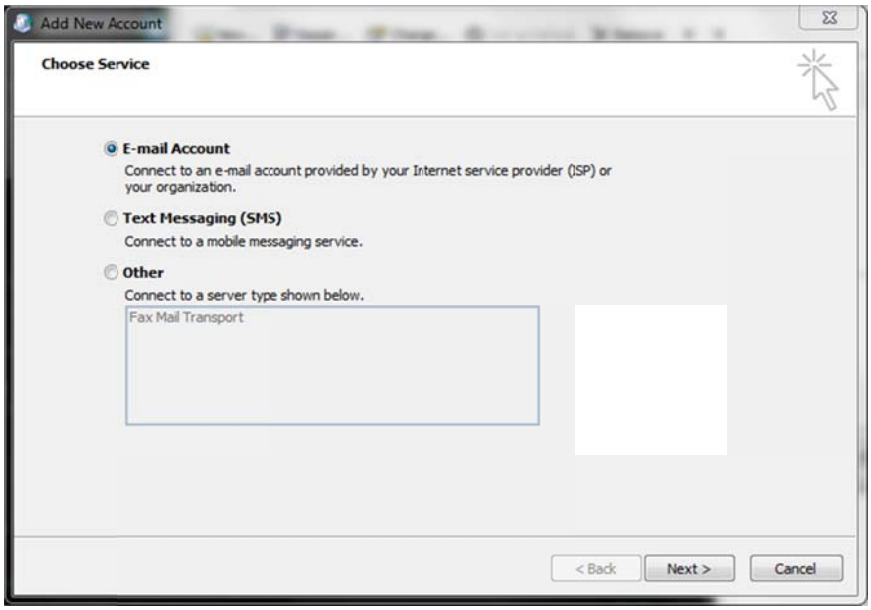
Exit Outlook. Unlike most procedures, the mail program should NOT be running for this to work. Select "Start" (as shown as a Windows icon), and "Control Panel". In the Control Panel, select "Mail".



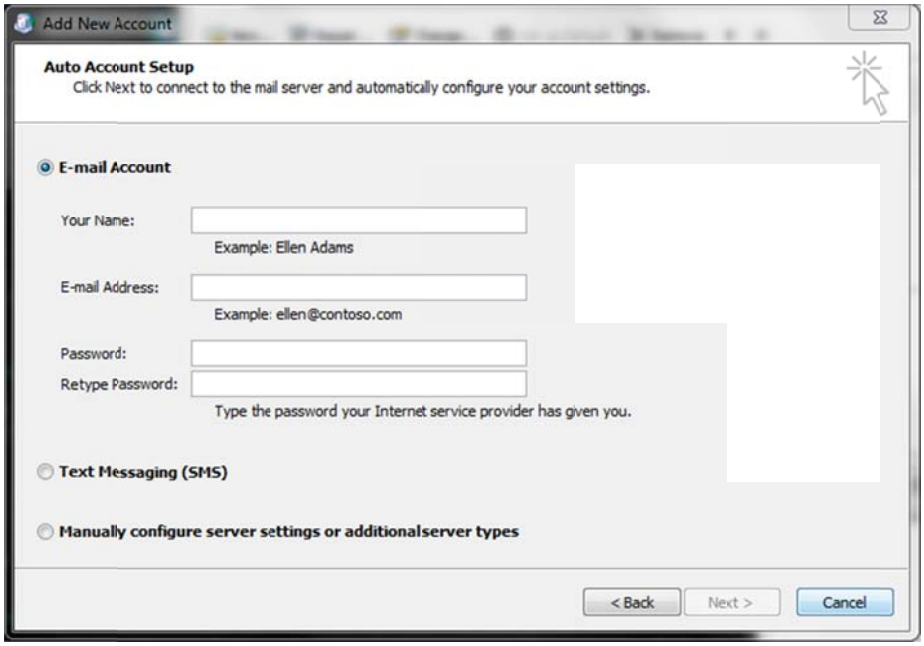
Select "E-mail Accounts…"



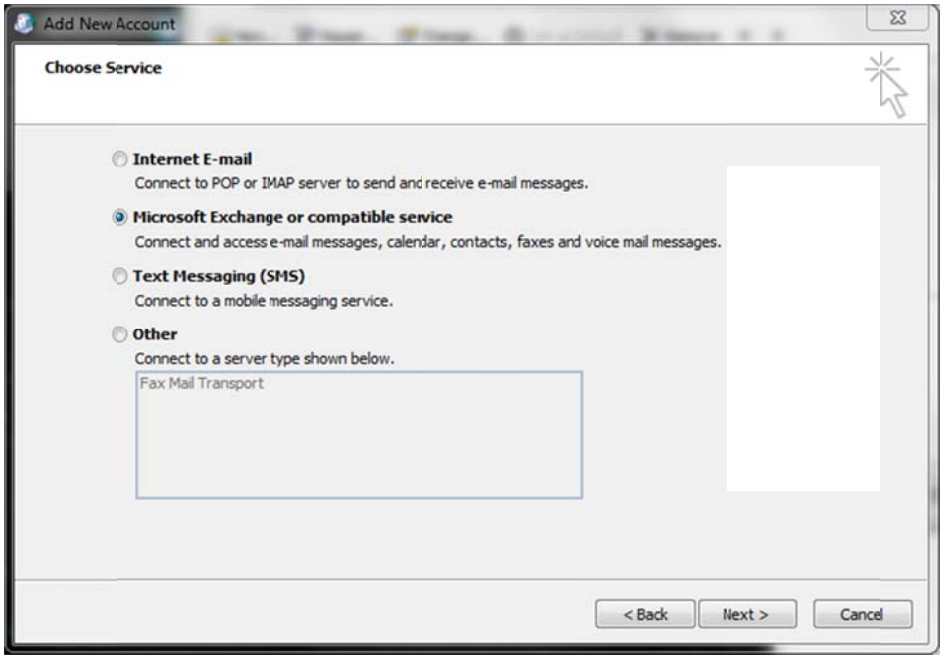
Select “New…”



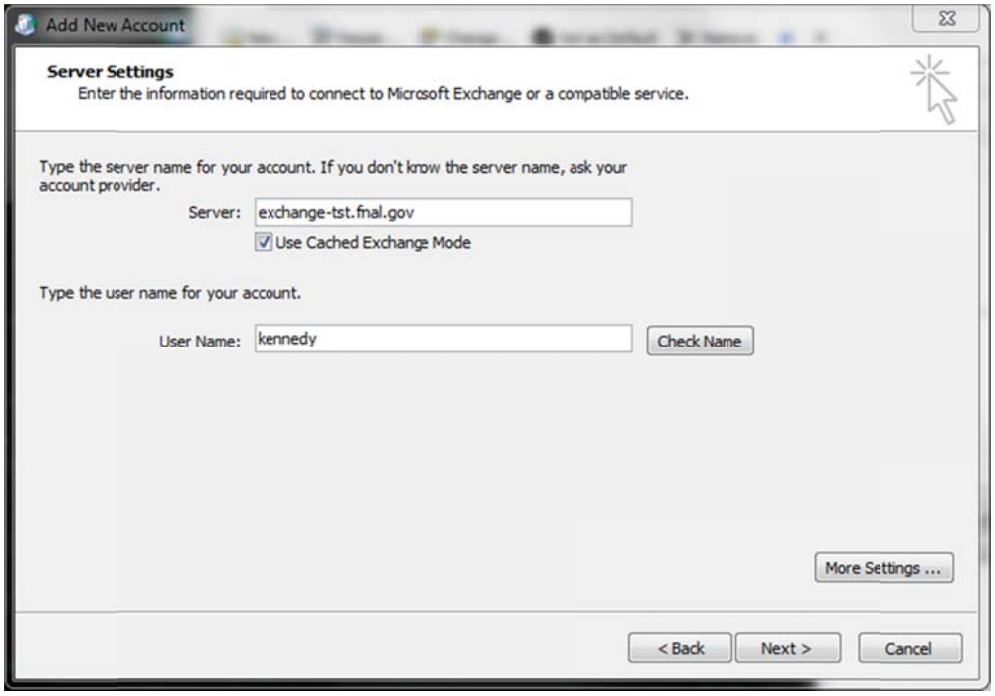
Select “Next >”



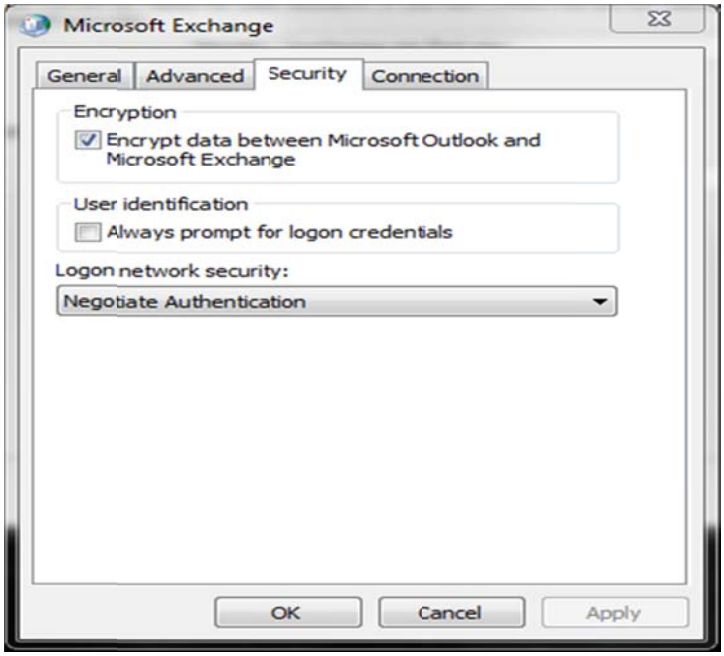
You should be able to fill out this “Add New Account” form and select “Next >” for Outlook to discover your email configuration. However, since this is the manual configuration procedure, we will select “Manually configure server settings…”.



Select “Microsoft Exchange or compatible service” and “Next >”.

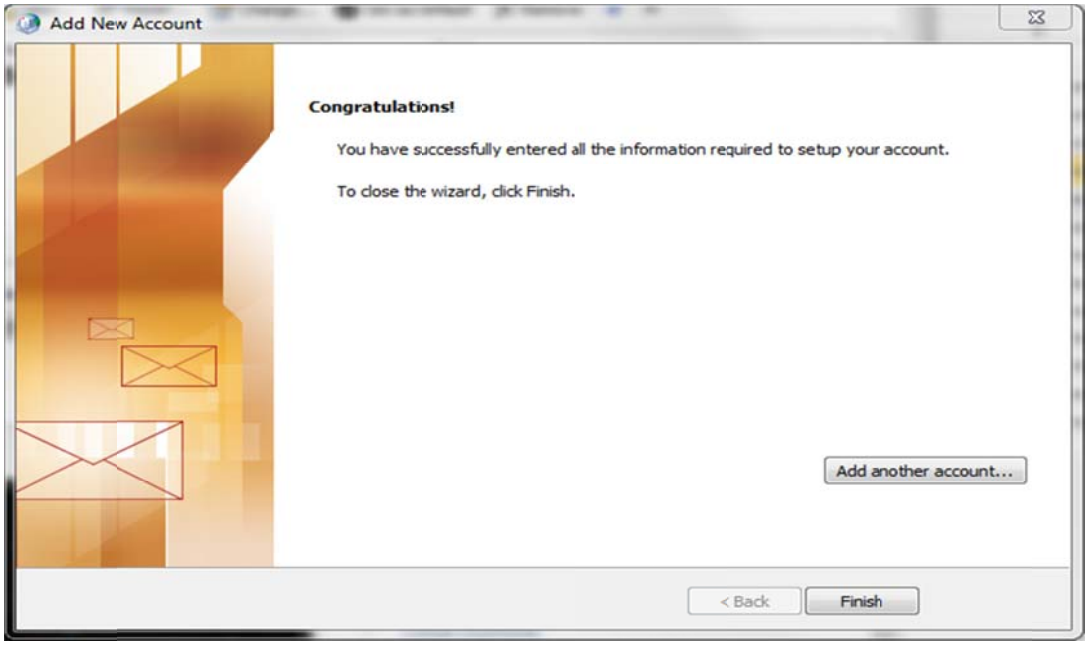


Enter “email.fnal.gov” for the Server field, and your username. Then select “More Settings…”

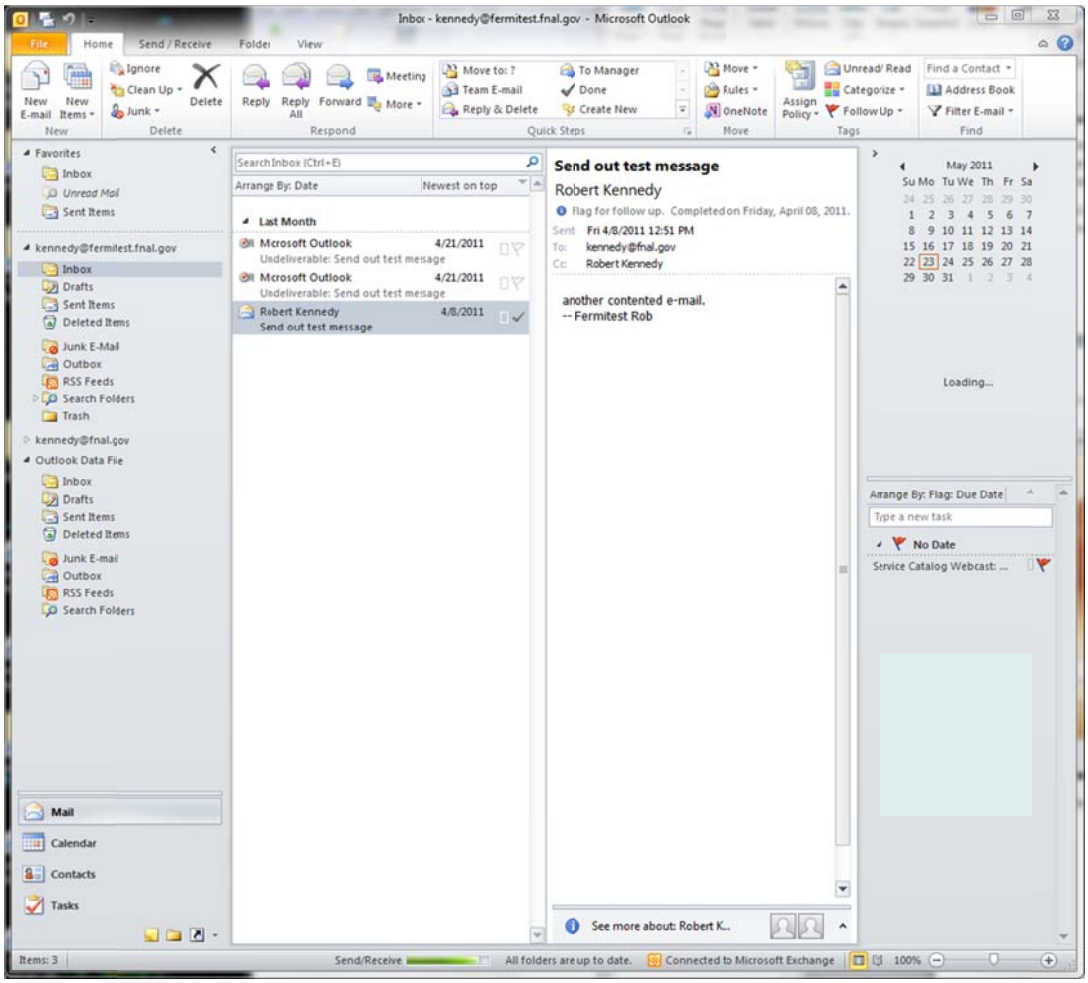


Under the “Security” tab, be sure “Encrypt data between Outlook and Exchange” is checked, and the logon network security is set to “Negotiate Authentication”. Select “OK”. You will return to the “Add New Account” form, where you may now select “Next >”.

You will be prompted for your password to login to Exchange. Be sure to enter your SERVICES username as SERVICES\<username>.

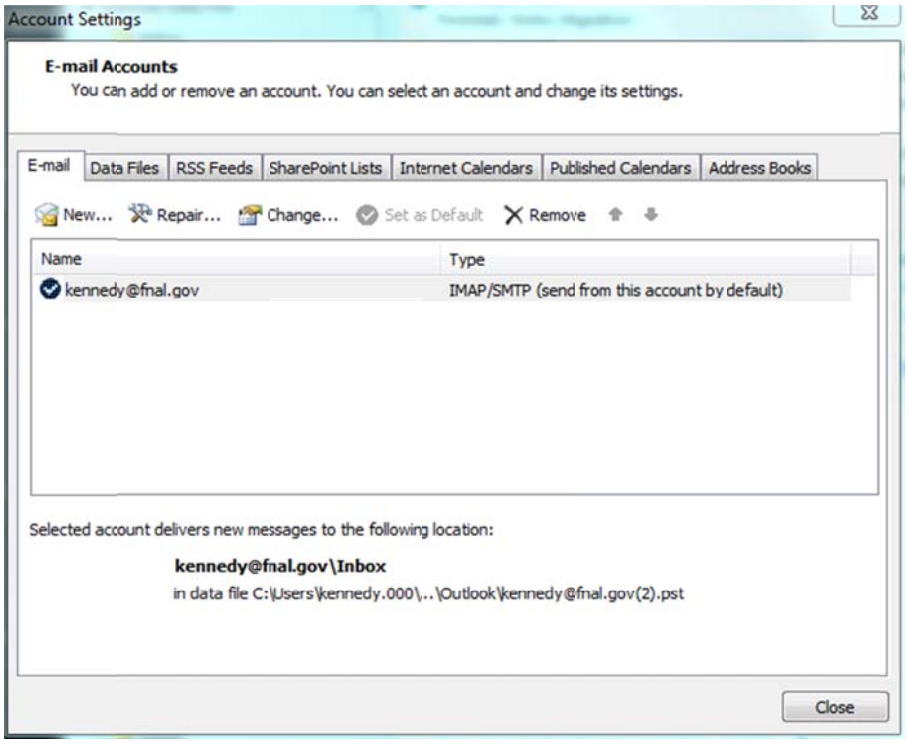


You may start Outlook. You will be prompted for your SERVICES password as Outlook starts.



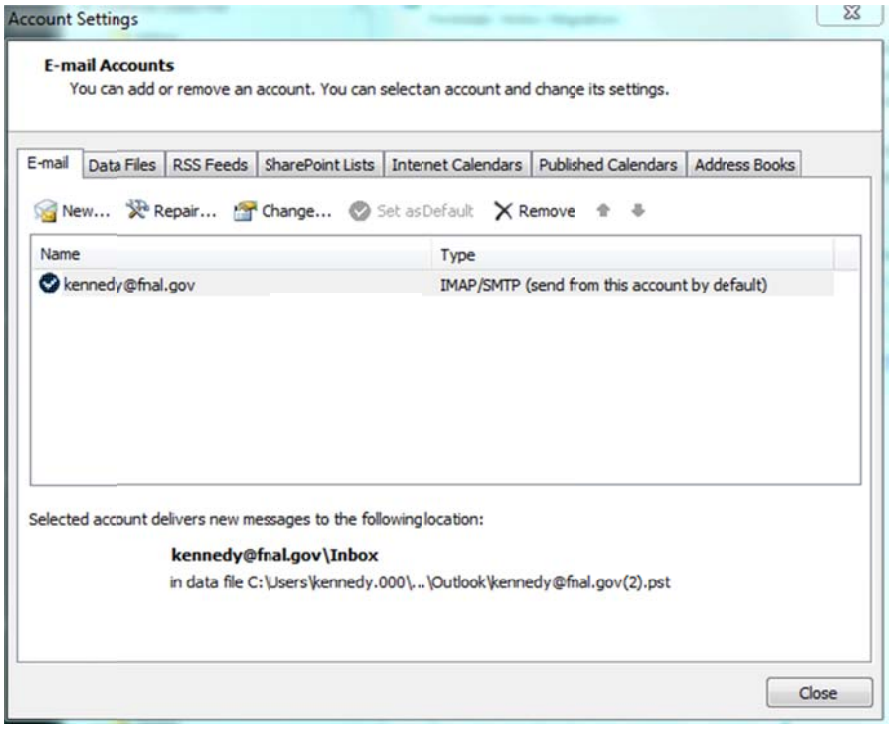
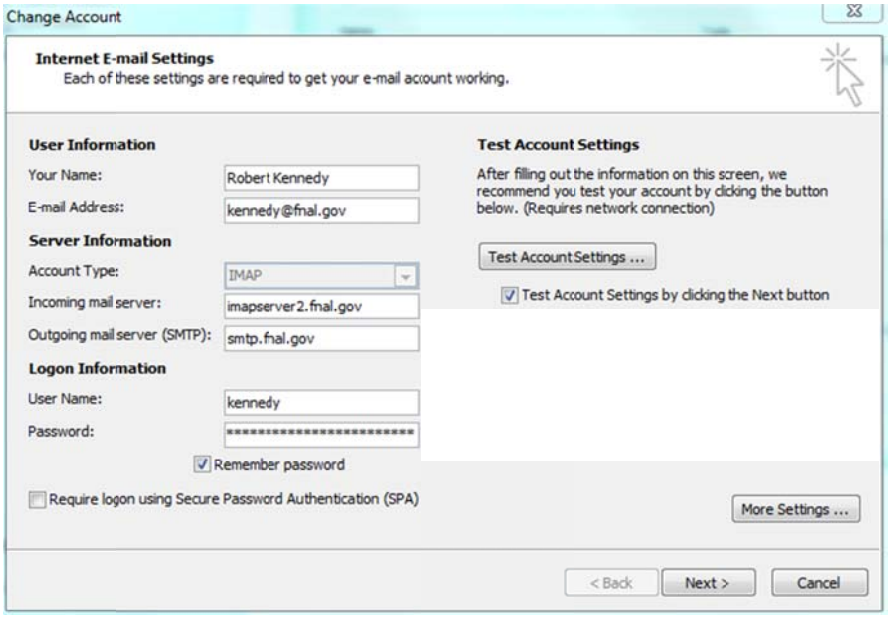
1.2 How to Remove a Configuration

Under the “File” menu option, select “Account Settings”. Select/highlight the e-mail configuration you wish to remove. Select “Remove”.



1.3 How to Check or Edit a Configuration

Under the “File” menu option, select “Account Settings”. Select/highlight the e-mail configuration you wish to remove. Select “Change…”.



You will then be able to view the settings in the “Change Account” panel.