

Configuring Outlook 2003 for eMarq

Use the instructions that follow to configure Microsoft Outlook 2003 for use with the eMarq email system.

Requirements

- Microsoft Outlook 2003
- Connection to Marquette University network

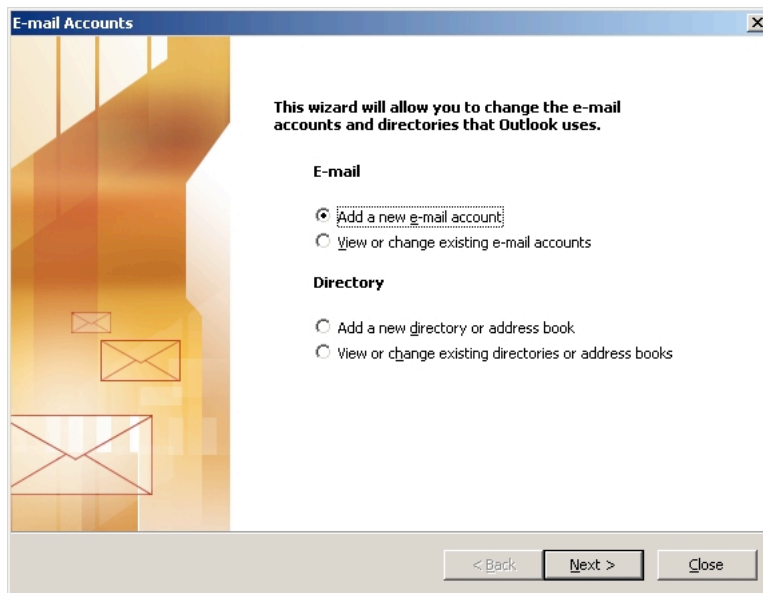
1. Visit

<http://office.microsoft.com/search/redir.aspx?AssetID=ES790020331033&Origin=HH101955621033&CTT=5> to check for any needed updates to the Office 2003 suite.

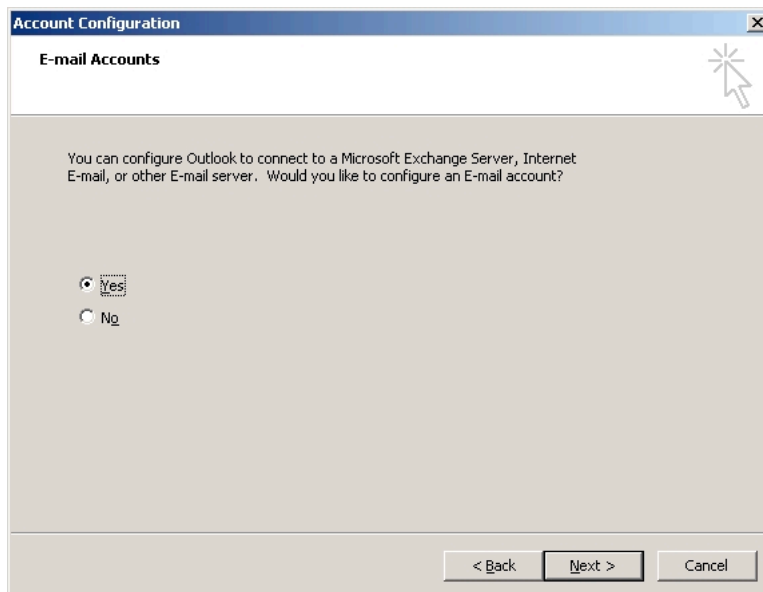
2. Launch Outlook 2003 by clicking the **Start** menu, selecting **Programs** (or All Programs), **Microsoft Office** and then **Microsoft Office Outlook 2003**. The Outlook Setup Wizard will now be initiated as shown below. Click the **Next** button to continue.



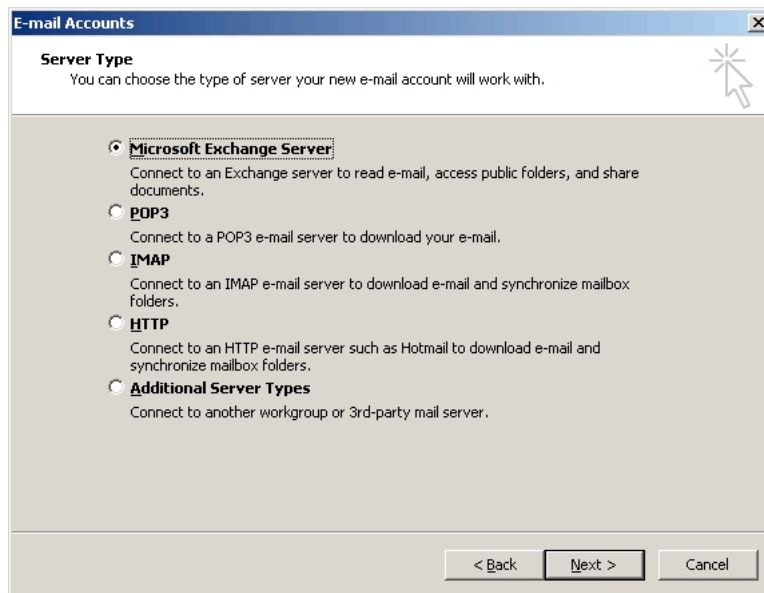
3. When the **E-mail Accounts** window appears as shown below, select the option to **Add a new e-mail account**, and then click **Next** to continue.



4. When the **Account Configuration** window appears as shown below, select **Yes** and then click **Next** to continue.



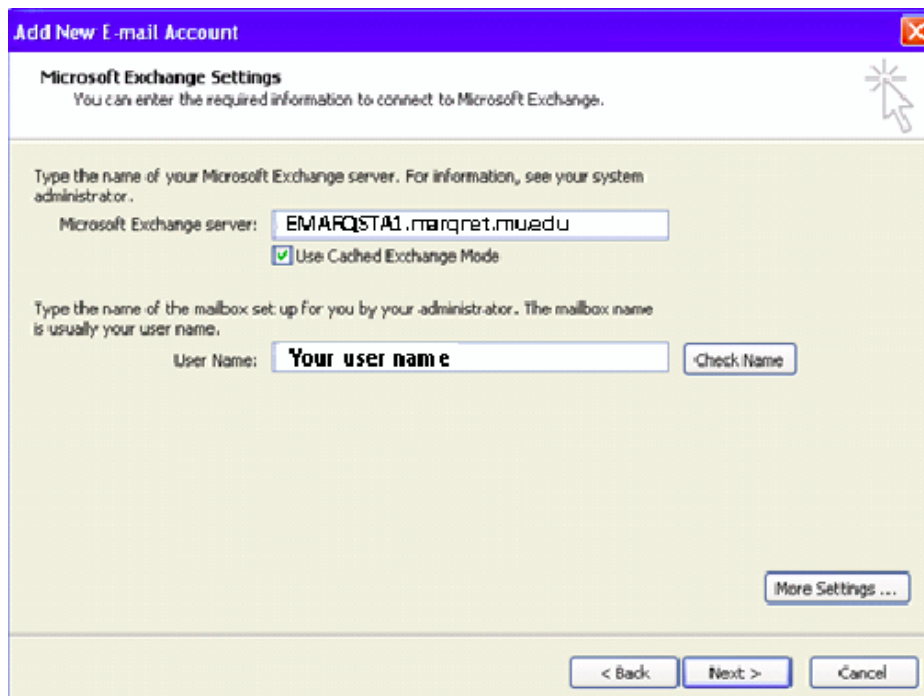
5. When the **E-mail Accounts** window appears as shown below, select the option for **Microsoft Exchange Server** and then click **Next** to continue.



6. When the **E-mail Accounts** window appears as shown below, the following information should be entered and verified:

Microsoft Exchange Server: **emarqsta1.marqnet.mu.edu**
Use Cached Exchange Mode: **Checked**
User name: your email user name

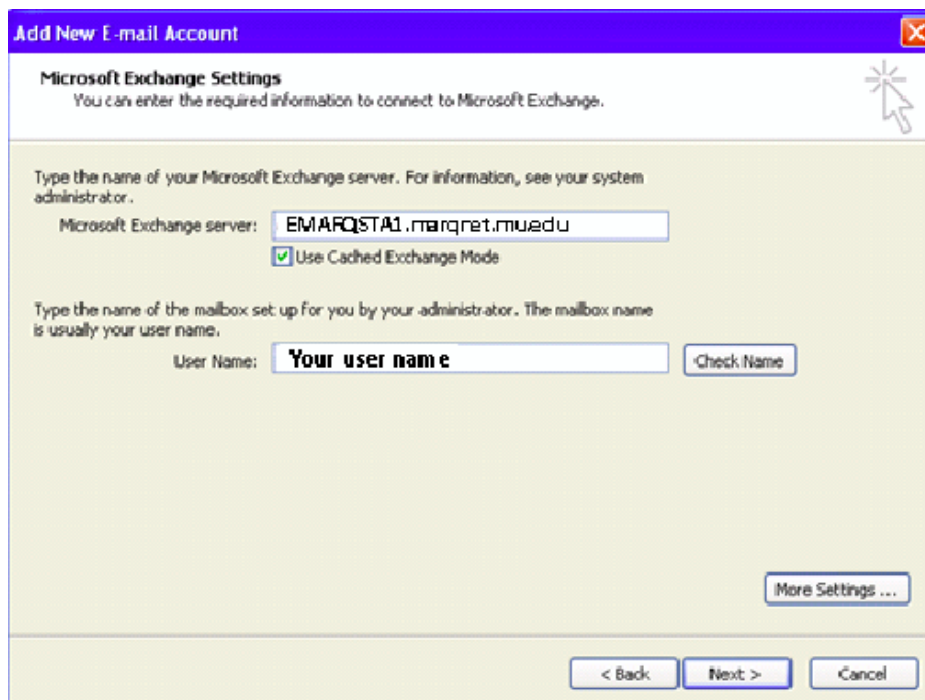
After the necessary information has been entered, click on the **Check Name** button.



7. You may be prompted as shown below. Enter your user name and password. The email user name should be in the format of **MARQNET\username** and password is your email password. Remember that the password is case-sensitive. Click **OK** to continue.



8. After the eMarq system has validated your user name and password, the fields in the **E-mail Accounts** window will change. The entry for **Microsoft Exchange Server** may vary. Click **Next** to continue.

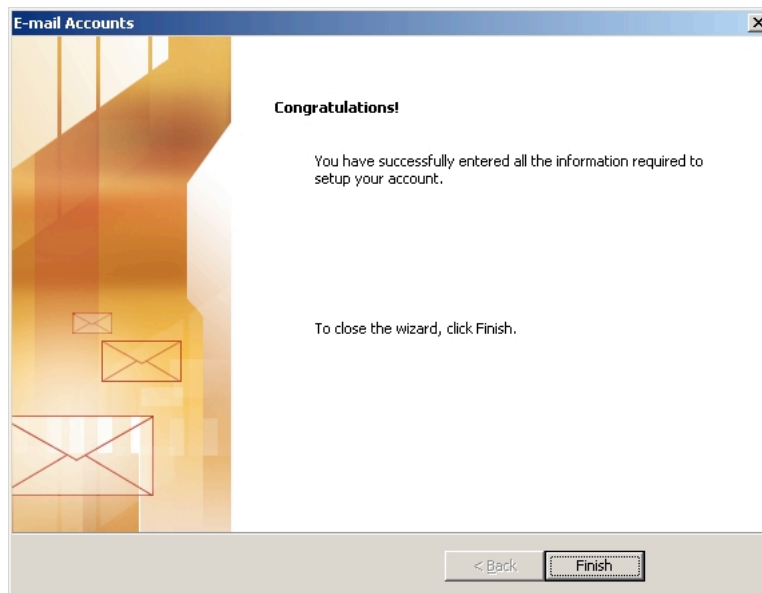


9. You may again be prompted for your user name and password. Enter them as you did before in Step 7 and then click **OK** to continue.



The image shows a Windows dialog box titled "Connect to emarq1". It features a blue header with a key icon. Below the header, it says "Connecting to emarq1". There are two input fields: "User name:" with a dropdown menu showing "marqnet\smith" and a "Go" button to its right; and "Password:" with a masked field of ten dots. Below the password field is a checkbox labeled "Remember my password". At the bottom, there are "OK" and "Cancel" buttons.

10. Outlook 2003 has now been configured for eMarq. Click **Finish** to begin using Outlook.



The image shows the "E-mail Accounts" wizard in Outlook 2003. The window title is "E-mail Accounts". On the left side, there is a decorative graphic with a vertical gradient from orange to yellow and several envelope icons. The main area contains the following text: "Congratulations!" followed by "You have successfully entered all the information required to setup your account." and "To close the wizard, click Finish." At the bottom, there are two buttons: "< Back" and "Finish".