1. Verify that Outlook 2003 is installed on your computer.
   - Click the Windows Start Button
   - Click All Programs
   - Click Microsoft Office
   - Click Microsoft Office Outlook 2003
   - If asked to install, click Yes to install
   - If you are not asked to install, but the program starts, click the Cancel button
   - On the Outlook 2003 Startup window, click the Cancel button
   - When asked if you want to quit the wizard, click the Yes button.

2. If you have Outlook 2003 open, please close it.

3. Close all connections you have to Exchange (e.g., if you are logged into Exchange through Outlook Web App (OWA) or another e-mail client/program).

4. Click the Windows Start button.

5. From the popup window, select Control Panel.

6. Double-click the Mail icon.

7. Click the Show Profiles button
8. On the *General* tab, click the **Add** button.

9. Within the *New Profile* window, in the **Profile Name:** field, type **Exchange**.

10. Click the **OK** button.

11. Under *Always use this profile* on the *General* tab, select **Exchange**. Click **Apply**, and then click **OK**
12. On the **E-mail Accounts** window, click the radio button to **Add a new e-mail account** and click **Next >**

![E-mail Accounts window](image1)

13. On the **E-mail Accounts Server Type** window, click the radio button for the **Microsoft Exchange Server** and click **Next >**

![E-mail Accounts server type window](image2)
14. On the *E-mail Accounts Server Settings*, type in the server name field `exchange.jmu.edu`, and click a check mark by **Use Cached Exchange Mode**. Type in your **JMU e-ID** in the User Name field. Click the **More Settings** button.

15. If you receive an error message like the one here, click **OK**.

16. When the next box appears, select **Cancel**.

17. If the Microsoft Exchange window on the next step does not appear, click the **More Settings** button again.
18. On the Microsoft Exchange Server General tab, ensure that the Exchange Account box states Microsoft Exchange Server and the When starting radio button is clicked for Manually control connection state and Connect with the network.

19. Click the Advanced tab and ensure Use Cached Exchange Mode is selected.
20. Click the Security tab and ensure **Encrypt data between Microsoft Office Outlook and Microsoft Exchange Server** is selected.

21. Click the connection tab, and click the box **Connect to my Exchange mailbox using HTTP** is selected and then click the **Exchange Proxy Settings** button.
22. On the Microsoft Exchange Proxy Settings window, type exchange.jmu.edu in the “Connection settings” https:// URL box and msstd:exchange.jmu.edu in the “Only connect to proxy servers that have this principal name in their certificate:” box.

23. Click check marks in all the boxes on the Microsoft Exchange Proxy Settings screen except the box “On fast networks, connect using HTTP first, then connect using TCP/IP”.

24. Click OK.

25. Click Next.


27. Go to your desktop or Start bar and click on the Outlook icon to start Outlook.

28. When you are prompted to login, the Username should say JMUAD\your e-ID and then you will enter your e-ID password in the password field.