Configuring Outlook 2003 using MAPI (Exchange Server Connection)

Note: You must be connected to the Vanderbilt network to configure VUMC Exchange 2003 via campus network connection or VUMC VPN.

Step 1

Select "Start, Settings, Control Panel, Mail" and then select "Email Accounts" to continue.

Step 2

Select "Add a new e-mail account" to continue.

Step 3
Choose "Microsoft Exchange Server" and select "Next" to continue.

Step 4

In the "Microsoft Exchange Server" field enter "mailbe01.mc.vanderbilt.edu" and in the "User Name" enter the User's "VUnet ID". Next, select "Check Name" to continue.
Step 5

In the 'User name' field, the correct method of entry is domain\username. In this case it would be 'vanderbilt\vunetID'. Enter the corresponding password and click 'OK'.

![Image of step 5 login screen]

Step 6

The system will then return you the Exchange Server Setting screen with the correct Exchange Server name that your mailbox is located on, select "Next" to continue.

![Image of Exchange Server Settings]

Step 7

Select "Finish" to complete the setup.