

Configuring Outlook 2002 with Windows 2000

Introduction

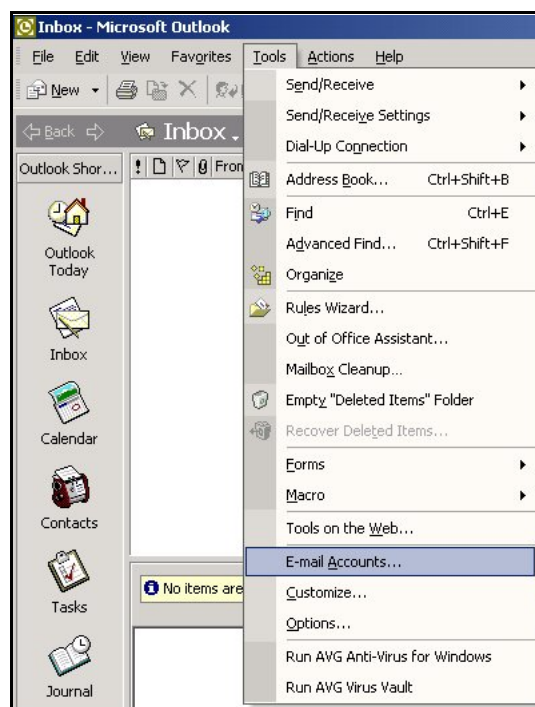
Now that you have your mobile card you will want to be able to send and receive your mail while working away from your office and so you need to configure Microsoft Outlook to provide you with this service. This is known as using offline folders and offline folders ensure that whether you are in your office or mobile, your email remains synchronised at all times.

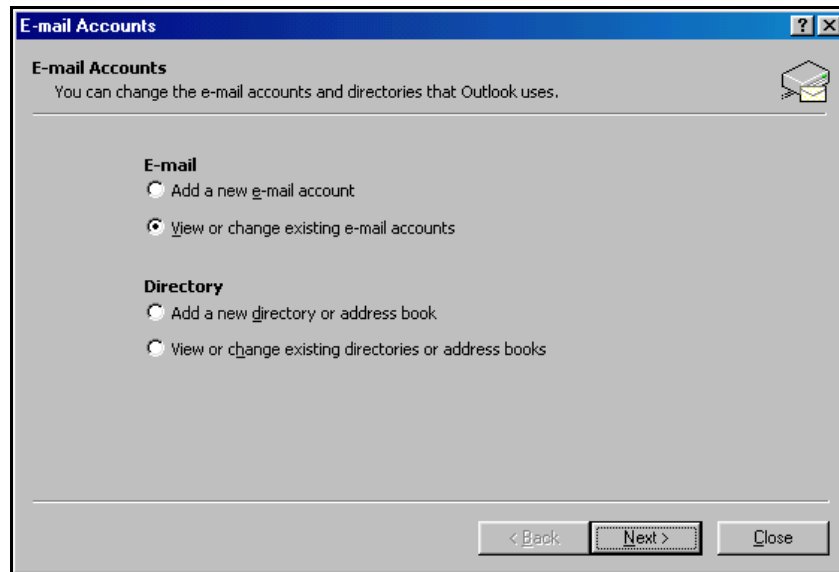
Microsoft Outlook also needs to know the type of connection that you are using and how it should collect your email, so by configuring it in the best way for your connection you can create the most efficient way to synchronise your mail.

Just a few steps are needed to set this up and you will now be guided through how to do this.

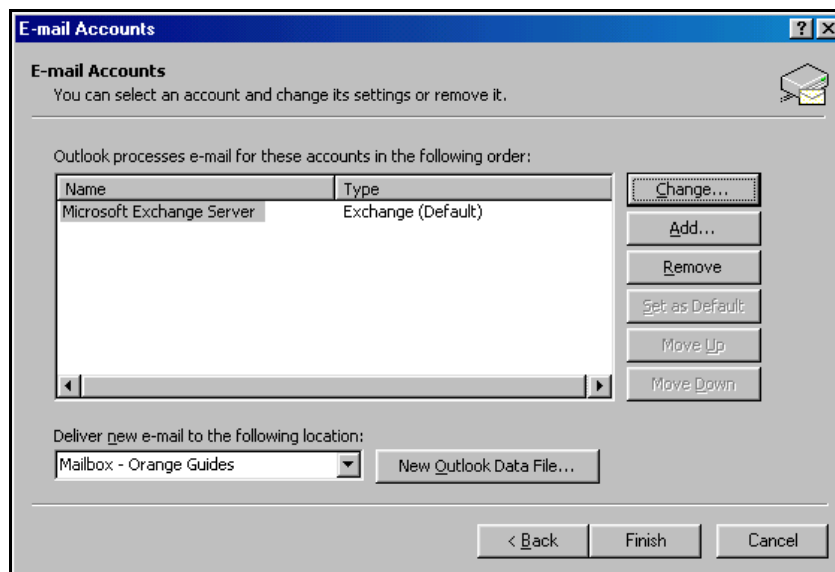
How to Configure offline folders

- In Outlook 2002, click on **Tools** and select **E-mail Accounts**.

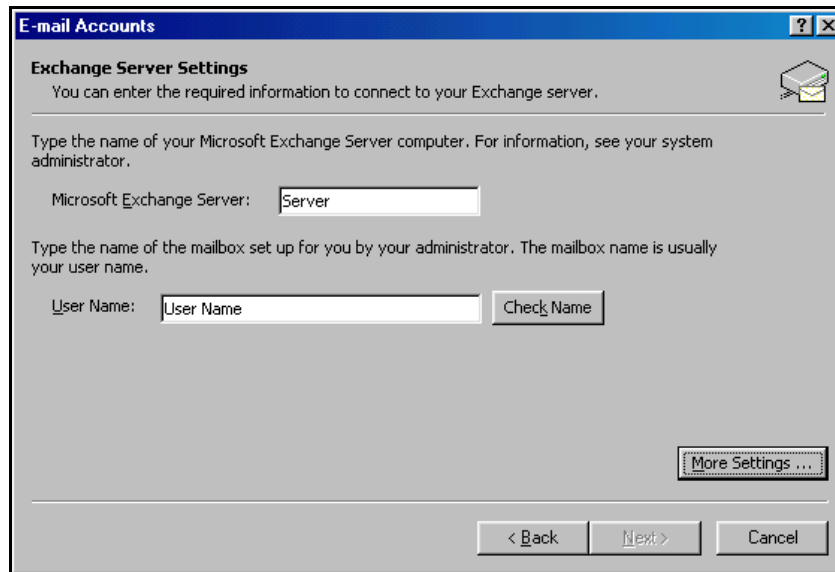




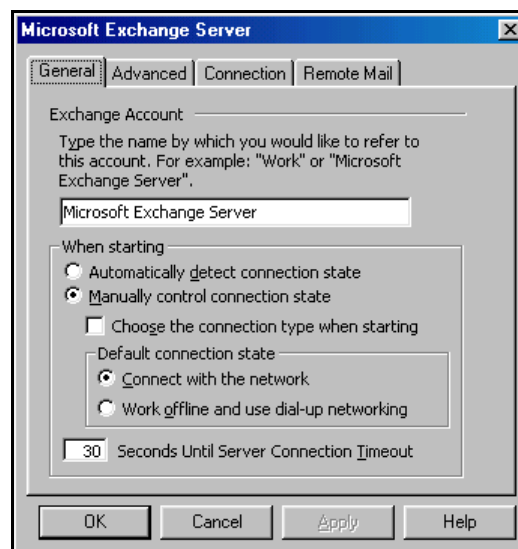
- Highlight **View or change existing e-mail accounts**.
- Click **Next**.



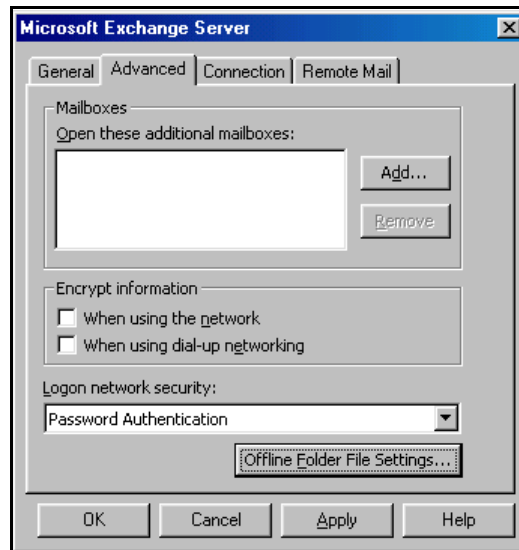
- Highlight your remote **Microsoft Exchange Server** account.
- Click **Change**.



- Click **More Settings**.



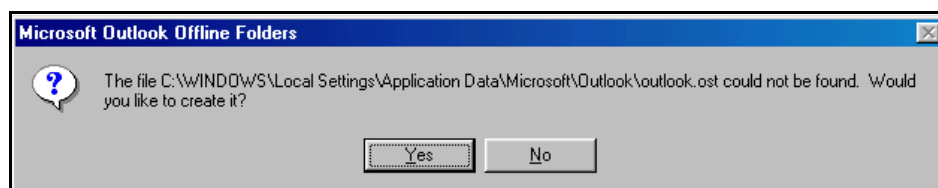
- Click the **Advanced** Tab.



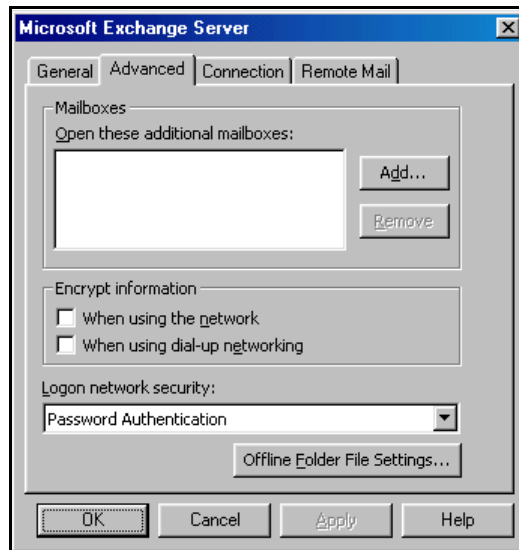
- Click **Offline Folder Settings**.



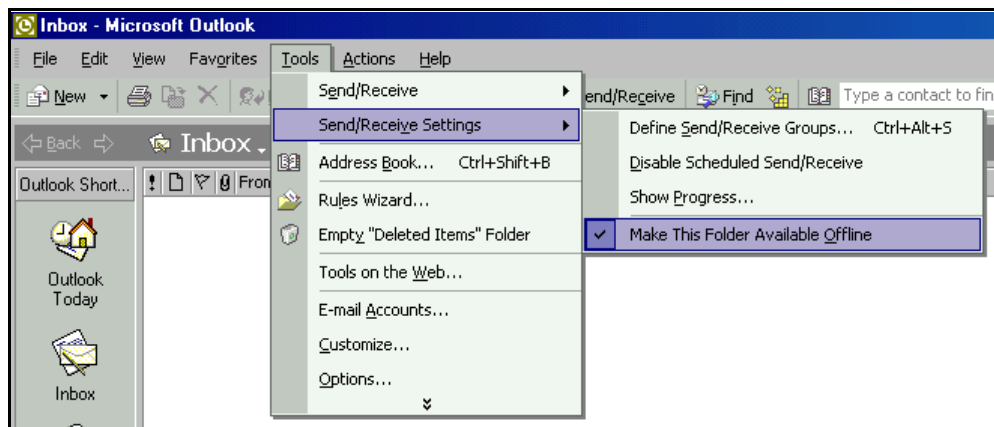
- Click **OK**.



- If asked whether you want to create the offline folder, click **Yes**.

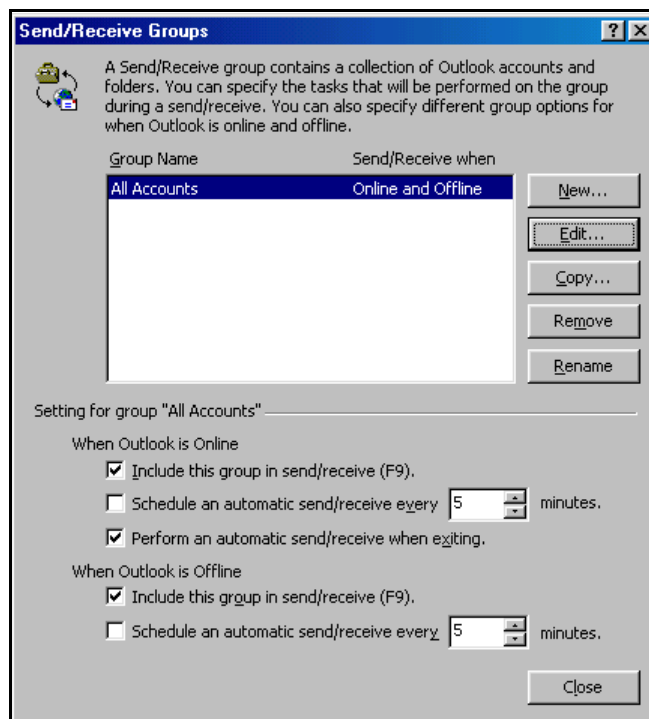
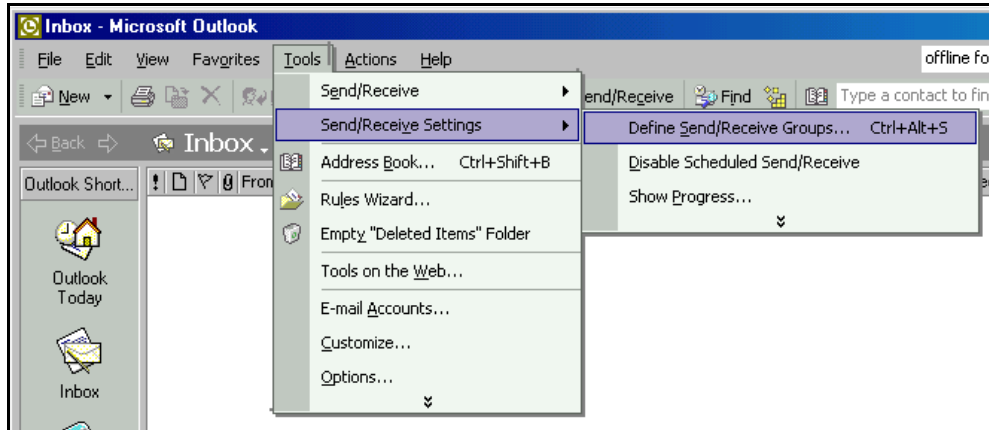


- Click **Apply**.
- Click **OK**.
- Click **Next** and **Finish**.

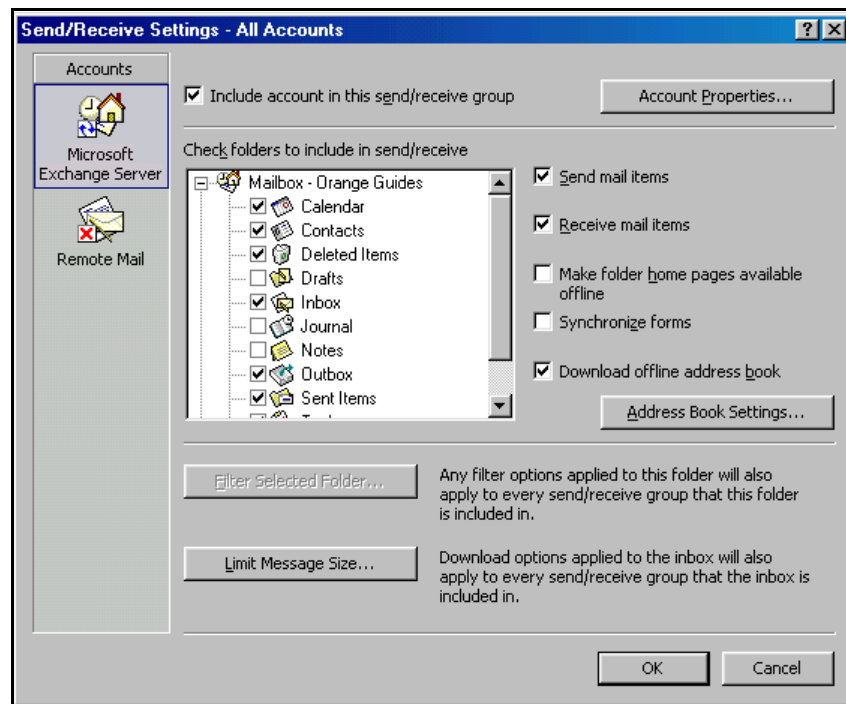


- To enable a folder to be available offline.
- Select the appropriate folder in the Outlook Bar, click **Tools**, scroll to **Send/Receive Settings** and select **Make This Folder Available Offline**.

- To set up multiple folders for offline synchronisation.
- Click **Tools**, scroll to **Send/Receive Settings** and select **Define Send/Receive Groups**.



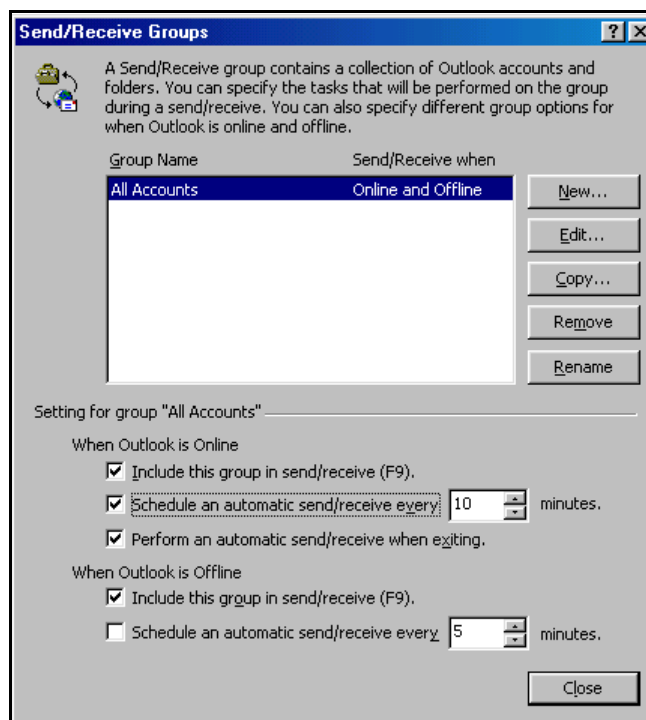
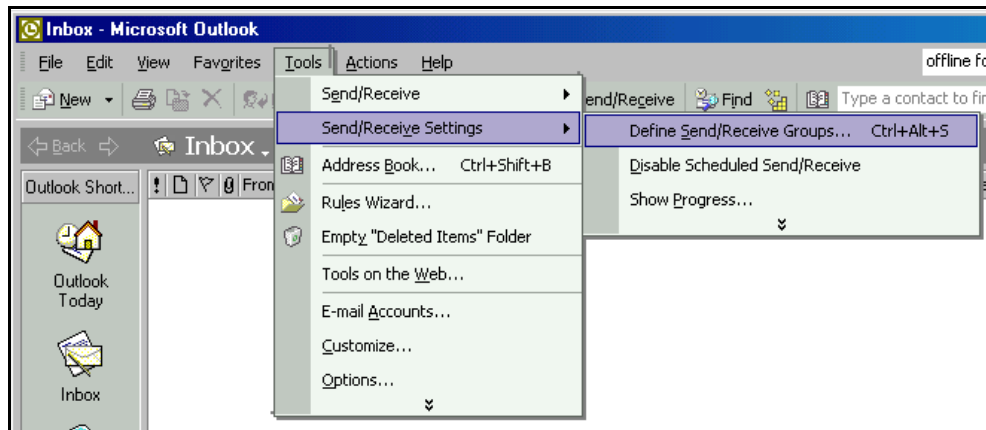
- Highlight the **Group Name** that includes your remote account.
- Click **Edit**.



- In the list, tick the folders that you want to use offline.
- Click **OK** and **Close**.

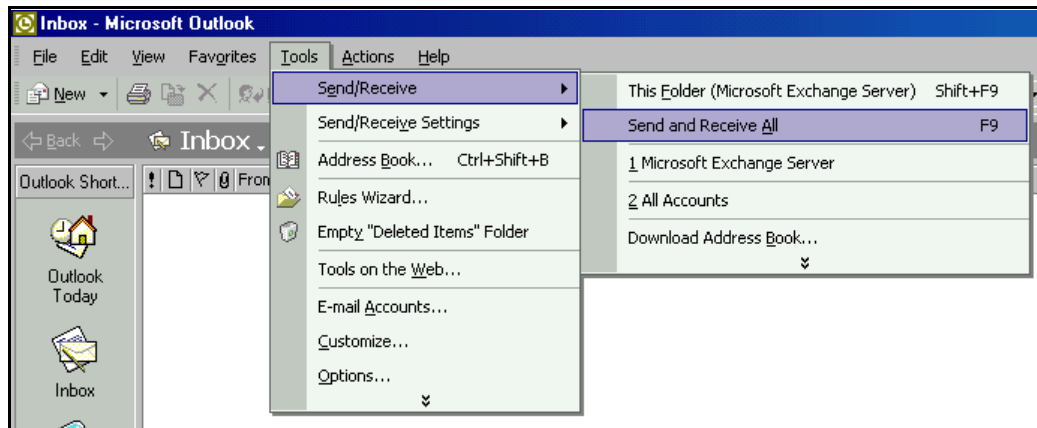
How to configure Outlook to check mail every 10 minutes for background synchronisation.

- In Outlook 2002, click on **Tools**, scroll to **Send/Receive Settings** and select **Define Send/Receive Groups**.



- Highlight the **Group Name** that includes your remote account.
- Tick **Schedule an automatic send/receive every** and enter **10** (Ten minutes or your preferred time).
- Click **Close**.

To Synchronise



- Click on **Tools**, scroll to **Send/Receive** and select **Send and Receive All**. Alternatively press **F9**.

To check for Email manually

- Click on the **Send/Receive** button in the main tool bar.

