

# Configuring Outlook 98 with Windows XP

## Introduction

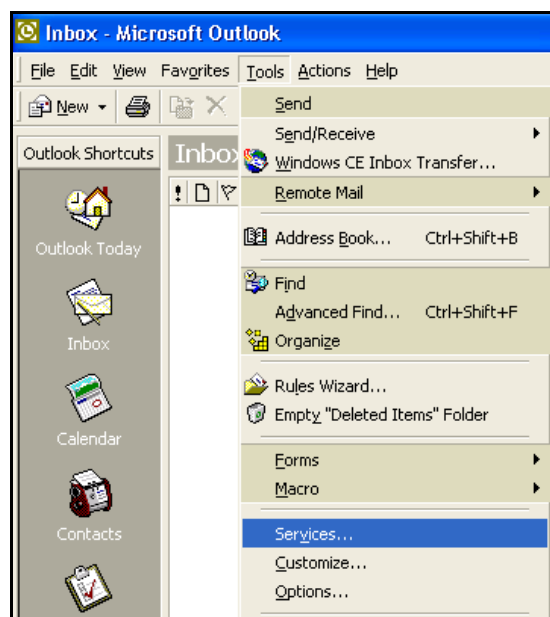
Now that you have your mobile card you will want to be able to send and receive your mail while working away from your office and so you need to configure Microsoft Outlook to provide you with this service. This is known as using offline folders and offline folders ensure that whether you are in your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

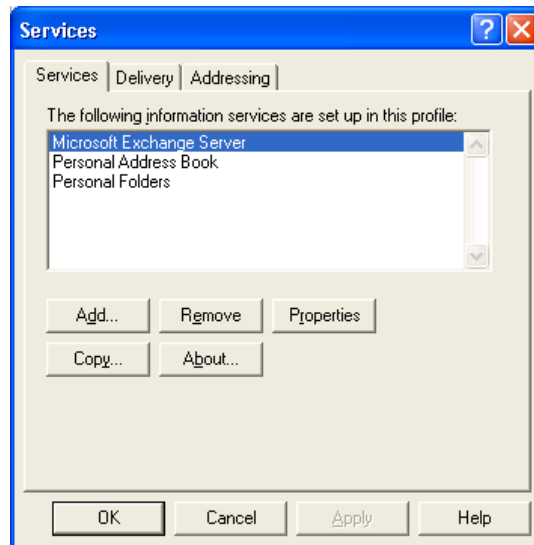
Microsoft Outlook also needs to know the type of connection that you are using and how it should collect your email, so by configuring it in the best way for your connection you can create the most efficient way to synchronise your mail.

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

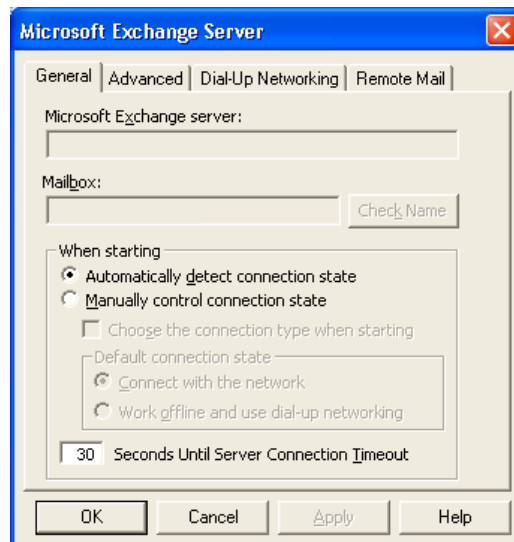
## How to Configure offline folders

- In Outlook 98, click on **Tools** and select **Services**.

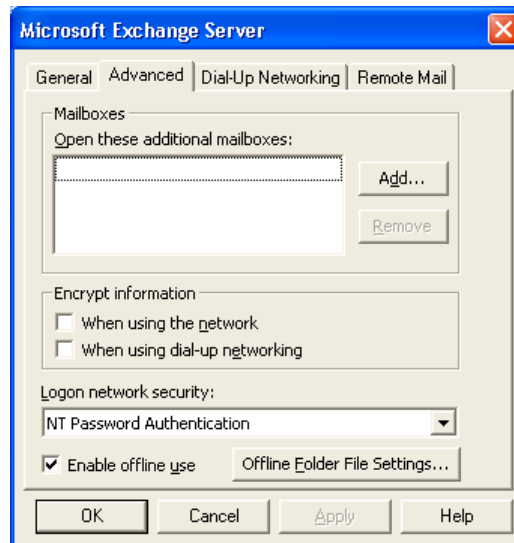




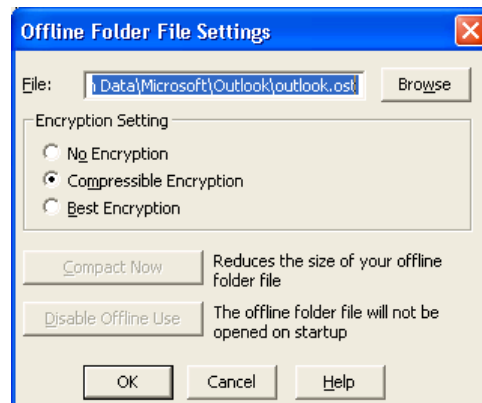
- Highlight **Microsoft Exchange Server**.
- Click **Properties**.



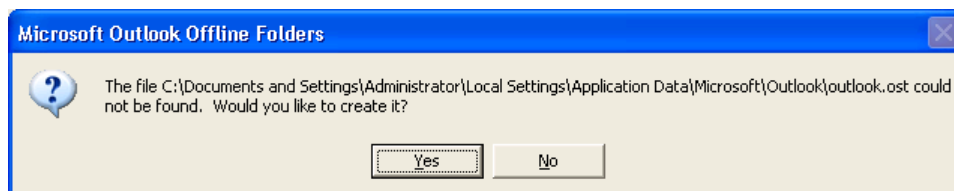
- Click the **Advanced** Tab.



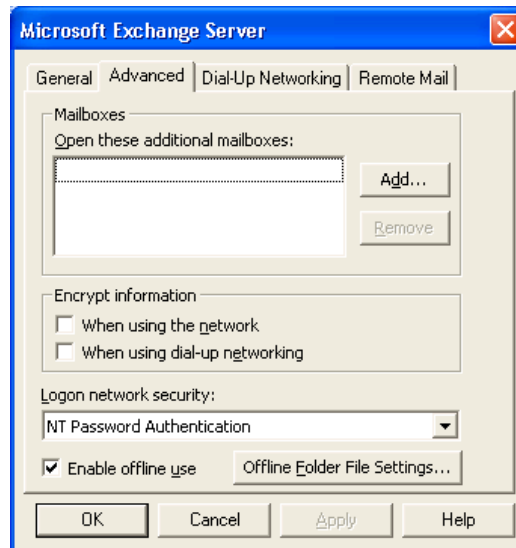
- Click **Offline Folder File Settings**.



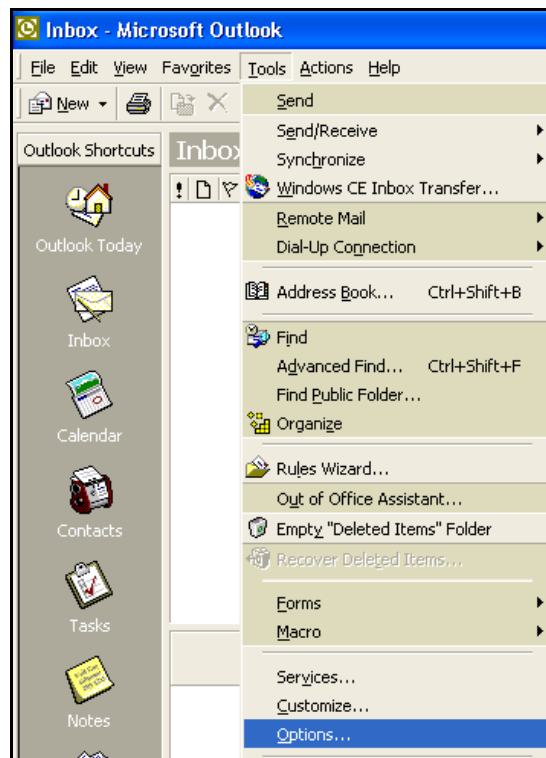
- Click **OK**.



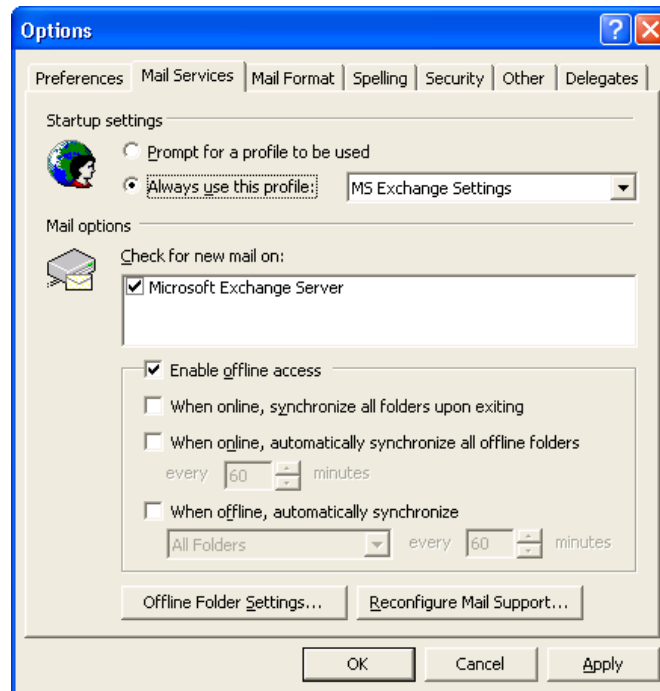
- If you get the above message then click **Yes**.



- Ensure **Enable offline use** is selected.
- Click **Apply**.
- Click **OK** twice.



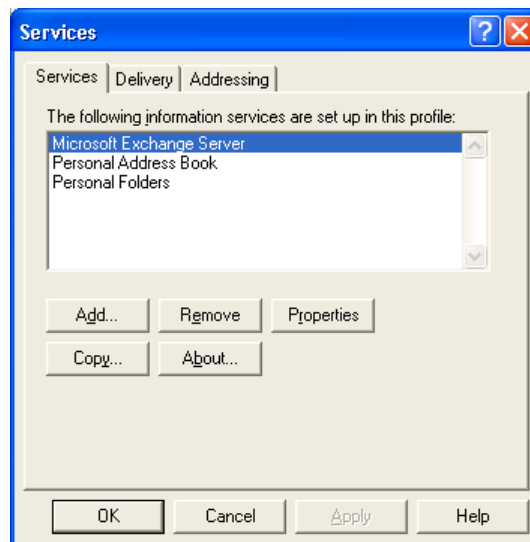
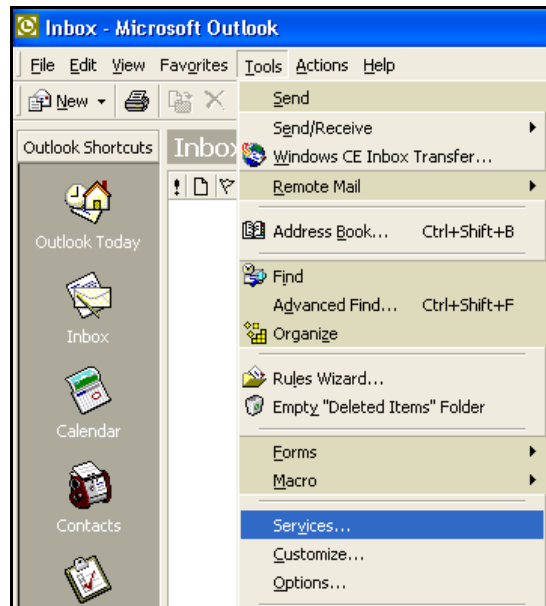
- Click on **Tools** and select **Options**.



- Click on the **Mail Services** tab.
- If you have more than one Outlook profile installed then select **Prompt for a profile to be used**. This enables you to choose the correct profile for your location. Otherwise select **Always use this profile**.
- Tick **Enable Offline Access**.
- Click **Apply**.
- Click **OK**.

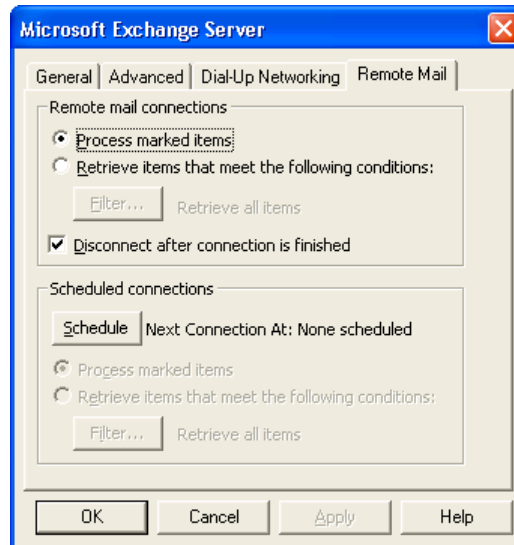
## How to configure Outlook to check mail every 10 minutes for background synchronisation

- In Outlook 98, click on **Tools** and select **Services**.

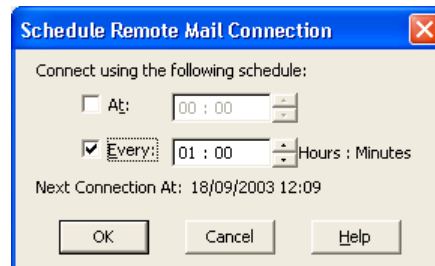


- Highlight **Microsoft Exchange Server**.
- Click **Properties**.

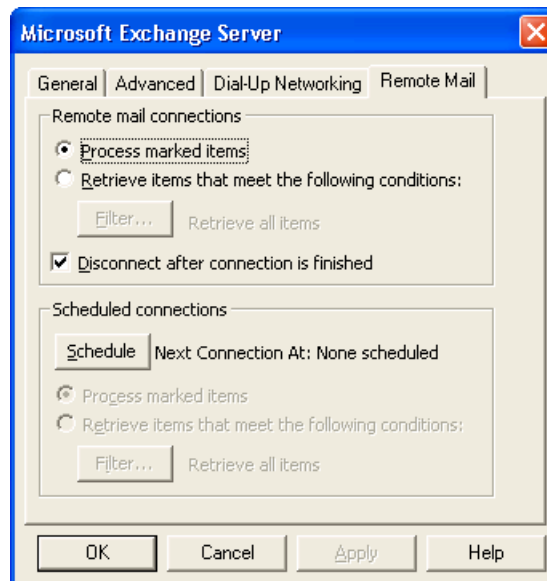
- Click the **Remote Mail** tab.



- Click **Schedule**.

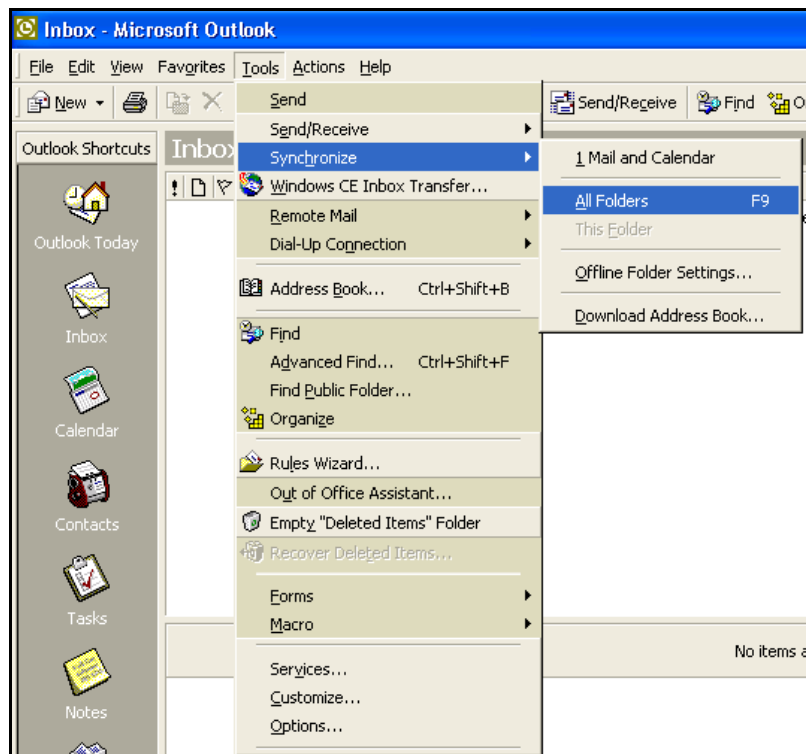


- Tick **Every** and enter **00: 10** (Ten minutes or your preferred time).
- Click **OK**.



- Click **Apply**.
- Click **OK** twice.

## To Synchronise



- Click on **Tools**, scroll to **Synchronize** and select **All Folders**. Alternatively press **F9**.

## To check for Email manually

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

