

## Microsoft Outlook 2003 Connecting From the Internet

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### USING MICROSOFT OUTLOOK 2003 FROM THE INTERNET

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You can now access your FMI mail using Microsoft Outlook 2003 from the Internet. This allows you to use all of the features of Outlook as if you were on the FMI network. This includes rules, the out of office assistant, and the global address book. You can also connect to multiple mailboxes if needed and use local PST files. A big advantage of using this is that you can take your email with you. Outlook will download your entire mailbox and make it available to you whether you are connected or not. For this reason it is recommended that you have a high speed connection to the Internet. Using a modem and dialing up would not be very feasible.

**Which of the following best fits your situation?:**

- [I don't have Outlook 2003 or Windows XP SP2 installed on my PC or Notebook computer](#)
- [I don't know which version of Outlook I have](#)
- [I have never used Outlook 2003 on my PC or Notebook computer](#)
- [I currently use Outlook 2003 on my PC or Notebook computer](#)

### **I don't have Outlook 2003 or Windows XP SP2 installed**

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If you do not have Outlook 2003 installed, please contact your local [Helpdesk](#) to obtain the correct version.

### **What version of Outlook do I have?**

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To find out which version of Outlook you have:

1. Open Outlook by clicking on the Outlook icon.
2. Click on **Help**.
3. Click on **About Microsoft Office Outlook**.



4. You should have Outlook 2003 with SP1 (Service Pack 1) or higher.

To find out which version of Windows XP you have:

1. Click on the **Start** button.
2. Find the **My Computer** icon and right click on it and click on **Properties**.



3. You should have Windows XP with Service Pack 2 or higher.

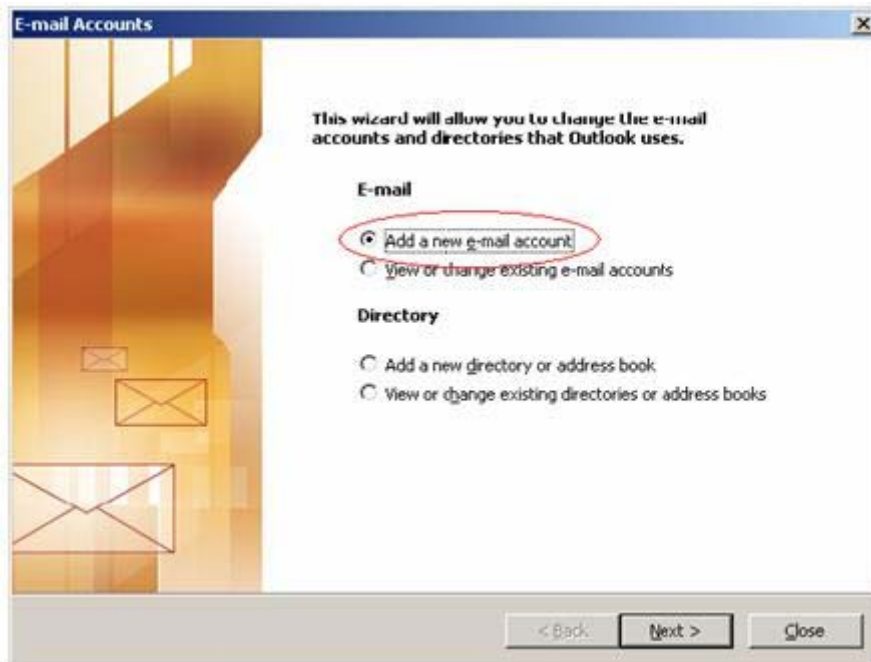
## **I have never used Outlook 2003 before**

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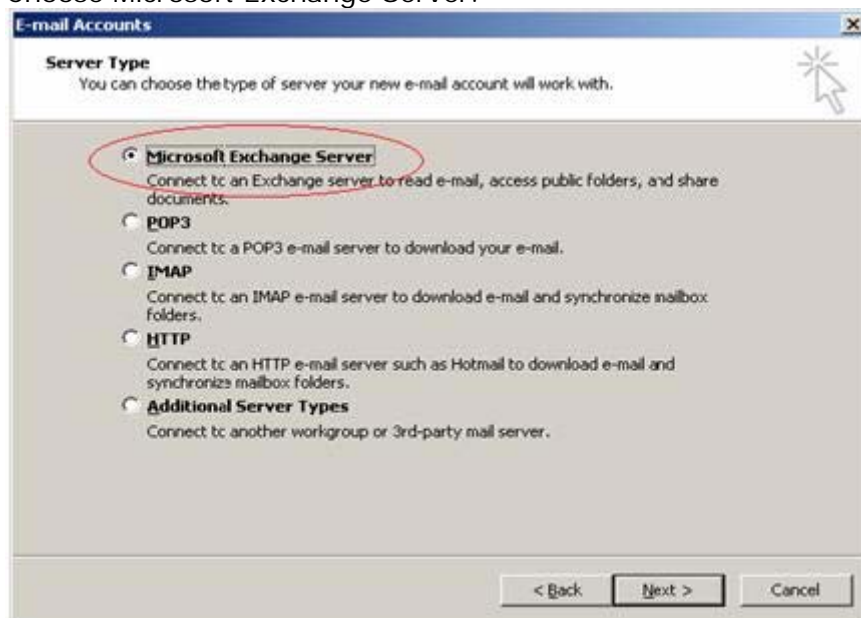
1. Setup Outlook to allow you to create a new Outlook personal profile:
  - a. Click on the **Start** menu and then click on **Control Panel**.
  - b. Double click on the **Mail** icon.
  - c. Click on **Show Profiles...**
  - d. Click to choose the **Prompt for a profile to be used** option.
  - e. Then choose **OK** to complete this task.
2. Click on the **E-mail - Microsoft Office Outlook** icon from the start menu and choose **New**.



3. Enter your user name in the **Profile Name** box and click **OK**.
4. Choose the **Add a new email account** option.

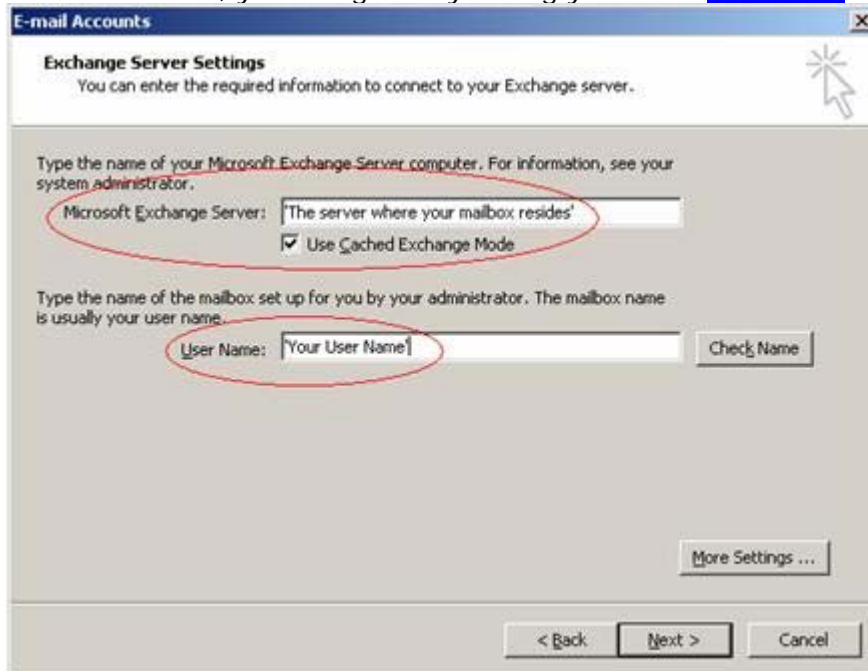


5. Then click on **Next**.
6. Choose Microsoft Exchange Server.



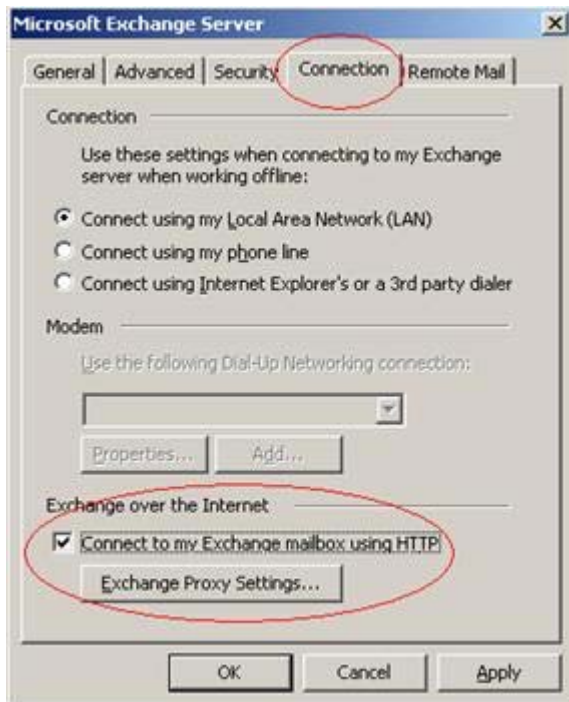
7. Click **Next**.

8. Enter the Exchange server that your mailbox resides on. If you don't know this information, you can get it by calling your local [Helpdesk](#).

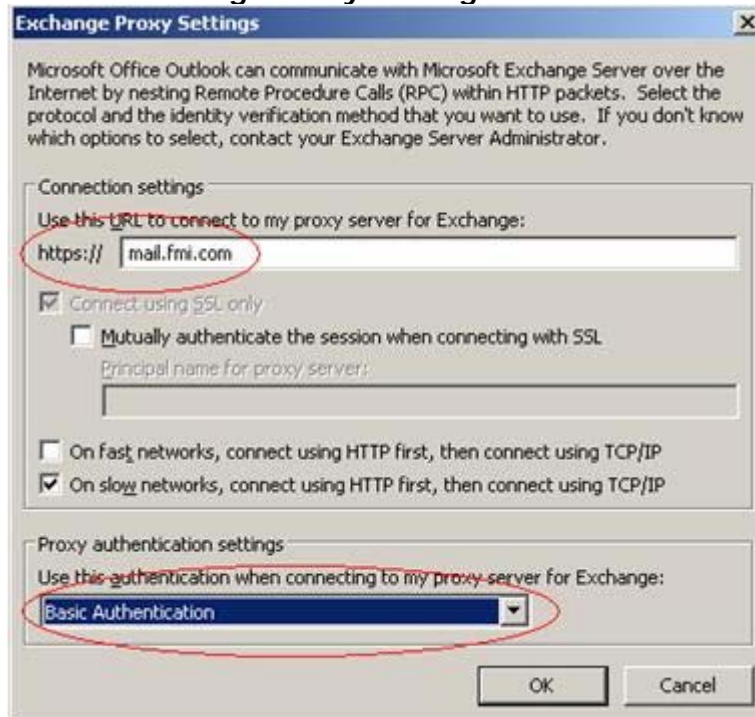


The screenshot shows the 'Exchange Server Settings' dialog box. The 'Microsoft Exchange Server' field is circled in red and contains the text 'The server where your mailbox resides'. The 'Use Cached Exchange Mode' checkbox is checked and also circled in red. The 'User Name' field is circled in red and contains the text 'Your User Name'. The dialog box has a title bar 'E-mail Accounts' and a subtitle 'Exchange Server Settings'. It includes a 'More Settings ...' button on the right and '< Back', 'Next >', and 'Cancel' buttons at the bottom.

9. Enter your FMI user name and click the box labeled **Use Cached Exchange Mode**.
10. Click on **More Settings...** and choose the **Connection** tab. It is normal to receive an error at this point since the connection to the server has not been completely setup.
11. Click **OK** and then **OK** again to move to the next step.



12. Click the box next to **Connect to my Exchange mailbox using HTTP** box.
13. Click on **Exchange Proxy Settings** and enter the following:



Confirm that you have entered **mail.fmi.com** as the first entry and selected **Basic Authentication**.

14. Click **OK**.
15. Click **OK** again.
16. Click on **Next**.
17. Click **Finish**.
18. Now you can click on the **E-mail - Microsoft Office Outlook** icon on your **Start** menu or desktop and choose the profile you created in step 3 above.
19. You will now need to enter your user name and password in the following format:



Note: It will take a few minutes the first time you connect to your mailbox because Outlook has to download your mailbox to your local PC.

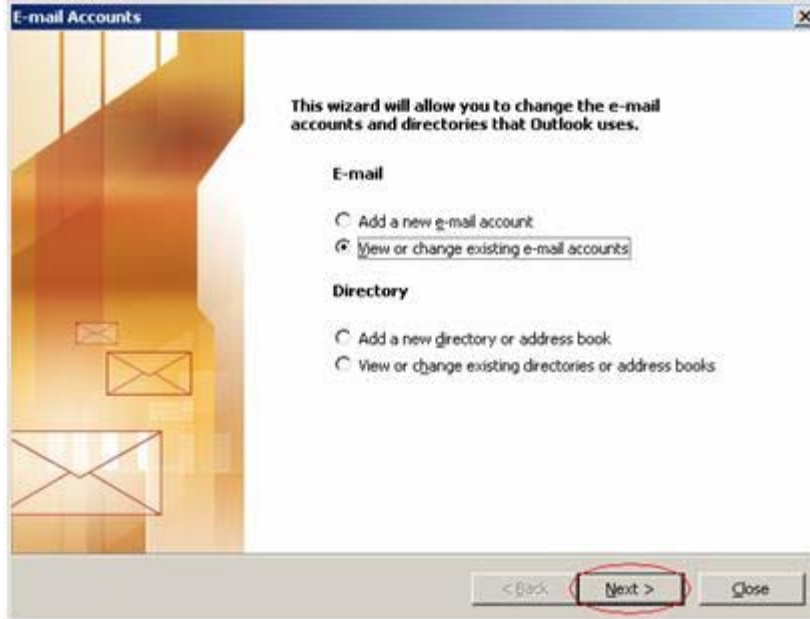
## **I currently use Outlook 2003**

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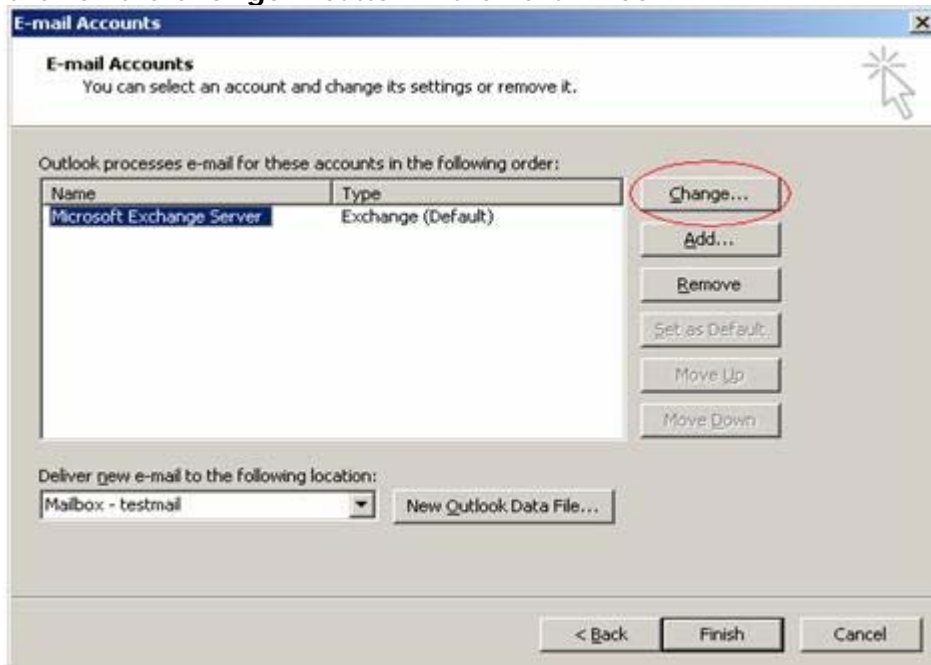
If you already have Outlook 2003 setup to access your FMI e-mail and will be connecting from the Internet (as is often the case with a notebook computer) then do the following:

1. Click on the Outlook icon that you normally open your FMI e-mail with.
2. Choose the Outlook profile that you normally use.

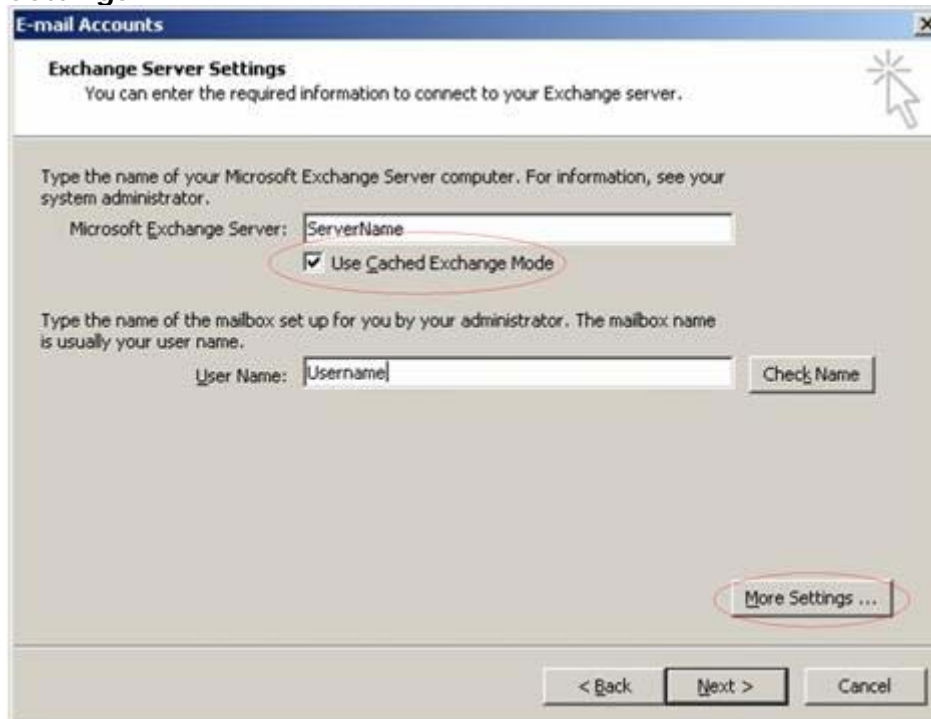
3. Once Outlook is open click on **Tools** then **E-mail Accounts...**



4. Click **Next**.
5. Click on the **Change...** button in the next window



6. Click the box labeled **Use Cached Exchange Mode** and then click on **More Settings....**



**E-mail Accounts** [X]

**Exchange Server Settings**  
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

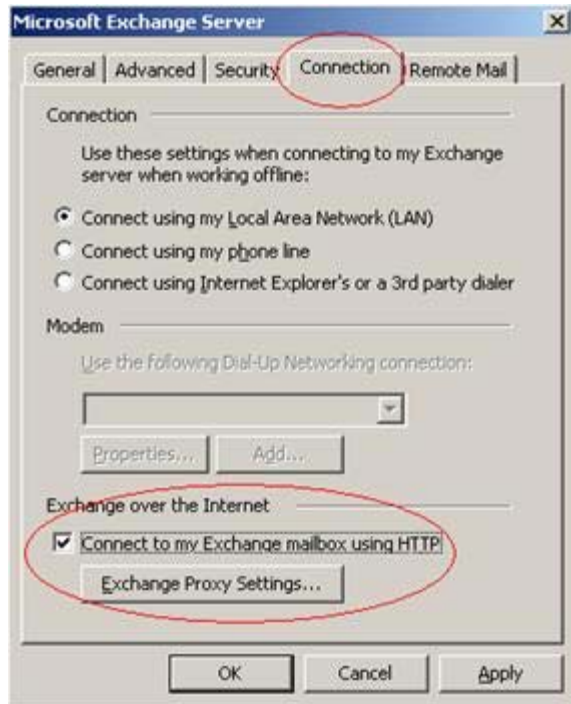
Use **Cached Exchange Mode**

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

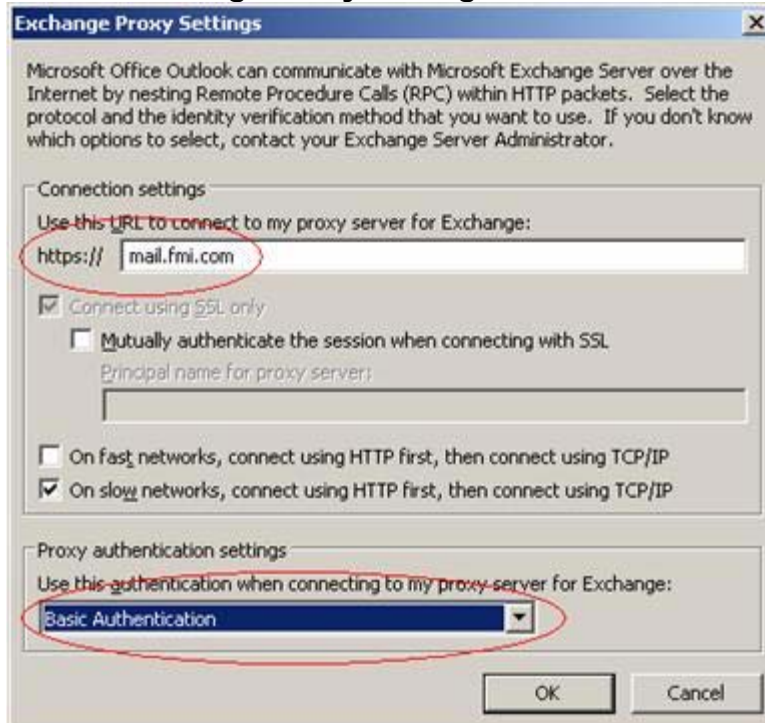
< Back    Next >    Cancel

7. Click on the **Connection** tab.



8. Click the box next to Connect to my **Exchange mailbox using HTTP** box.

9. Click on **Exchange Proxy Settings** and enter the following:



Exchange Proxy Settings

Microsoft Office Outlook can communicate with Microsoft Exchange Server over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Server Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:

https:// mail.fmi.com

Connect using SSL only

Mutually authenticate the session when connecting with SSL

Principal name for proxy server:

On fast networks, connect using HTTP first, then connect using TCP/IP

On slow networks, connect using HTTP first, then connect using TCP/IP

Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:

Basic Authentication

OK Cancel

Confirm that you have entered **mail.fmi.com** as the first entry and selected **Basic Authentication**.

10. Click **OK**.
11. Click **OK** again.
12. Click on **Next**.
13. Click **Finish**.
14. Now you can click on the **E-mail - Microsoft Office Outlook** icon on your **Start** menu or desktop and choose the profile you created in step 3 above.

15. You will now need to enter your user name and password in the following format:

