

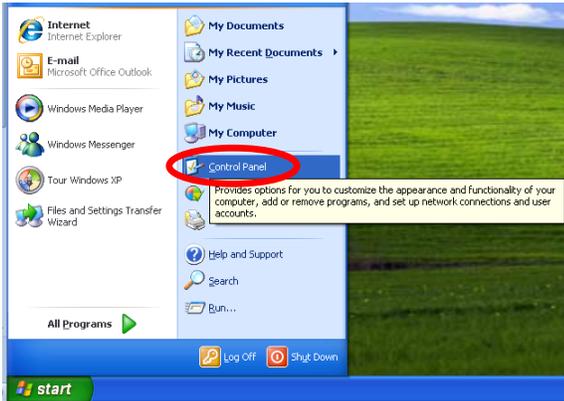
Updating Your E-mail Settings to the New Exchange Server

This document only applies to users who already have an account on the HCOE Exchange e-mail server.

When you log into your computer the first time after the e-mail migration has taken place, you will have to change your e-mail settings before using your e-mail. Please read these instructions carefully.

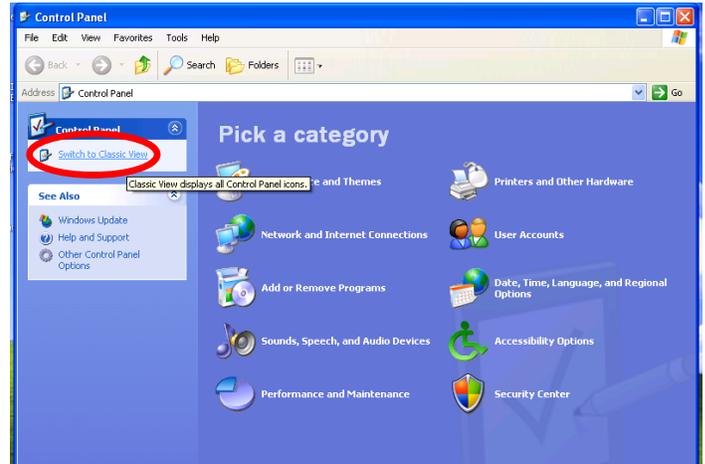
1. Open the Control Panel

Click Start and then click Control Panel*

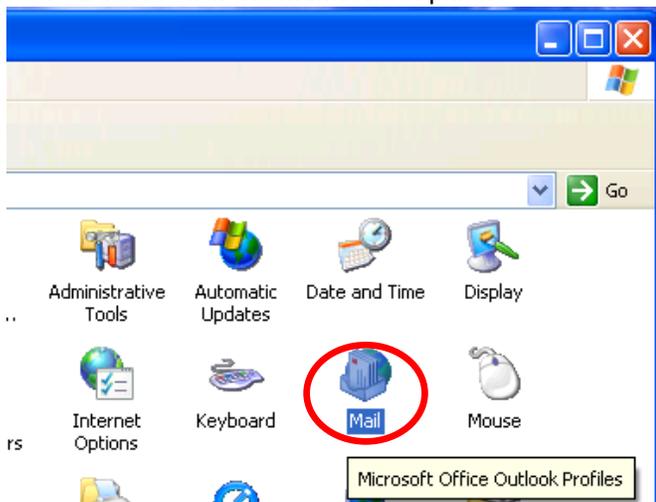


* If you don't see Control Panel on your Start Menu see the instructions at the [end of this document](#).

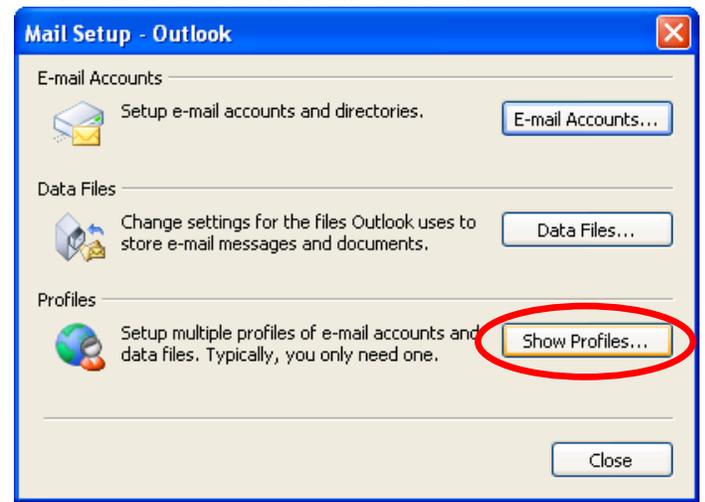
2. If your screen looks like this then click the link "Switch to Classic View"



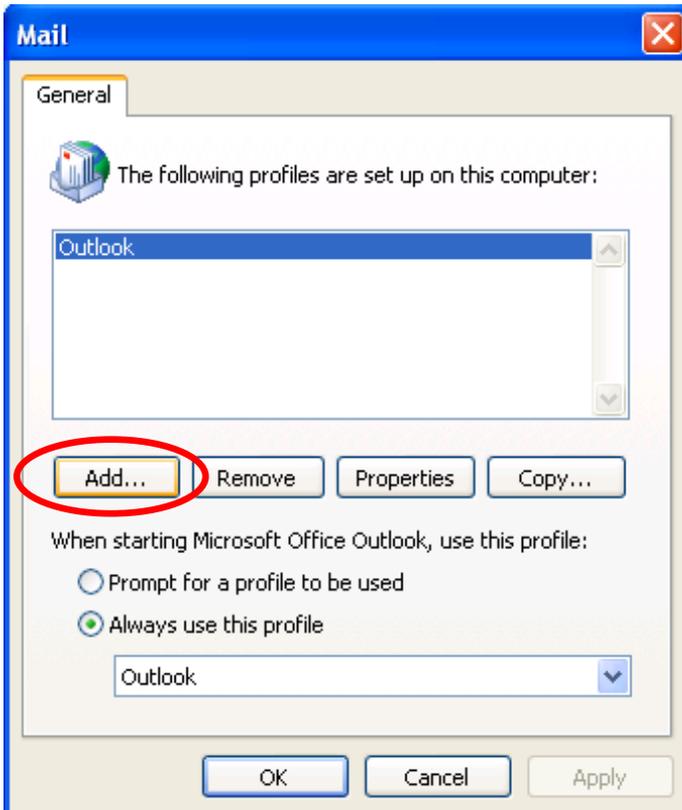
3. Double-click the Mail control panel



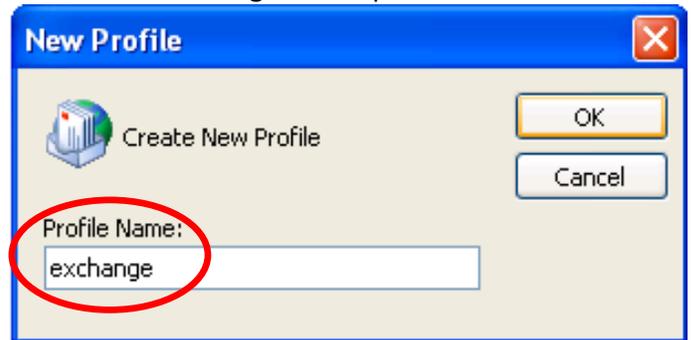
4. Click the "Show Profiles" button



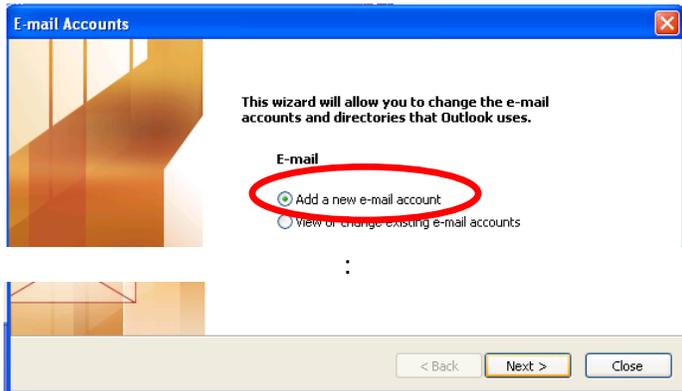
5. Click the Add button



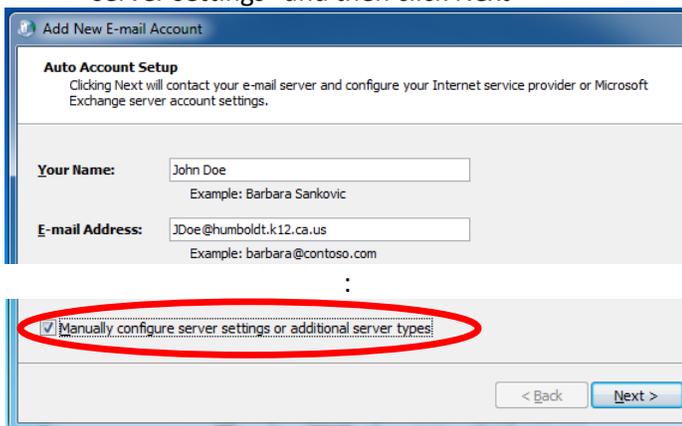
6. Enter **exchange** for the profile name then click OK



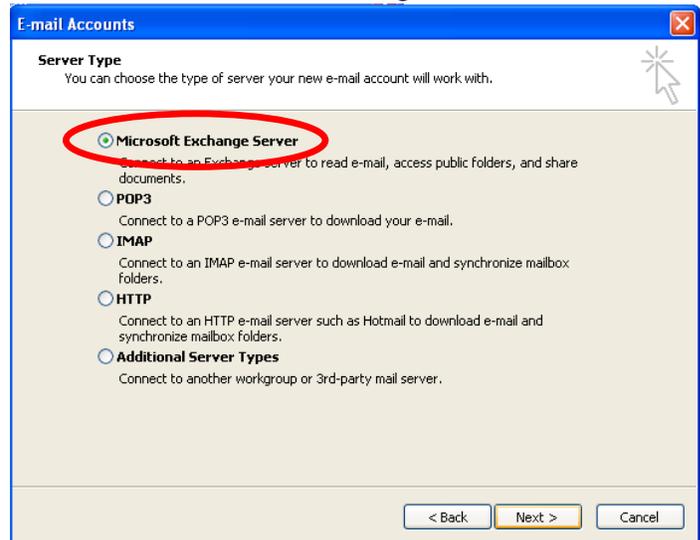
7. Select "Add a new e-mail account"* and click next



* Outlook 2007 & 2010 users will see the "Auto Account Setup" wizard; check "Manually configure server settings" and then click Next



8. Select "Microsoft Exchange Server" then click Next



9. Enter **exchange.humboldtcoe.org** for the Microsoft Exchange Server, *do not* check "Use Cached Exchange Mode", enter *your* user name for "User Name" and then click Next

E-mail Accounts

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:

10. Click Finish

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

11. Under "Always use this profile" select **exchange** from the pull-down list

Mail

General

The following profiles are set up on this computer:

- exchange
- Outlook

When starting Microsoft Office Outlook, use this profile:

Prompt for a profile to be used
 Always use this profile

Outlook
exchange
Outlook

12. Click OK

Mail

General

The following profiles are set up on this computer:

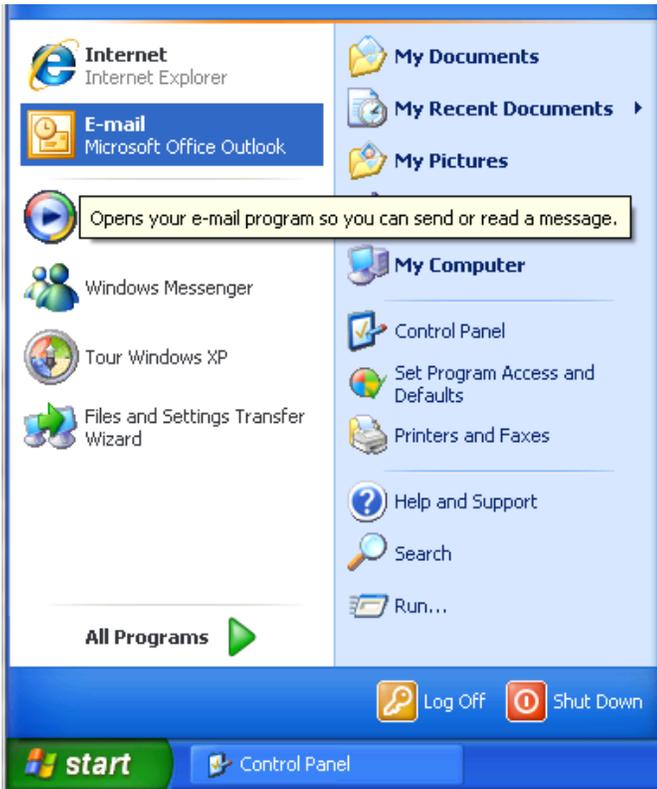
- exchange
- Outlook

When starting Microsoft Office Outlook, use this profile:

Prompt for a profile to be used
 Always use this profile

exchange

13. Launch Outlook

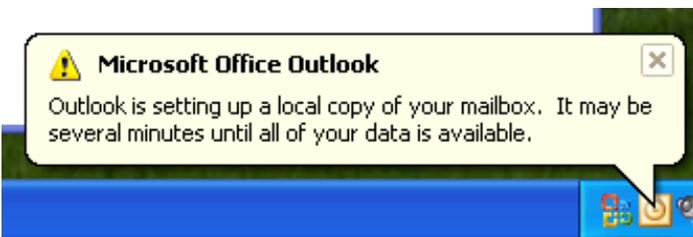


14. If prompted for a user name, enter **humboldtcoe\your-user-name** and your password, check "Remember my password" and then click OK



After checking "Remember my password" you shouldn't see this prompt again.

15. Your e-mail should be ready to use, although you might see this message appear for awhile



16. You can also access your e-mail via the web by visiting <http://exchange.humboldtcoe.org> (outlookweb.humboldt.k12.ca.us will also work).

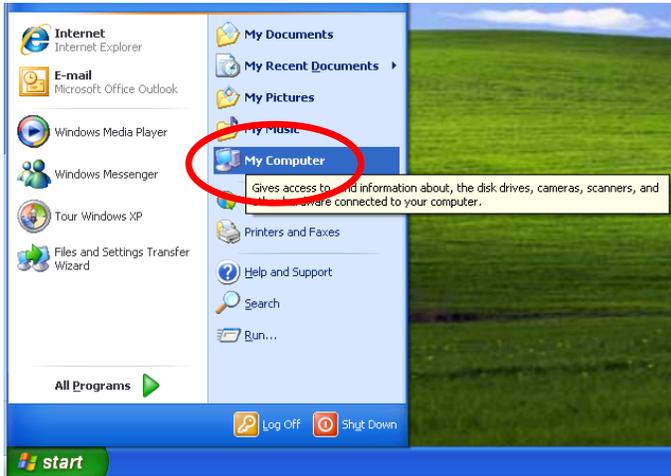
Additional documentation will be made available to address migration-related issues that arise.

What if Control Panel is not on the Start Menu?

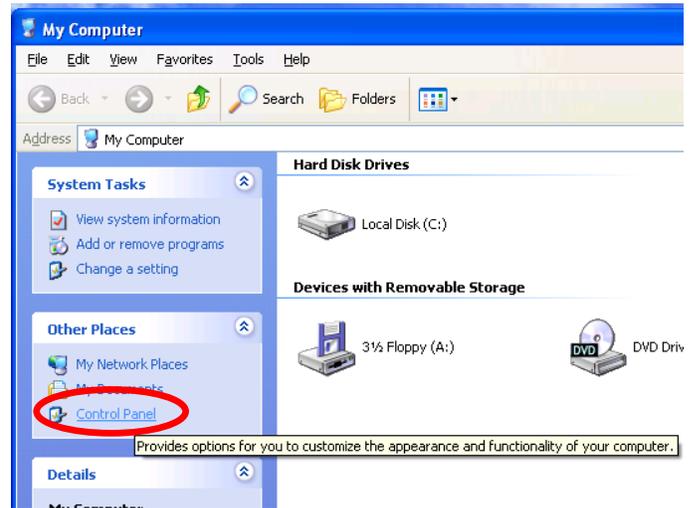
If you don't see Control Panel on the Start Menu, try this

a) Open My Computer

Either select My Computer from the Start Menu or double-click the My Computer icon on your desktop



b) Click the Control Panel link

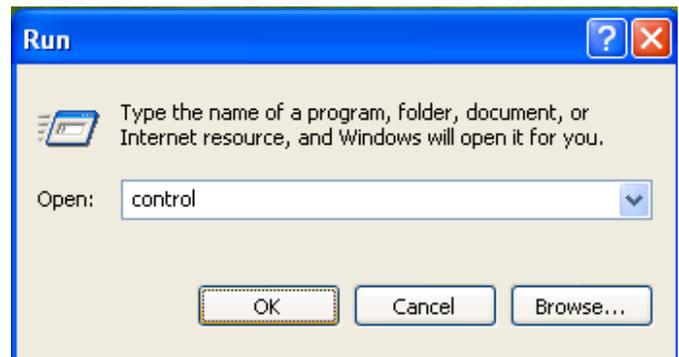


Return to [step 2](#)

c) If you *still* don't see Control Panel, select Run from the Start Menu*



d) Enter **control** at the prompt then click OK



Return to [step 2](#)

* If you don't see Run on the Start Menu then hold the  key and press R