OUTLOOK E-MAIL SETUP INSTRUCTIONS

● ●

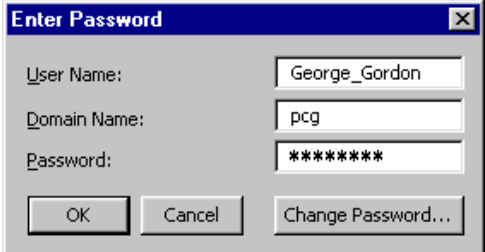**Please read and follow these instructions carefully before you engage Outlook for e-mailing. If you share a Workstation, do not initiate setup until you have called the AdvantagE Support Center at (800) 326-1570 between 8 AM and 8 PM ET, M-F.**

● ●

Initializing Outlook for E-mail

Reboot your Workstation. Click on the [MS DW] icon on the MSDW toolbar, then click on **Microsoft Office** and select **Microsoft Outlook**.

1) When prompted to **Enter Password**, fill in the fields as follows:

   - **User name** – Using initial capitals, enter your first name, an underlined space and your last name, e.g. **George_Gordon**. This is the same as your cc:Mail logon, but the space is *underscored*. If you used a middle initial or suffix in cc:Mail, your logon name will now read **George_R_Gordon** or **George_Gordon_Sr**.

   - **Domain Name** – Enter the letters **PCG** in this field.

   - **Password** – Enter the word **password**, in all lower-case letters.

2) Click on **OK**. You will be advised that **Your name could not be matched to a name in the address list.**

3) To rectify that, click **OK** and, in the **Mailbox** field, enter your **User name** again, e.g., George_Gordon.

4) Click on **Check Name**. Once your name is verified against our national database, Outlook will underline it.

5) If your name is underlined, click **OK** to proceed. If not, call the AdvantagE Support Center at 800-326-1570.

6) You will next see a **Microsoft Outlook** pop-up. Click on **Yes** to arrive at the **Outlook Today** screen.

We have converted all messages previously in your cc:Mail Inbox and Drafts folder to the Inbox under your Outlook Mailbox folder, and all items in your cc:Mail Message Log to the Sent Items folder in your Outlook Mailbox. All personal folders you maintained in cc:Mail have been moved to your Outlook Mailbox folder as well.

Changing Your Password

We suggest you change your Outlook password at this time. To do so…

   1. Exit Outlook.

   2. Re-open Outlook.

   3. When the **Enter Password** window appears, select **Change Password**.

You will need to complete four fields. Enter **MSDWEXCH12** for the server name, then enter your old password and new password, then confirm your new password – note that your password is case-sensitive, so you need to type in exactly the same way each time. When done, click on **OK** twice to arrive at your Outlook Today screen.
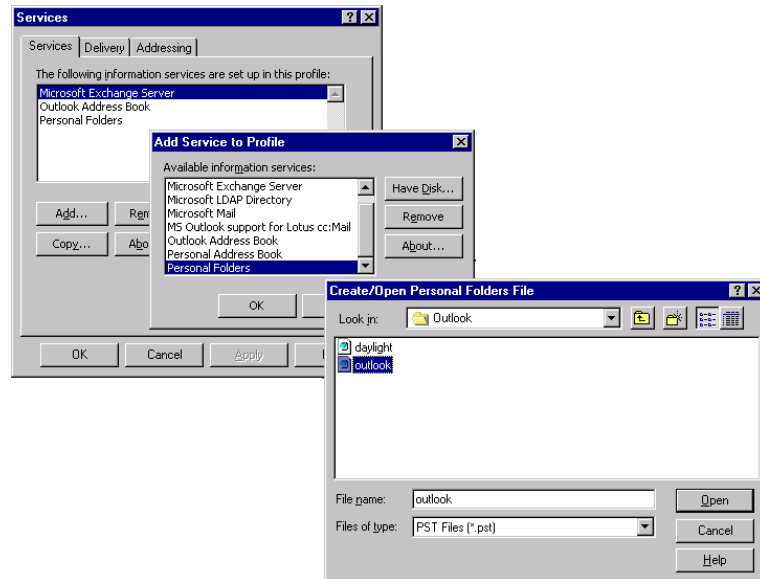
If you kept Personal Folders in Outlook, or if you maintained a mailing list, Internet addresses or archives in cc:Mail, read the next three pages carefully. If you kept no Personal Folders in Outlook, nor lists, Internet addresses or archives in cc:Mail, you can skip the remainder of these instructions and proceed to the *AdvantagE Update: Introducing Outlook 2000 E-mail* document that is attached.

●●

Advanced Conversion Procedures

If You Used Personal Folders in Outlook Prior to this Conversion

If you were using Outlook's Calendar, Contacts, Notes, Tasks and other features prior to the conversion to Outlook e-mail, all of the items you kept in those folders have been placed in personal folders. To access your personal folders …

1. Click on **Tools**, **Services** and then the **Add…** button.

2. Under **Available Information Services**, select **Personal Folders**. Click on **OK**.

3. A **Create/Open Personal Folders File** window will appear.

4. Make sure the **PST files (*.pst)** option is selected in the **Files of type** field.

5. Click once on your personal data file. This will be called the default, **Outlook.pst**, or a customized name you gave it. In either case, the file you need will end with a .PST extension and likely be the largest one available. If you do not see any .PST files listed, conduct a search of your C:\ drive for all .PST files; for assistance, call the AdvantagE Support Center.

6. Click on **Open**.

7. Click on **OK** to return to the Services tab.

8. "Personal Folders" should now appear in the large field directly under the words **The following information services are set up in this profile**.

9. Click on **OK** to return to Outlook.

If You Kept a Mailing List in cc:Mail

If you kept an internal mailing list in cc:Mail, you will need to recreate it in Outlook. Page 3 of the attached *AdvantagE Update: Introducing Outlook 2000 E-mail* details how to create a list from the Firm's Global Address Book.
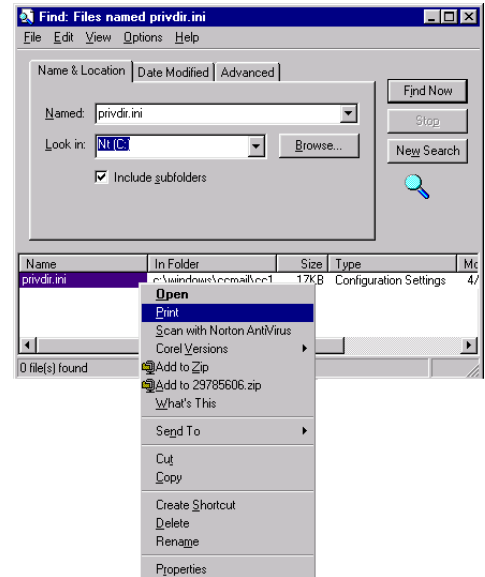
If You Kept Internet Addresses in cc:Mail
Note: *This section has been written for Advantage Workstations with single users. If your AdvantagE Workstation is shared, **do not** proceed with this section – call the AdvantagE Support Center at **800-326-1570**.*
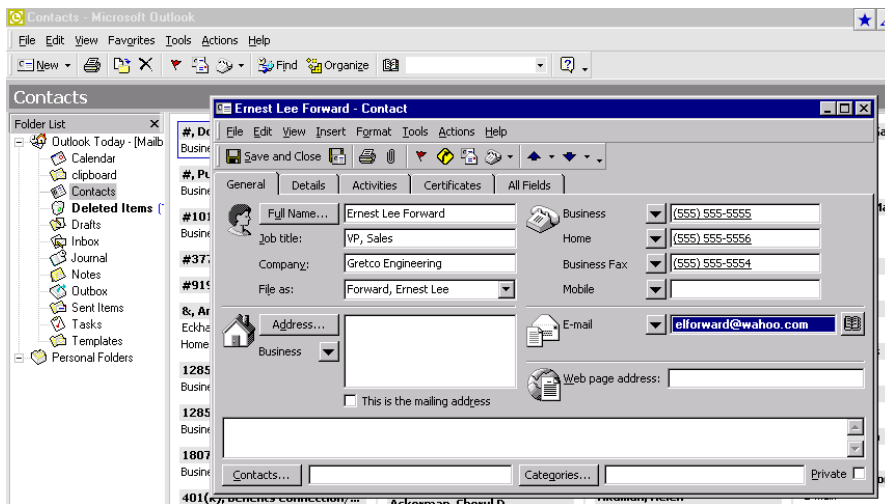
If you maintained a list of Internet addresses in cc:Mail, you should create a new Outlook Contact card for each address. This is a significant advantage over cc:Mail, which did not permit you to pair a contact's name with their e-mail address. Follow these steps to print out your list of cc:Mail Internet addresses…

OUTLOOK E-MAIL SETUP INSTRUCTIONS

● ●

1. From your Windows NT Taskbar, click on **Start**, then **Find**, then **Files or Folders**.
2. In the **Named:** field, type in **privdir.ini** and then make sure the **Look in:** field says **Nt (C:).**
3. The **Include Subfolders** box should be checked off. Click on **Find Now**.
4. When the **privdir.ini** file appears in the search results field, click on it once with your **right** mouse button.
5. Select **Print**.

To create a Contact card in Outlook for an Internet address on your list, open Outlook and…

1. Select the **Contacts** folder.
2. Click on **New** in the toolbar.
3. A **Contact Card** appears. Enter the contact's Internet address and proper name, as well as other data.
4. Click on the **Save and Close** button in the card's toolbar when done.

Repeat Steps 2-4 for each address on your list. Not only will you now have each Internet address linked to a client name, making it easier for you to look up Internet addresses, you will also be able to assign a client or prospect to as many targeted e-mailing lists as you wish.
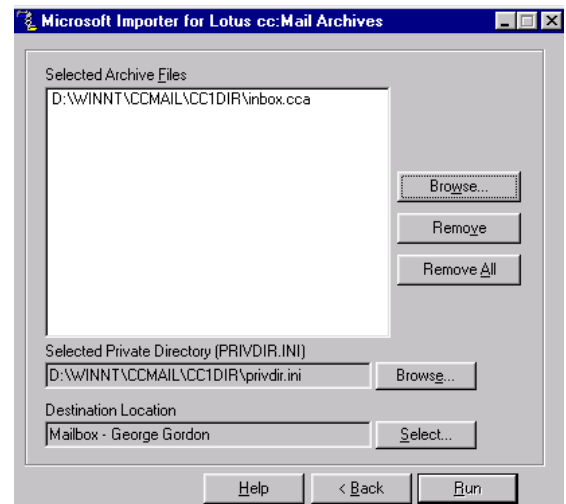
If You Maintained Archives in cc:Mail

*Note: This section has been written for Advantage Workstations with single users. If your AdvantagE Workstation is shared, **do not** proceed with this section – call the AdvantagE Support Center at **800-326-1570**.*

If you kept archives in cc:Mail, you can run a special utility to import them into your Outlook Mailbox. Make sure Outlook is running on your desktop, then:

1. Go to your Windows "desktop" (click once with your right mouse button on any gray area in the Windows task bar at the bottom of your screen and select **Minimize All Windows)**.
2. Locate the **E-mail Address Conversion icon** on your screen and double-click on it.
3. A screen will appear with comments on the process you are about to initiate. When you are finished reading this screen, **press any key**.
4. You will see an introductory screen. Click on **Next**.
5. You now will see a window with all of your cc:Mail archives listed at the top. Click on **Run** to start the transfer.
6. The process can take from three to 30 minutes, depending upon how

extensive your cc:Mail archives were. **Do not touch any key or mouse button during the transfer.** A status screen will appear, documenting the utility's actions. Although it may seem that the program is not working from time to time, it is actually transferring your data in the background. When you see that all the archives and the private directory have been converted, click on **Next**.

7. The last screen features a Finish button and a summary of the transfers. Click on **Finish** to exit the application.

You will find your archives listed as folders under your Outlook Mailbox. We recommend you move these folders down to your Personal Folders area – this will copy them from the office server to your hard drive, freeing up your Mailbox space on the server (see the *Housekeeping* section towards the end of the attached *Advantage Update: Introducing Outlook 2000 E-mail*). To move a folder, click on it once with your left mouse button and, holding the button down, drag your cursor and the accompanying folder icon down the Folders Listing until the cursor rests atop and highlights the words "Personal Folders". Release the left mouse button and your Workstation will begin moving the archive folder from the office server to your Workstation. If your archive is large, this could take some time.

You are now ready to begin using Outlook 2000 as your e-mail application.

When you are finished following these instructions,

you may detach them from the next document,

AdvantagE Update: Introducing Outlook 2000 E-mail,

and discard.