

Setting up Outlook

1. Start outlook to create the default folder, DO NOT, set email account! Logoff again. Make sure you don't have something like delprof running to delete the profile left on the PC.
2. On the server: Move the logon from AD OU and put in Users
3. Logon onto PC as administrator and Copy the c:\documents & settings\local settings\Microsoft\outlook.pst to h:\Microsoft\Outlook\
4. Go to Control Panel Classic > Mail > Data Files > Add...
 - Open H Personal Files
5. Open Outlook
6. Set up email address that won't work, e.g. dummy@school.county.sch.uk
 - Pop = imail.school.county.uk
 - Smtip = post.rmplc.co.uk
 - Username = dummy@school.county.uk
7. Go to Tools > Email Accounts > View
 - Change delivery to H Personal Folders
8. Close Outlook
9. Go to Control Panel Classic > Mail > Data Files
 - Remove Personal Files
10. On the server
 - Move the logon from users and put in own OU again
11. Reboot the PC
12. Logon as user and open Outlook
13. Sort out signature – Tools > Options > Mail Format
14. Sort out start in Inbox – Tools > Options > Other > Advanced Options
15. Sort out close original email on Reply or forward –
Tools > Options > Preferences > Email options
16. Sort out email account
 - change dummy to logon and put in proper password
 - Go to <more settings>
 - i. change from imail.hildenoaks.co.uk to Name's email
 - ii. on Advanced Tab change Delivery removal options to delete after 30 days and removed when deleted from deleted items folder
 - Test it!