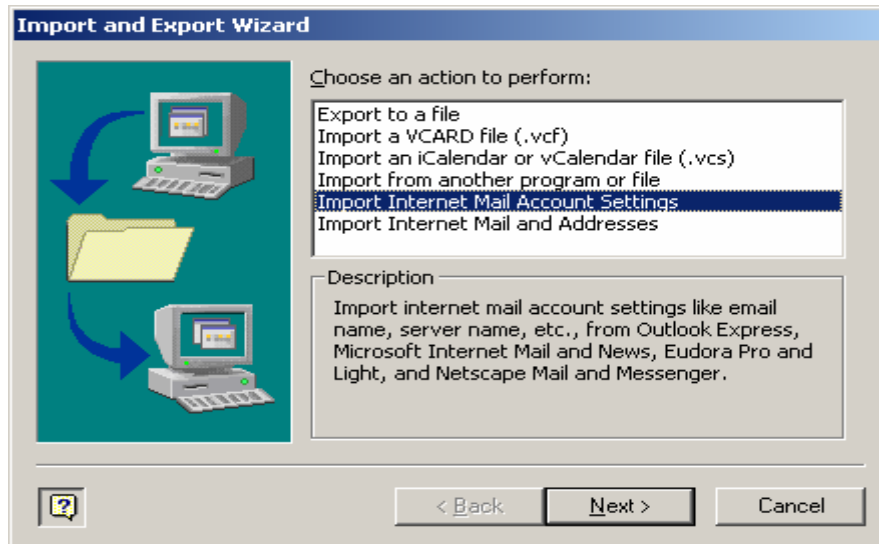
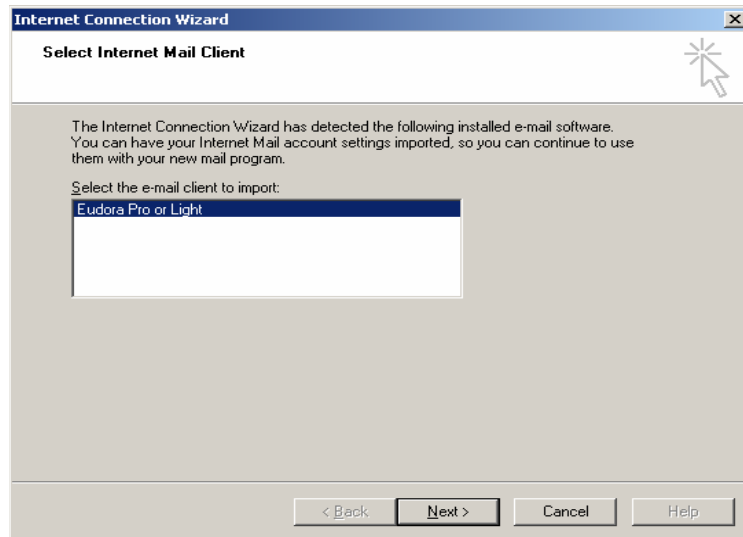


Switching from Eudora to Outlook on Windows Machine

- 1 Close Eudora
- 2 Open Outlook
- 3 From the File Menu Select Import and Export...



- 4 Click on Import Internet Mail Account Settings
- 5 Click Next

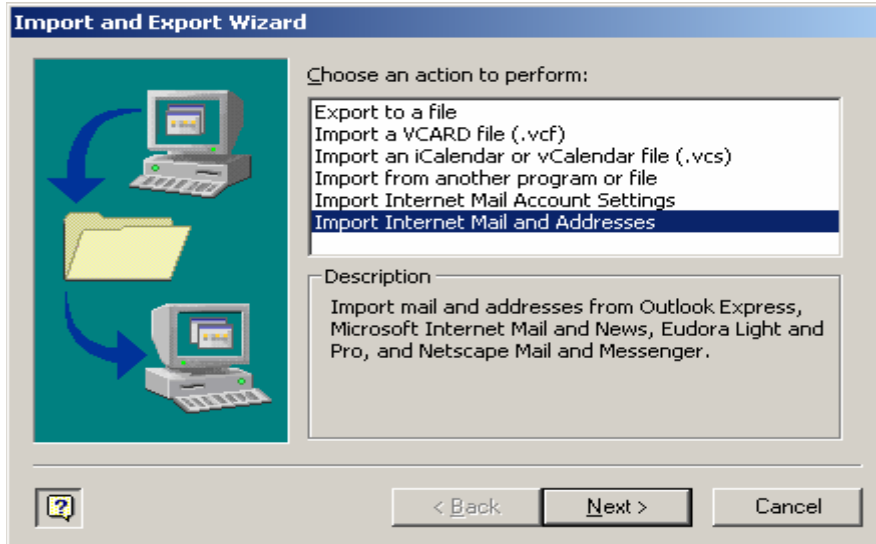


- 6 Click on Eudora Pro or Light
- 7 Click Next
- 8 Click Accept Settings
- 9 Click Next
- 10 Click Finish

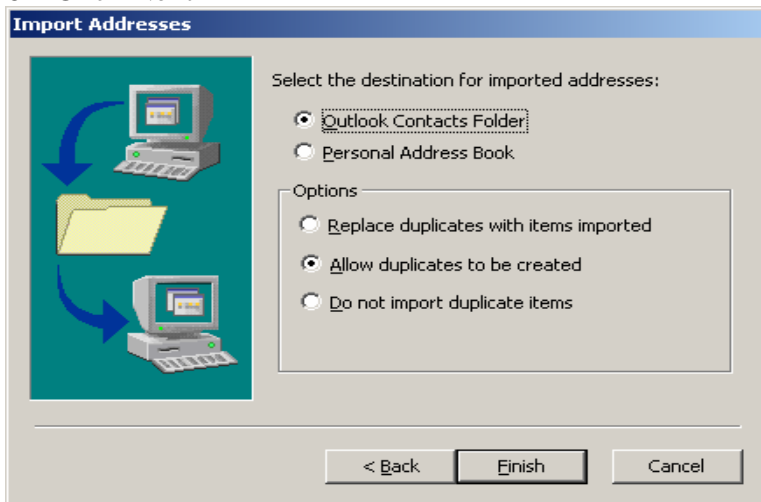
Your Outlook account should now be setup.

To import mail stored in mailboxes from Eudora to Outlook and addressbooks

- 1 From the File menu of Outlook select Import and Export



- 2 Click Import Internet Mail and Addresses
- 3 Click Next
- 4 Click Eudora Pro or Light
- 5 Make sure both the Import Mail and Import Address book boxes are checked
- 6 Click Next

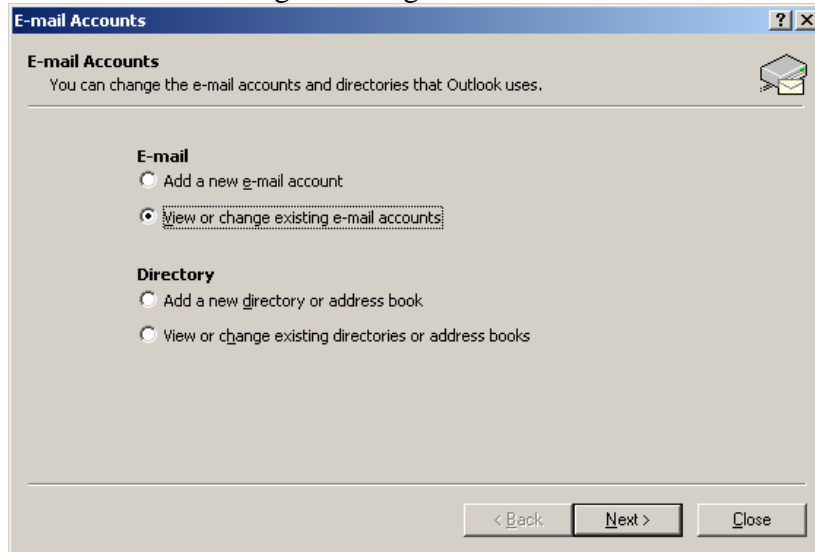


- 7 Click Finish
- 8 Click OK

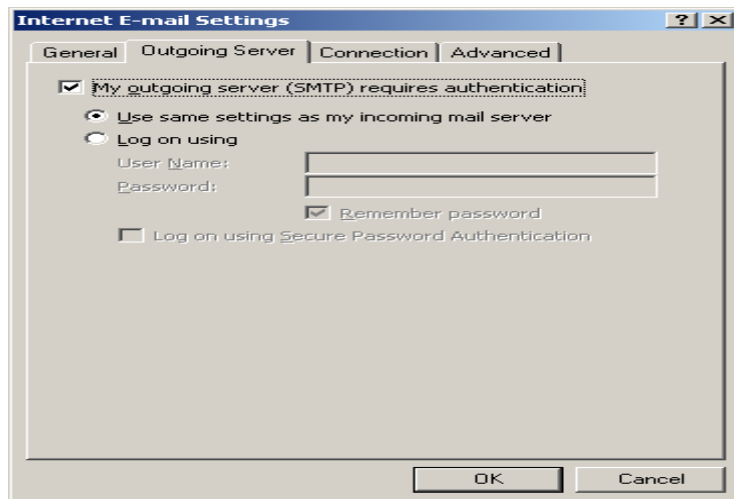
All your Eudora Mailboxes and address books should now be available in outlook. Note this did not remove them from Eudora.

Some final Settings

- 1 In Outlook go to the Tools Menu and select Email Accounts...
- 2 Select View or Change Existing e-mail accounts Click Next



- 3 Click Change (make sure that the Remember Password box is checked)
- 4 Click More Settings
- 5 Click Outgoing Server
- 6 Check the My Outgoing Server (SMTP) requires authentication box
- 7 Check the Use the same settings as my incoming mail server circle.



Setting up Directory Lookups

Outlook 2003

Under **Tools** in the top menu bar, select **E-mail Accounts...**

On the **E-mail Accounts** window:

1. Under **Directory**, click **Add a new directory or addressbook**.
2. Click **Next >**
3. Click **Internet Directory Service (LDAP)**
4. Click **Next >**
5. Under **Server Information**, opposite **Server Name**, enter:
sun2.drake.edu
6. Click **More Settings ...**

On the **Microsoft LDAP Directory** window:

1. Click the **Search** tab
2. Under **Search Options**, type: **dc=drake,dc=edu**
3. Click **OK** and you will be returned to the **E-mail Accounts** window.

On the **E-mail Accounts** window:

1. Click **Next >**
2. Click **Finish**

> Accessing and Using Directory Services within Microsoft Outlook

There are several ways to address e-mail messages in Microsoft Outlook using Directory Service searches. Here's one.

1. On the tool bar, select **New Mail Message**.
2. On the new mail message window, click on the **To:** button.
3. On the **Select Names** window, under the **Advanced** drop down menu (lower left corner), select **Find**.
4. In the **Find** window, enter search text in one or more of the query boxes.
5. For example, to locate someone by last name, enter a portion of the name in the appropriate query box and click **OK**.
6. The **Select Names** window will return to the front, populated with

the records returned by the search.

7. Use CTRL-click or SHIFT-click to select the people to be included as recipients for a new e-mail.

8. Click on the To->, Cc->, or Bcc-> **Message Recipient** buttons, as desired.

9. Click OK, at the bottom of the **Select Names** window and the newly populated message window will return to the front.

You may also search Directory Services directly from the **Address Books** window, under **Find Items**. This might prove useful where no e-mail message is to be sent, for example, you just want to look up a telephone number.