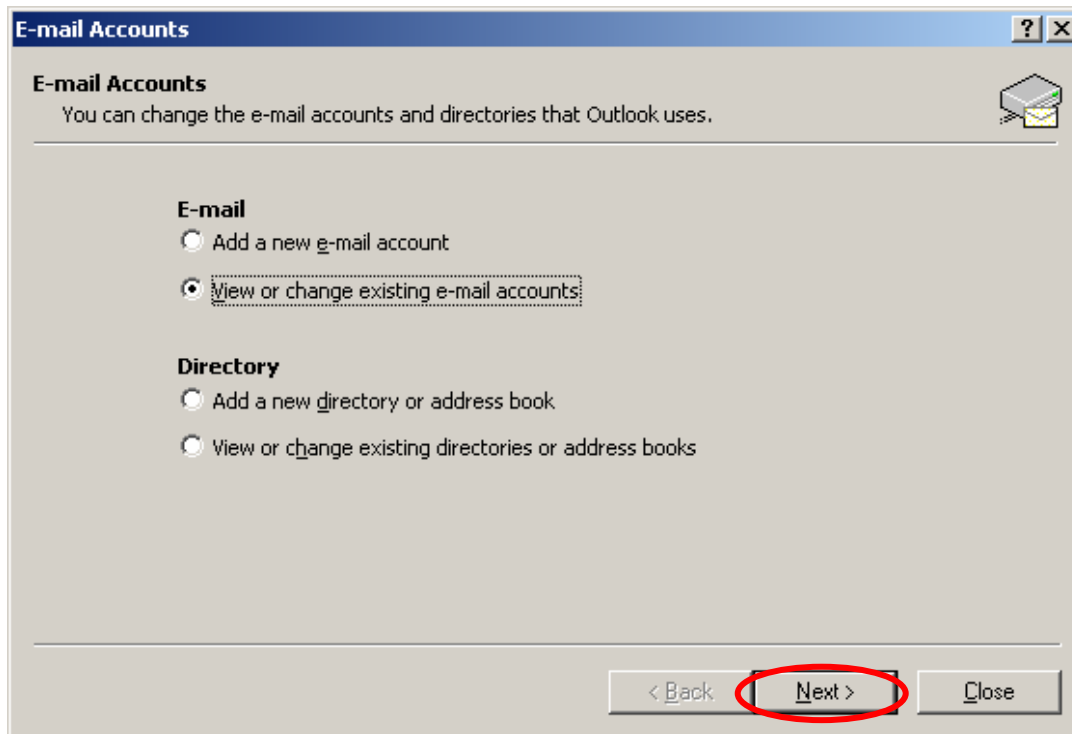


# Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP

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**To update your Outlook 2002/2003 (Windows XP) profile:**

1. From the **Desktop**, double click the **Microsoft Outlook** icon.
2. From the menu bar, click **Tools...E-mail Accounts...**
3. From the **E-Mail Accounts** dialog box, click **View or change existing e-mail accounts** radio button.

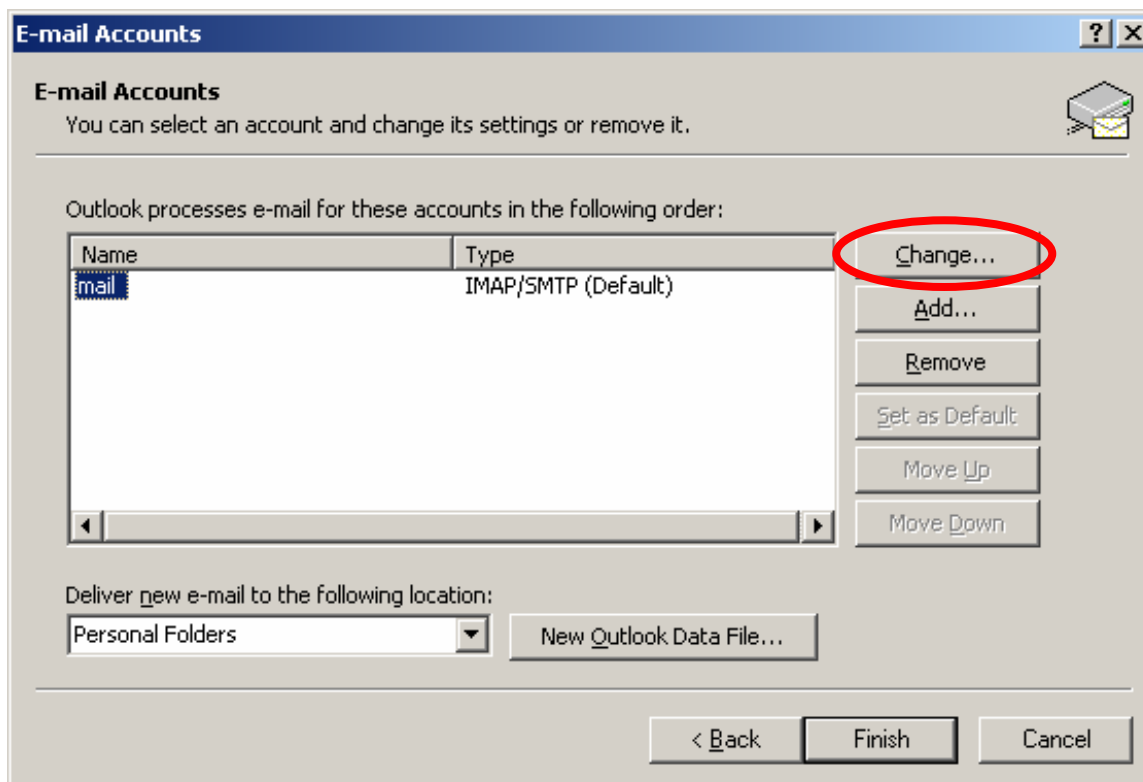


4. Click the **Next** button.

## Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP

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From the **E-mail Accounts** dialog box, choose the account to modify (usually called **mail**).



5. Click the **Change...** button.

# Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP

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6. The following changes are required:

- **Your Name:** Your Name
- **E-mail Address:** username@oakgov.com
- **Incoming mail server:** mail.oakgov.com
- **Outgoing mail server:** mail.oakgov.com
- **User Name:** username@oakgov.com
- **Password:** Leave unchanged
- **Remember password:** Ensure that this box is checked
- **Log on using Secure Password:** Ensure that this box is **NOT** checked

**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings is required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

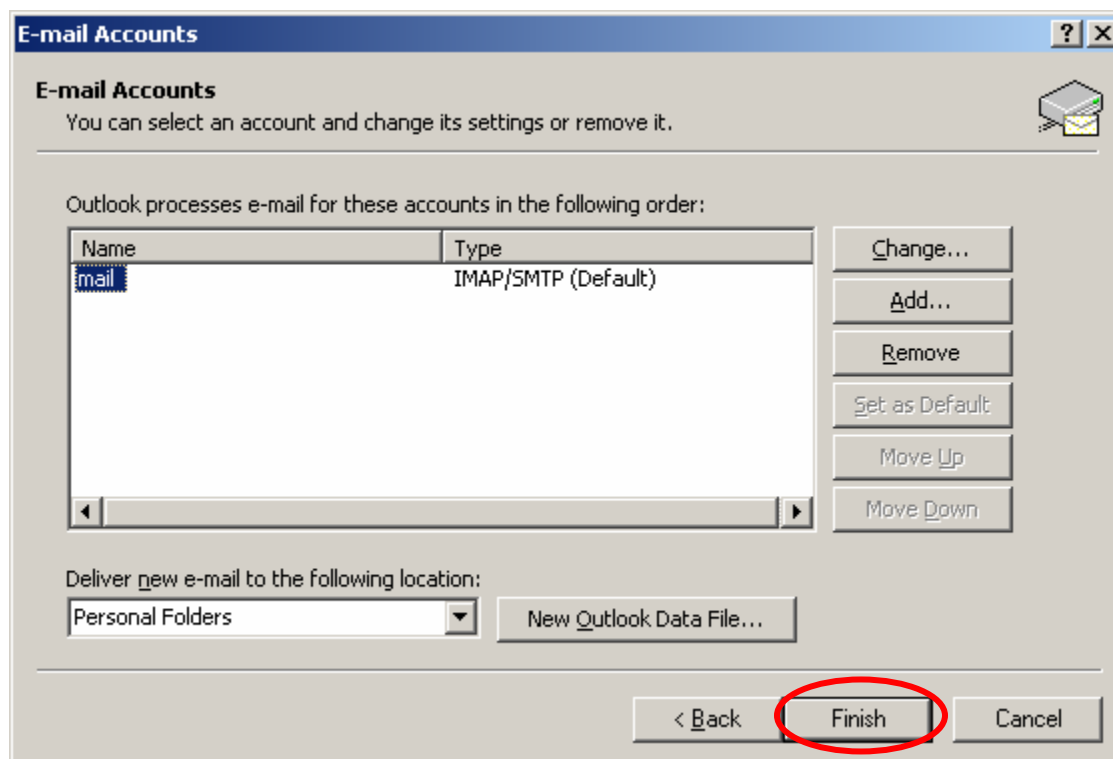
Log on using Secure Password Authentication (SPA)

< Back **Next >** Cancel

7. Click the **Next** button.

## Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP

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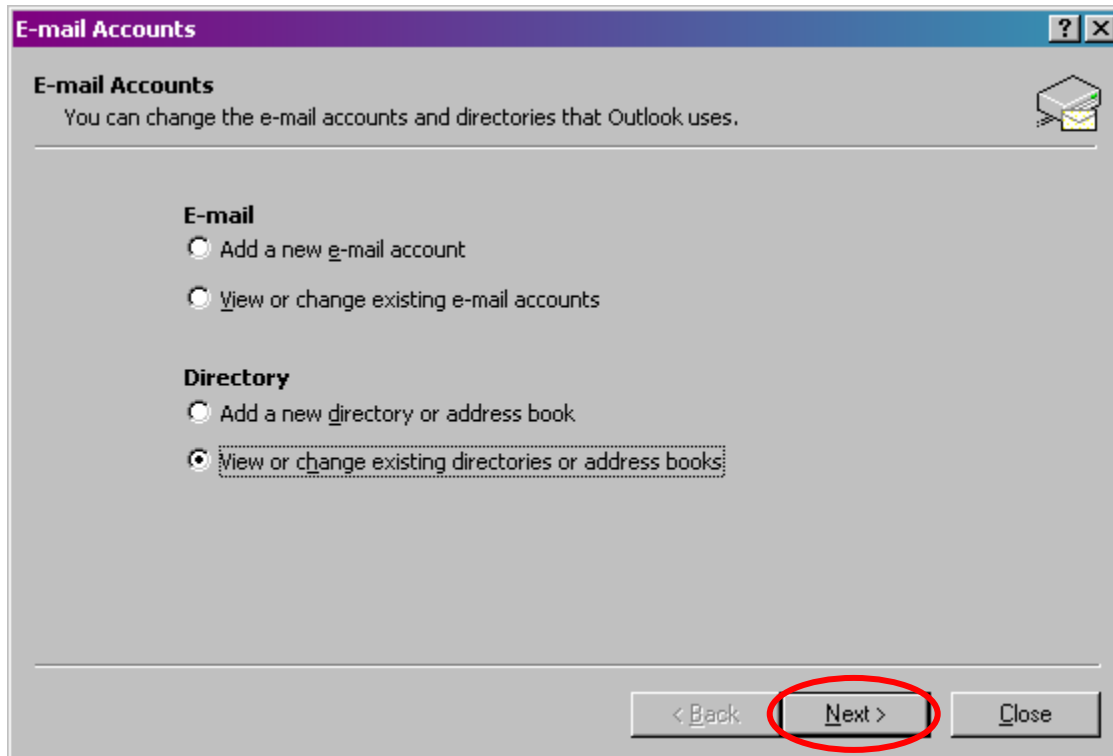
8. Click the **Finish** button.

# Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP

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You must now make a change to the LDAP Directory within Outlook.

1. From the menu bar, click **Tools...E-mail Accounts...**
2. From the **E-Mail Accounts** dialog box, click the **View or change existing directories or address books** radio button.

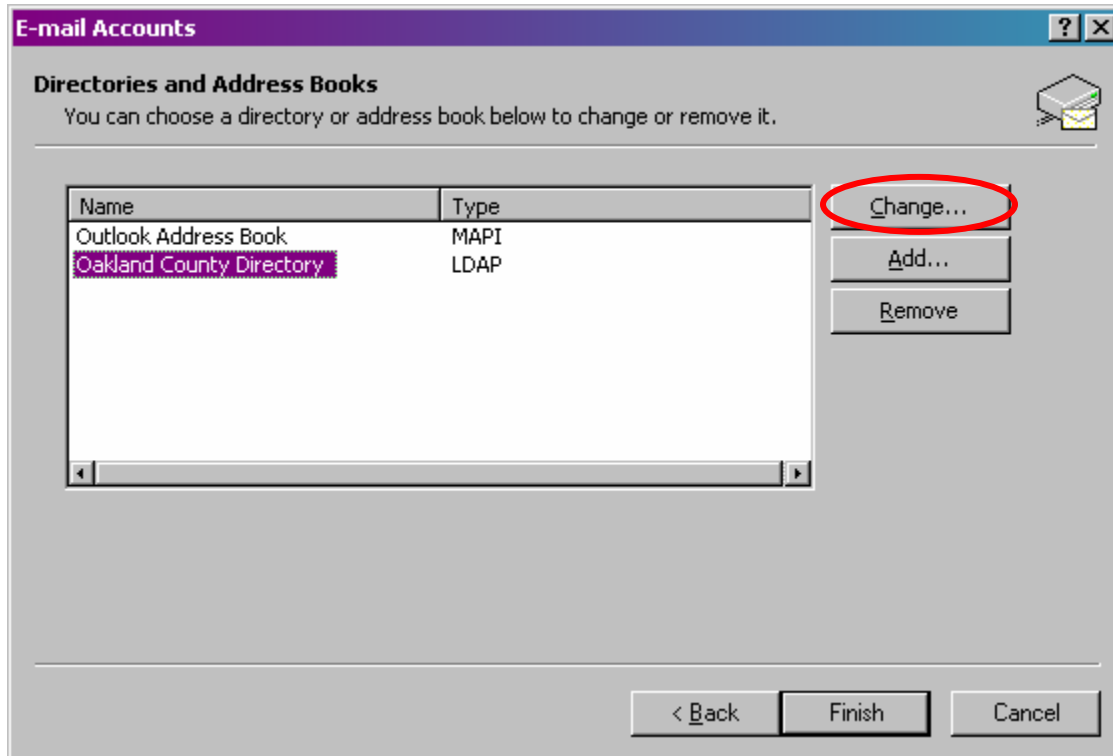


3. Click the **Next** button.

## Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP

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- From the **E-mail Accounts** dialog box, choose the LDAP account to modify (usually called **Oakland County Directory**).

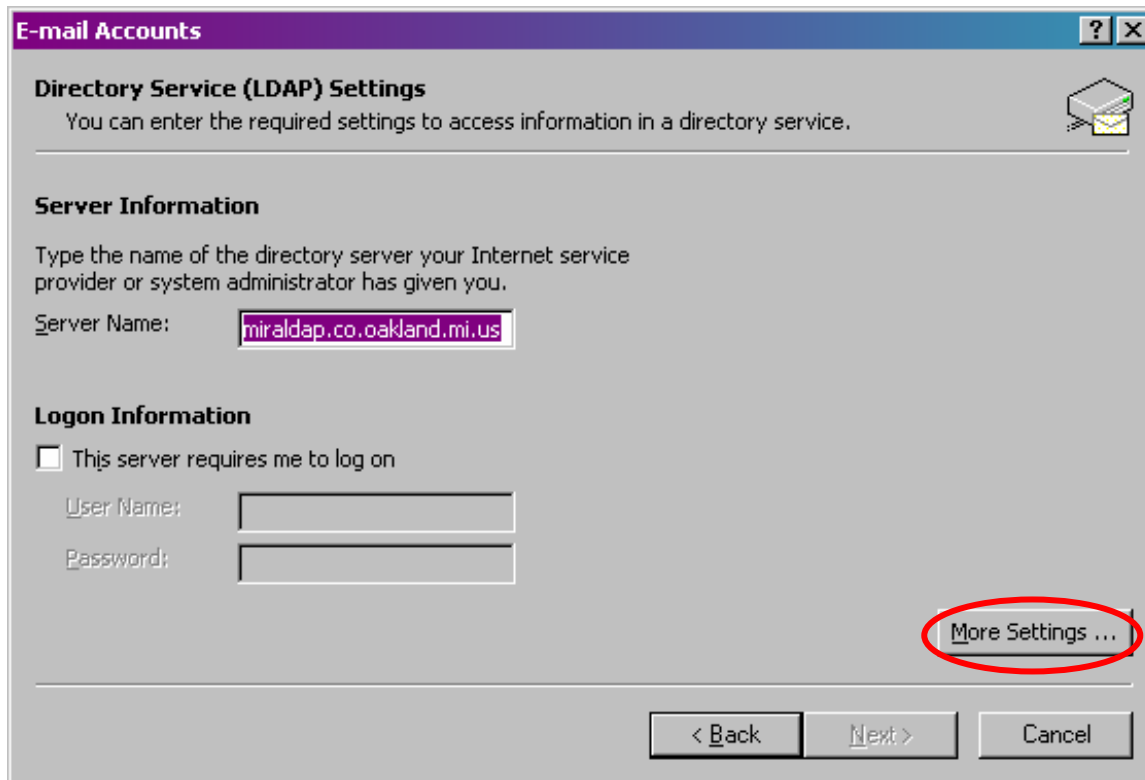


- Click the **Change...** button.

# Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP

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6. From the **Directory Service LDAP Settings** dialog box, click the **More Settings...** button.



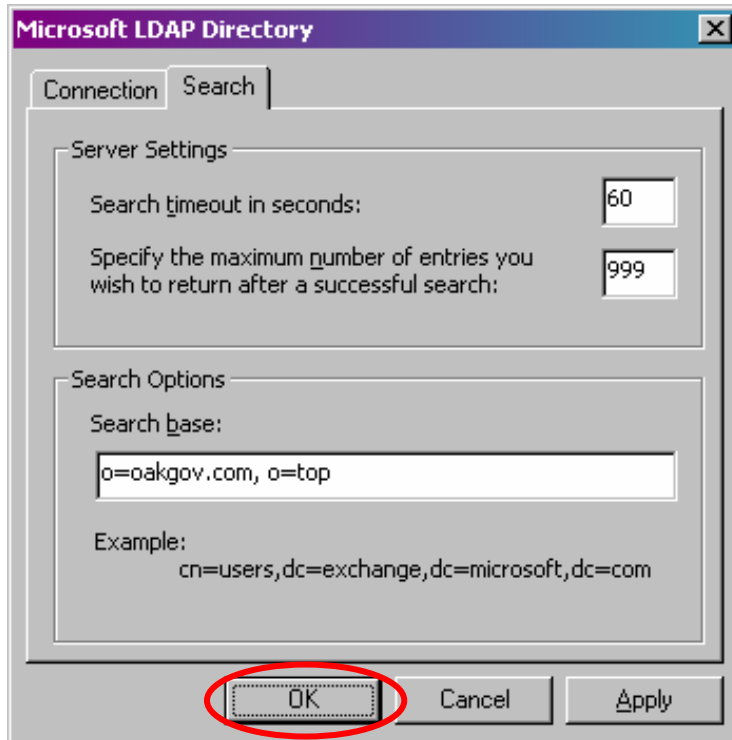
**Note:** Do not change the **Server Name** field.

## Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP

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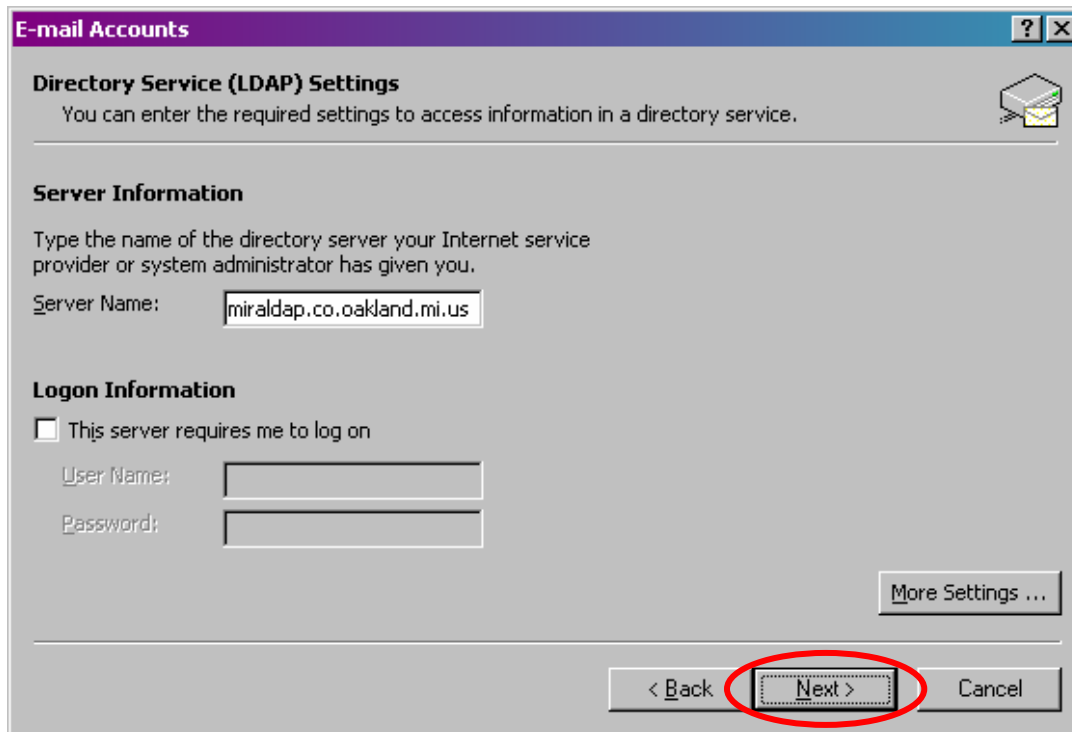
From the **Microsoft LDAP Directory** dialog box, click the **Search** tab and change the **Search base:** to read **o=oakgov.com, o=top**.

**Note:** A space is needed between the comma and o=top.

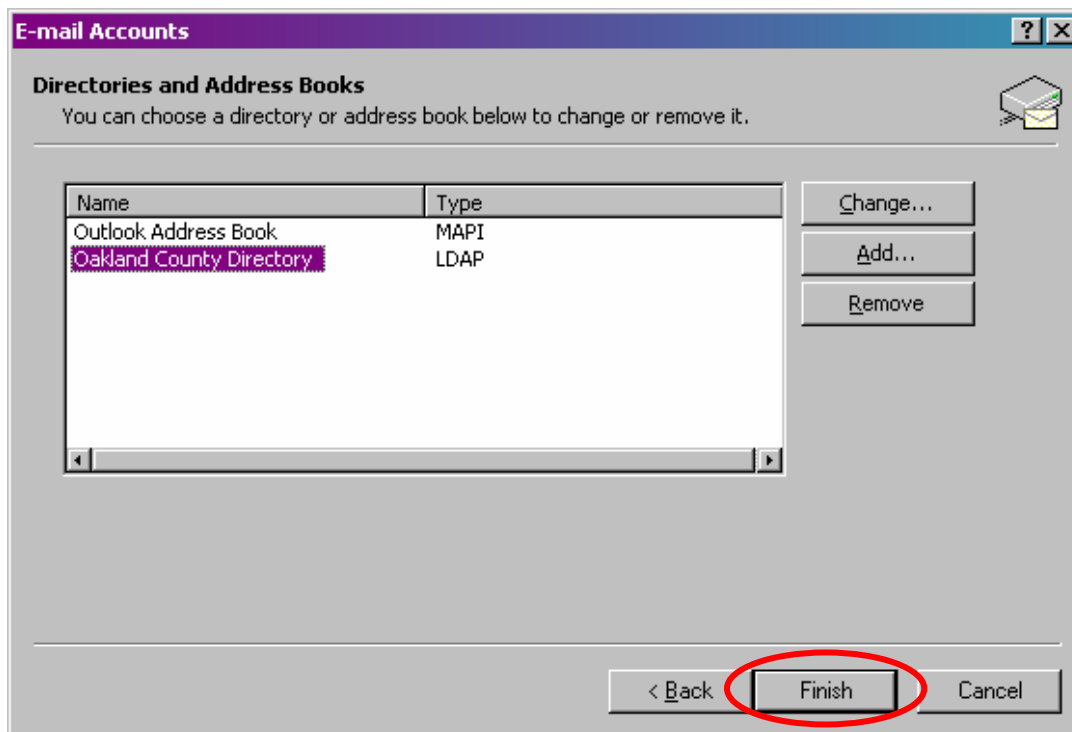


7. Click the **OK** button.

# Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP



8. Click the **Next** button.



9. Click the **Finish** button.

# **Microsoft Outlook 2002/2003 - Profile Change to Oakgov.com for Windows XP**

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Close Outlook, and then reopen Outlook. If you previously had a large number of e-mails, it may take several minutes for the messages to repopulate in your Inbox.

## **Subscribe/Resubscribe to the Junk Mail Folder:**

1. From Outlook, go to your **Inbox**.
2. From the menu bar, click **Tools...IMAP Folders**. If **IMAP Folders** is not visible, click the double caret at the bottom of the menu.
3. Click the **Query** button.
4. Click **Inbox.Junk Mail** from the **Folders** list and click the **Subscribe** button.
5. Click the **OK** button.

You should see that the **Junk Mail** folder is now a subfolder of your Inbox (to view your **Folder List**, click **View...Folder List**).

If you have any problems modifying your Microsoft Outlook 2002/2003 profile, please call the IT Service Center at (248) 858-8812.

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