

Microsoft Outlook 2003 Initial Configuration

Summary

The computer labs, and most others, are single user or used by multiple users that don't need separate profiles. When Outlook 2003 is first started the Outlook startup wizard does not give you an opportunity to specify where Outlook data files are stored. After the wizard completes, there'll be an Outlook.srs and Outlook.xml in C:\Documents and Settings*User name*\Application Data\Microsoft\Outlook\. The default location for "Personal Folders" in Outlook, Outlook.pst, is in a different location, C:\Documents and Settings*User name*\Local Settings\Application Data\Microsoft\Outlook\.

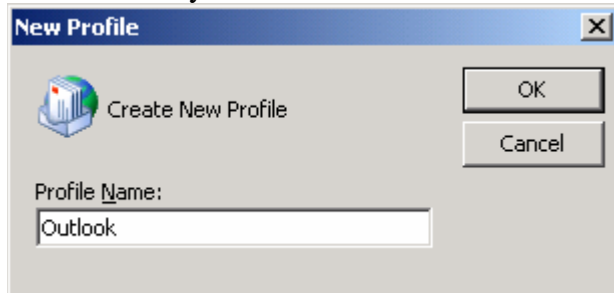
We want to move the Outlook.pst file to a central directory that can be accessed by all levels of users and facilitate backups by having all data in C:\My Documents\.

Move the Outlook.pst file from C:\Documents and Settings*User name*\Local Settings\Application Data\Microsoft\Outlook\ to C:\My Documents\Outlook\

Initial Configuration of Outlook 2003

Start Outlook

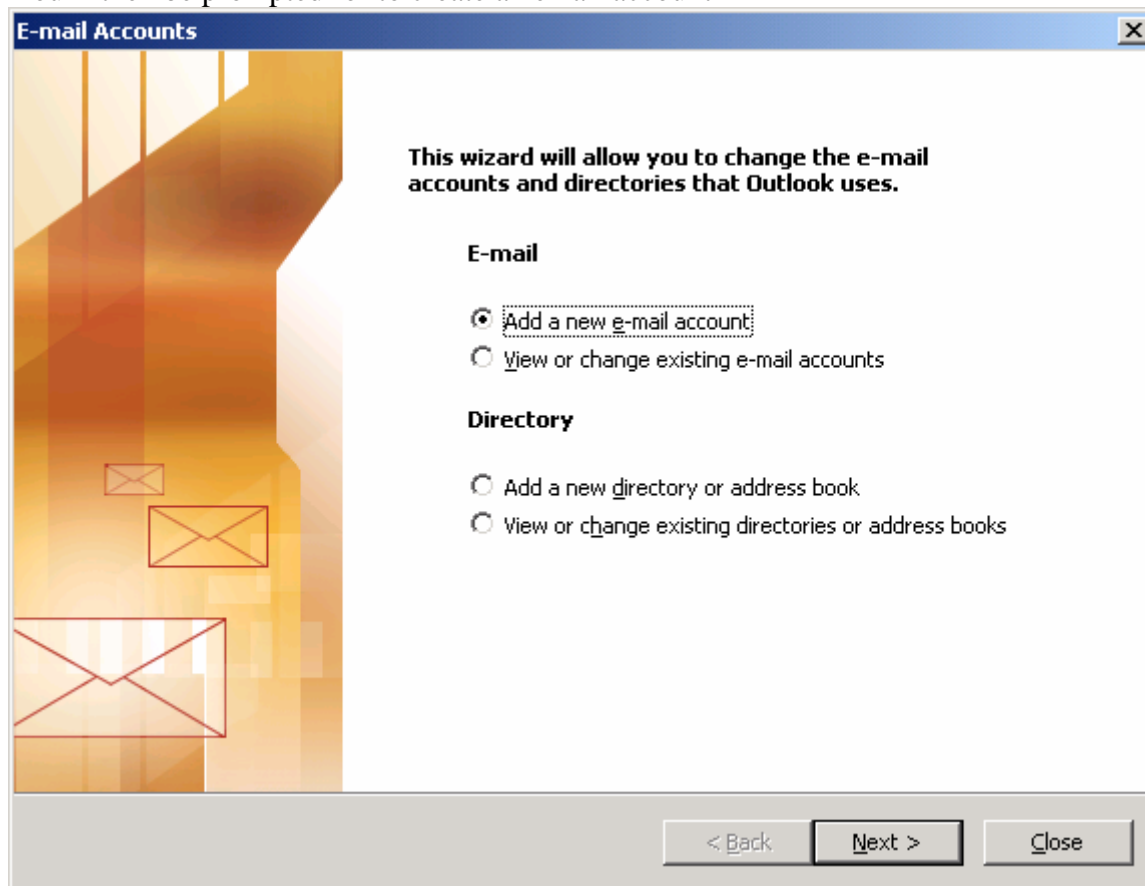
The first time you start Microsoft Outlook 2003 you'll be prompted to create a new profile.



Type the profile name then click the OK button.

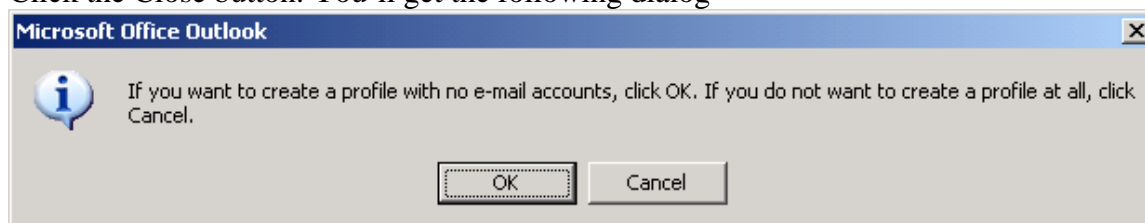
(Note: Under Windows 2000, You're not prompted for a New Profile. Just under Windows XP)

You'll then be prompted for to create an email account



Since we're setting up a generic profile for an image that will be used by multiple users, we want to create a profile without an email account. Also, discourage using Outlook for email unless the user needs access to an Exchange Server. Recommend the latest version of Mozilla Thunderbird (mozilla.org).

Click the Close button. You'll get the following dialog

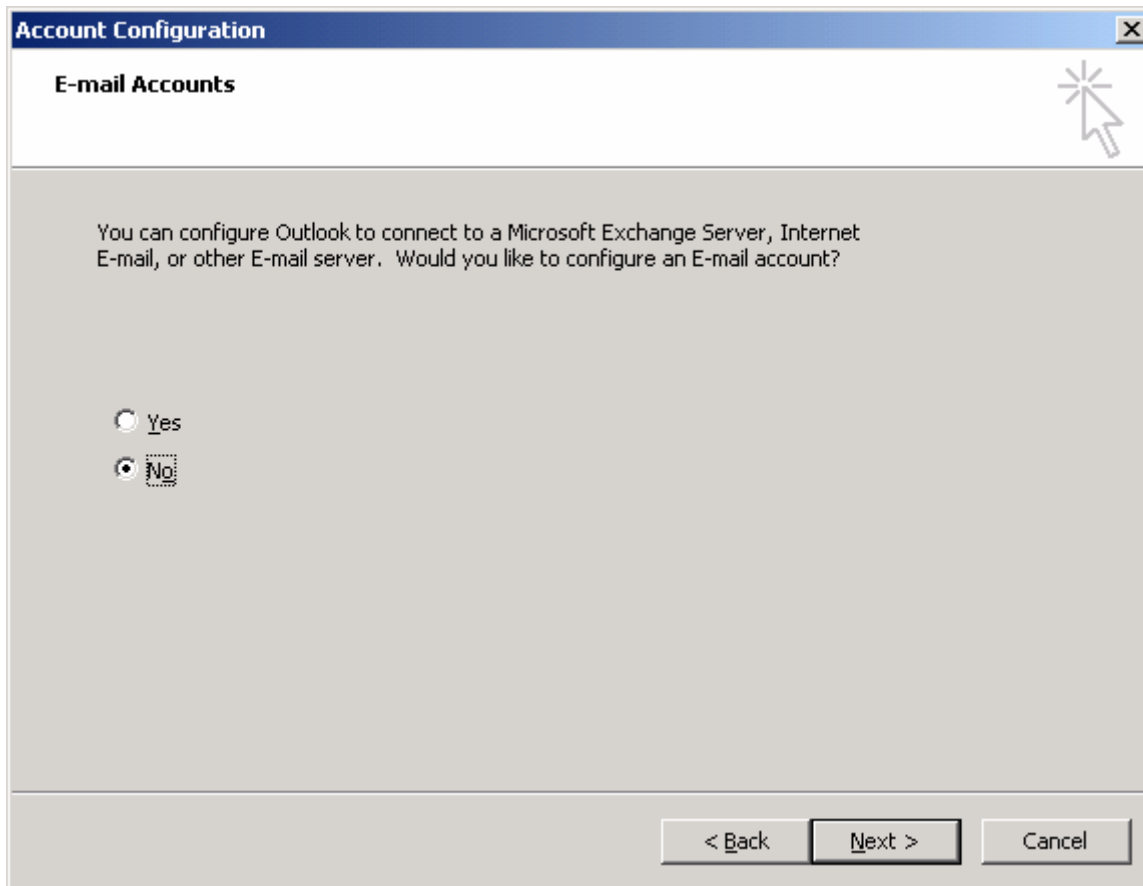


Click the OK button to create a profile with no e-mail accounts.

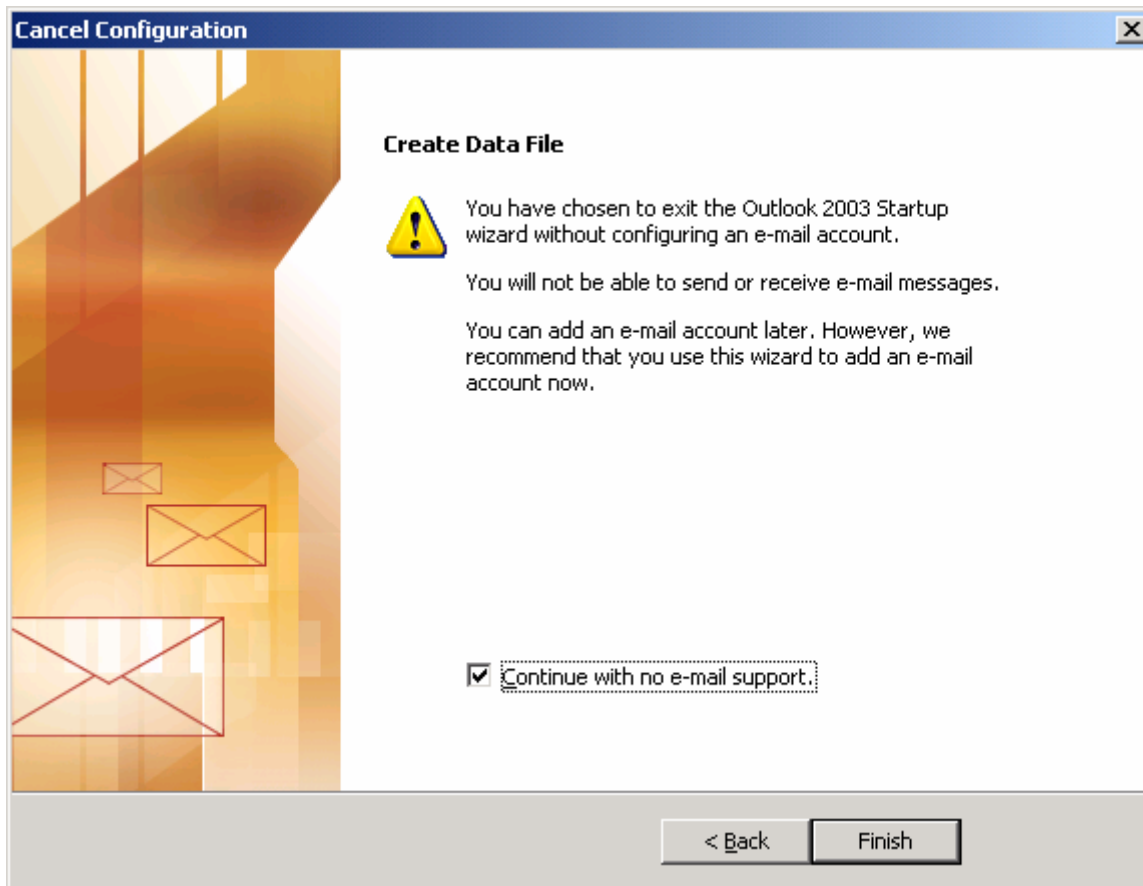
Outlook 2003 will then start the Outlook 2003 Startup Wizard



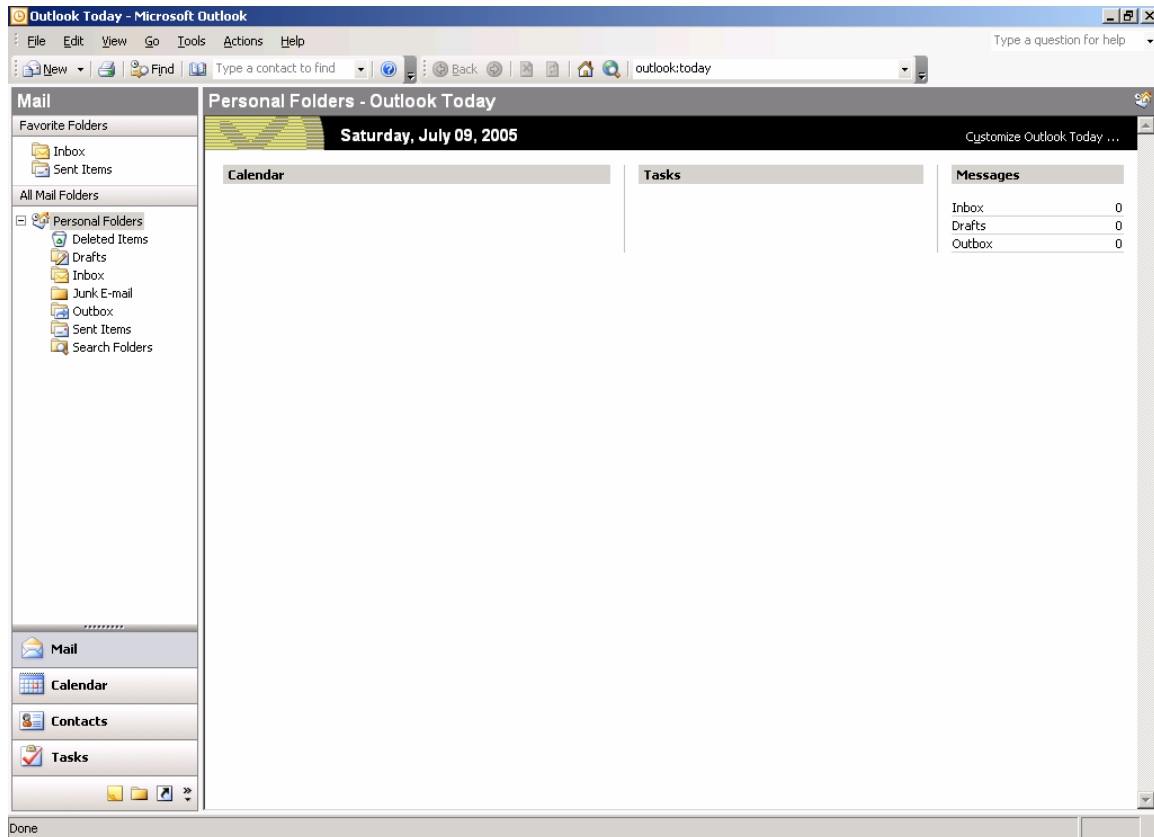
Click the Next button



Select No, then click then Next button



Select “Continue with no e-mail support.” then click the Finish button.



The initial configuration of the default profile for Outlook 2003 is now complete. Exit from Outlook 2003.

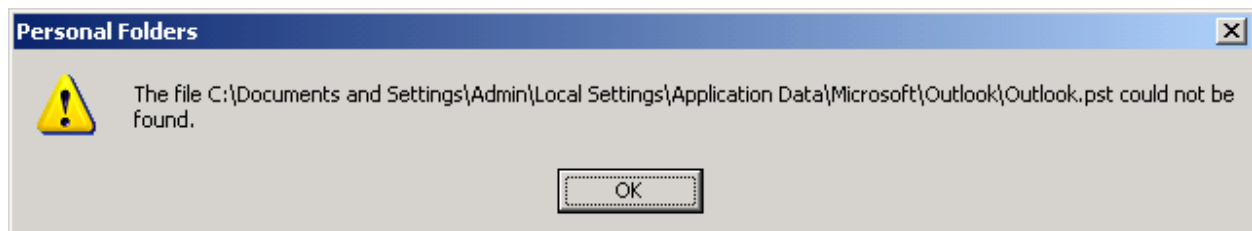
Moving Outlook.pst to My Documents

The next thing to do is move the Outlook Data File (Mail delivery location) from the users directory to a common location.

Move the Outlook.pst file from `C:\Documents and Settings\User name\Local Settings\Application Data\Microsoft\Outlook\` to `C:\My Documents\Outlook\`

Start Outlook 2003

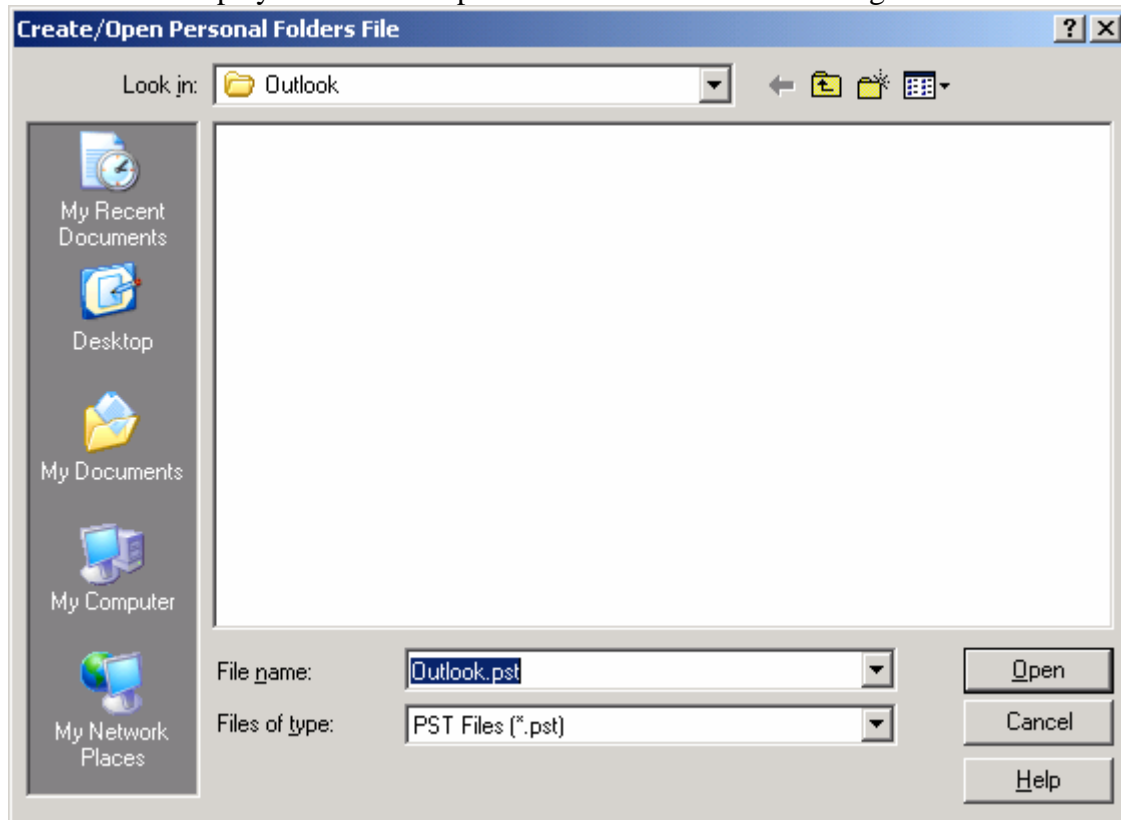
The next time Outlook 2003 started it won't find the Outlook.pst file.



Click the OK button

We need to now tell Outlook where to find Outlook.pst.

Outlook will display the “Create/Open Personal Folders File” dialog



Navigate to the directory you moved Outlook.pst to. i.e. C:\My Documents\Outlook\

Then click on the Outlook.pst file then click the Open button.

Make sure that the “everyone” group has Modify and Write rights to C:\My Documents\

You’re done. Remember to back your data!