These instructions are for Microsoft Outlook 2007 changes to Microsoft Outlook 2003 are slightly different.

1. First be sure that outlook is running.
2. Select the Tools menu then Account Settings
3. When in Account Settings choose the “Change” button.
4. Click the “More Settings” button

**Change E-mail Account**

*Microsoft Exchange Settings*

You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

**Microsoft Exchange server:** EXCHANGE12.Enterprise.emory.net

- Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

**User Name:** Small Lewis

[Check Name]

[More Settings]
5. Once you are in the change settings go to the “Advanced” tab
6. Check the boxes you see in the picture below and click “Apply”

7. Restart your Microsoft Outlook and check the shared calendars you have. They should open much faster after the first time.