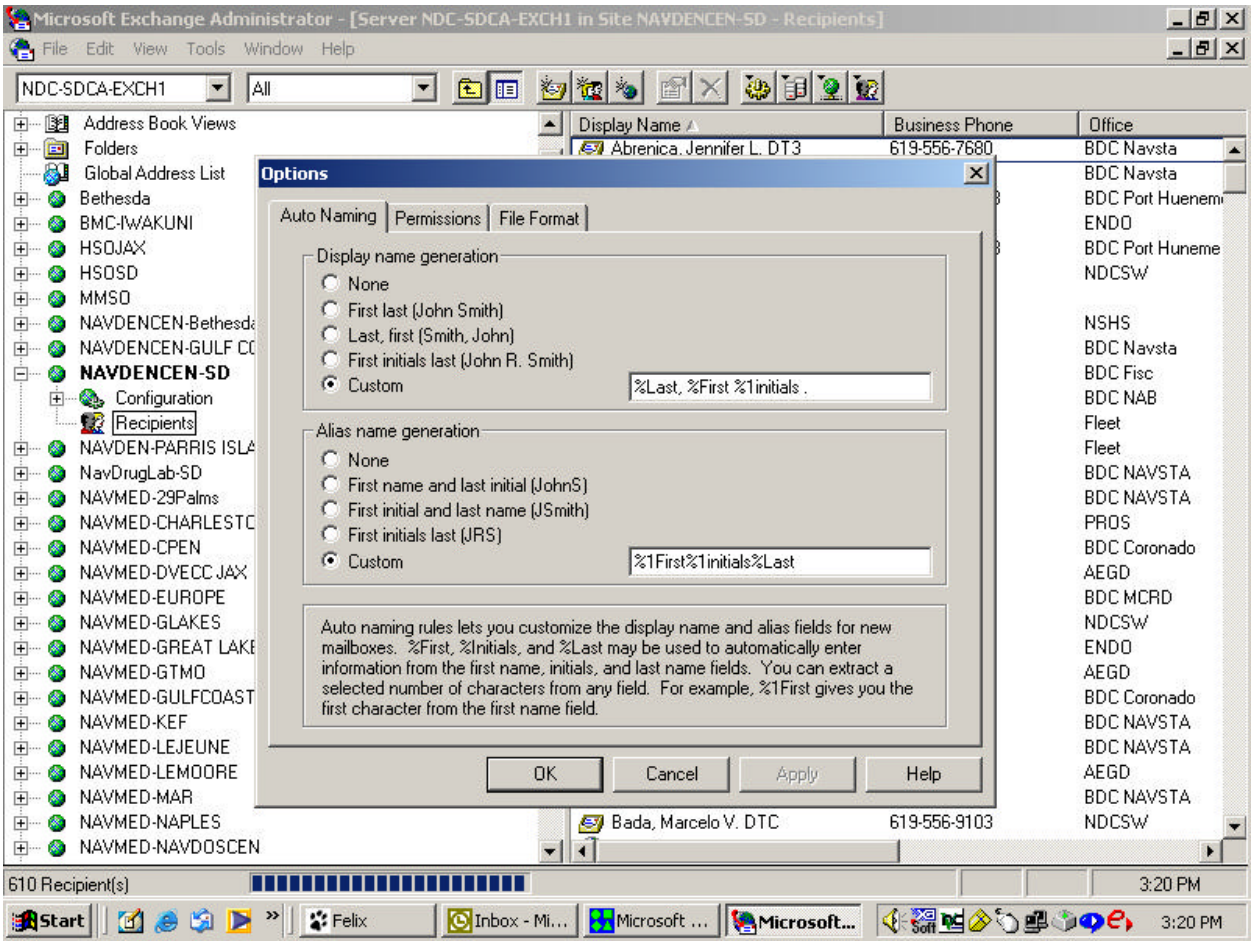
Email Account Setup Procedure:



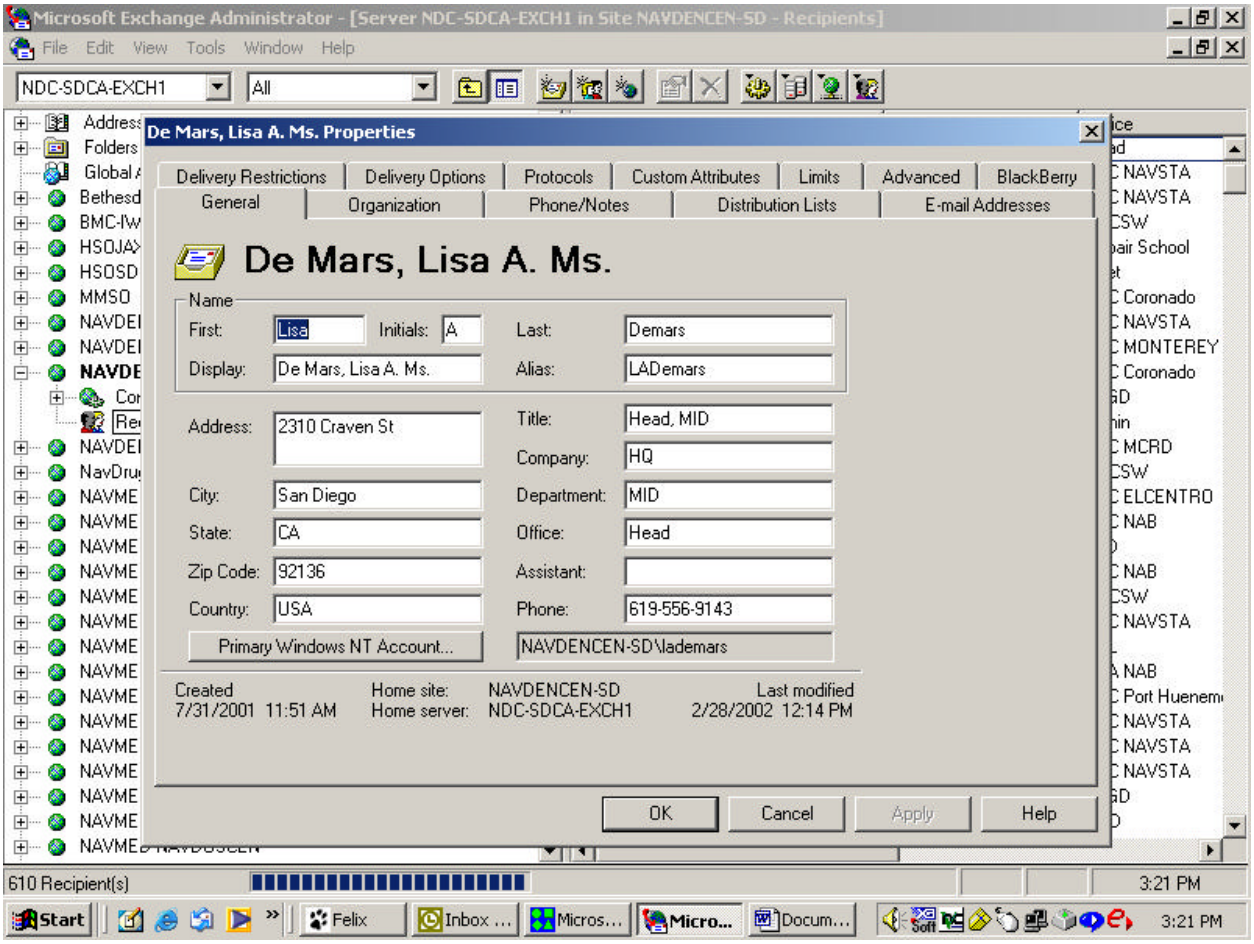
Ensure your Microsoft Exchange Administrator program is configured correctly.

Tools, Options

Be sure you have the above custom settings. All accounts must be created the same.

Email address: lademars@ndcsw.med.navy.mil (That's 1st initial, middle initial, last name)

<u>Note</u>: It is considerably less work to choose an existing email account (of staff member who works in the same area) and duplicate it (File, Duplicate) because the clinic name, phone, and phone number will copy for you. Be sure to adjust the rank and distribution lists.



General Tab: Be sure to fill out:

First name, middle initial, lastname.

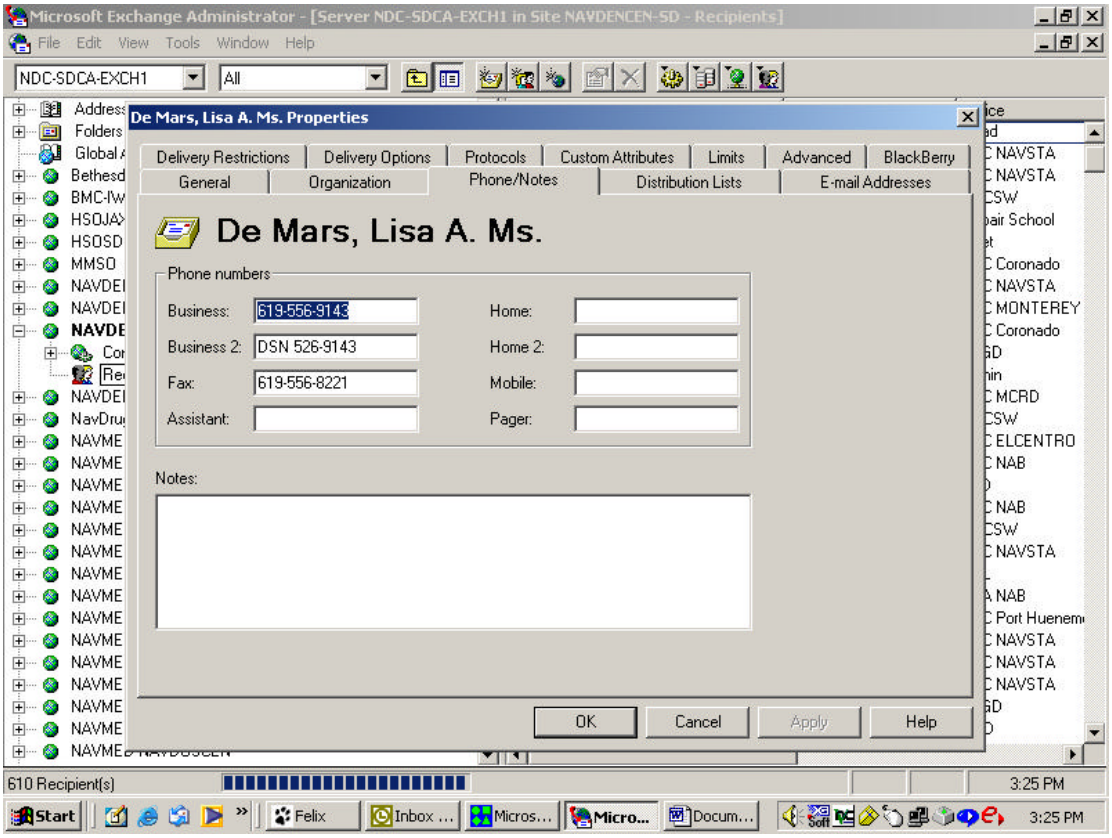
Click in Display and add title (DT1, CDR, Ms. Etc).

Put in the clinic address and phone number.

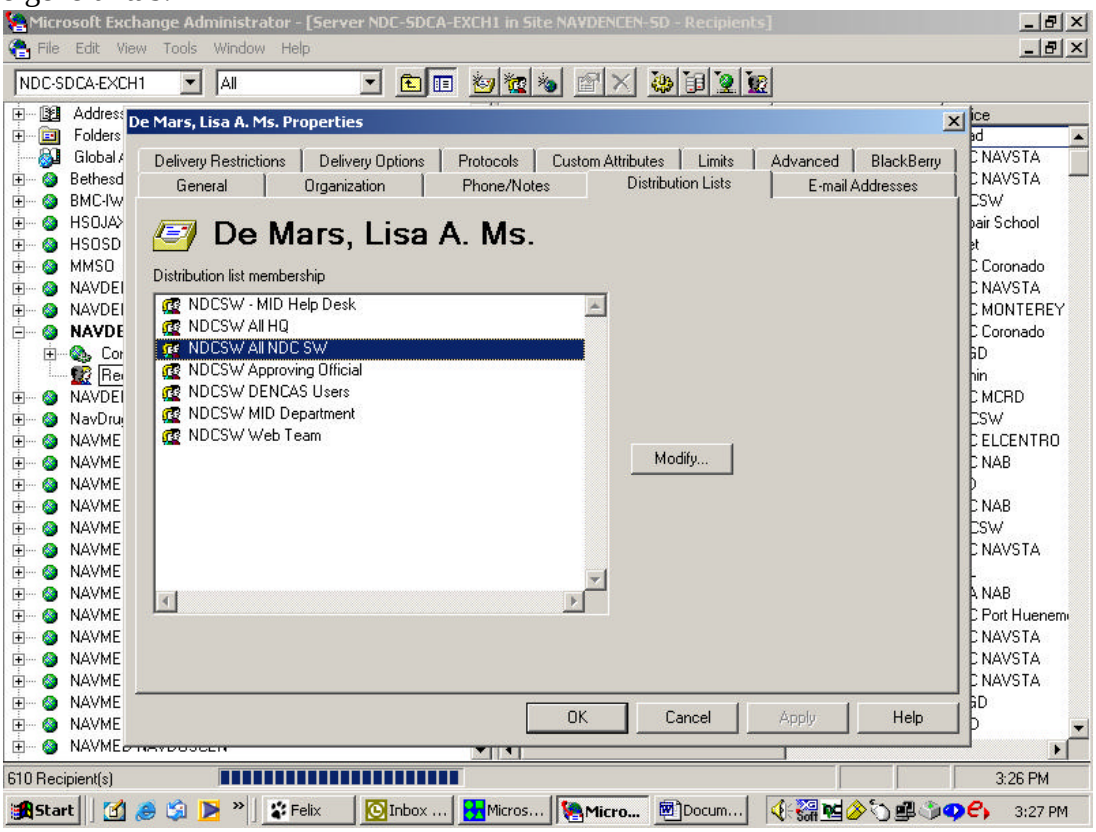
Primary Windows NT Account:

Mandatory

Can choose from existing account or create one here



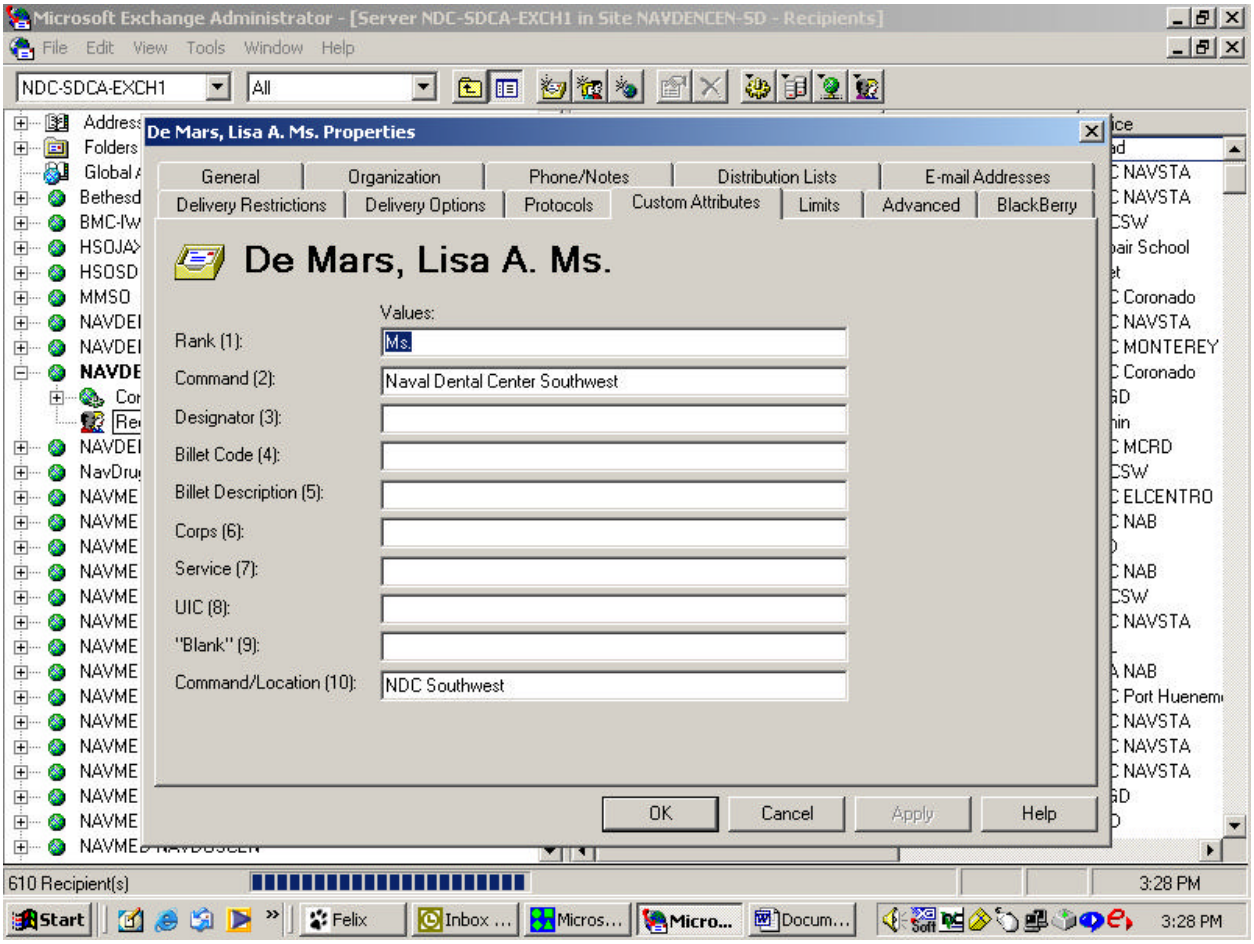
Phone: Be sure to fill in the DSN number and FAX number. Main phone number will transfer from the general tab.



The distribution lists are email groups.

All staff must be a member of NDCSW All NDC SW

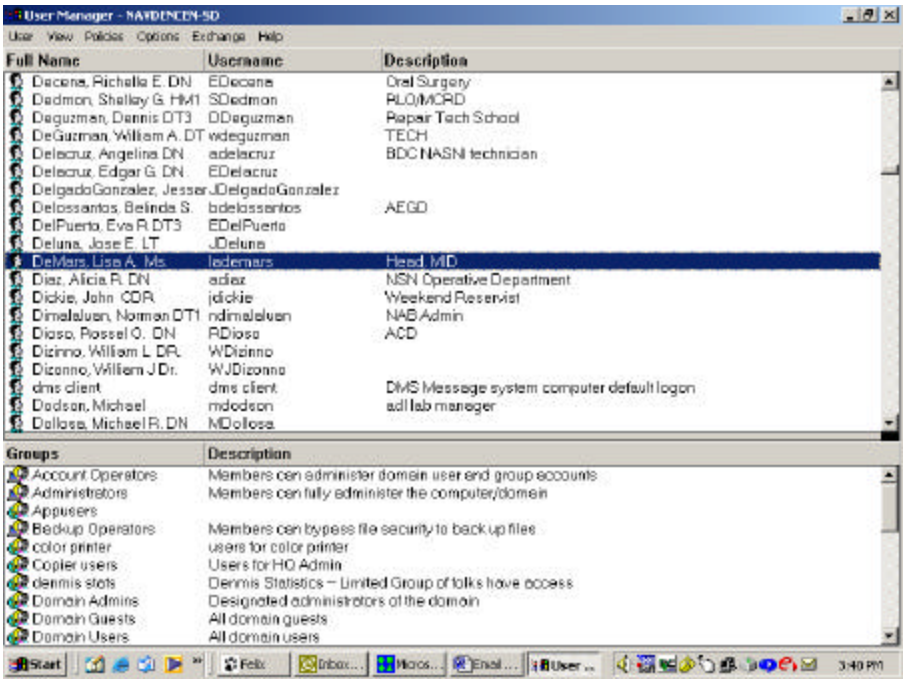
Add other email groups as appropriate for that staff member's position and function.



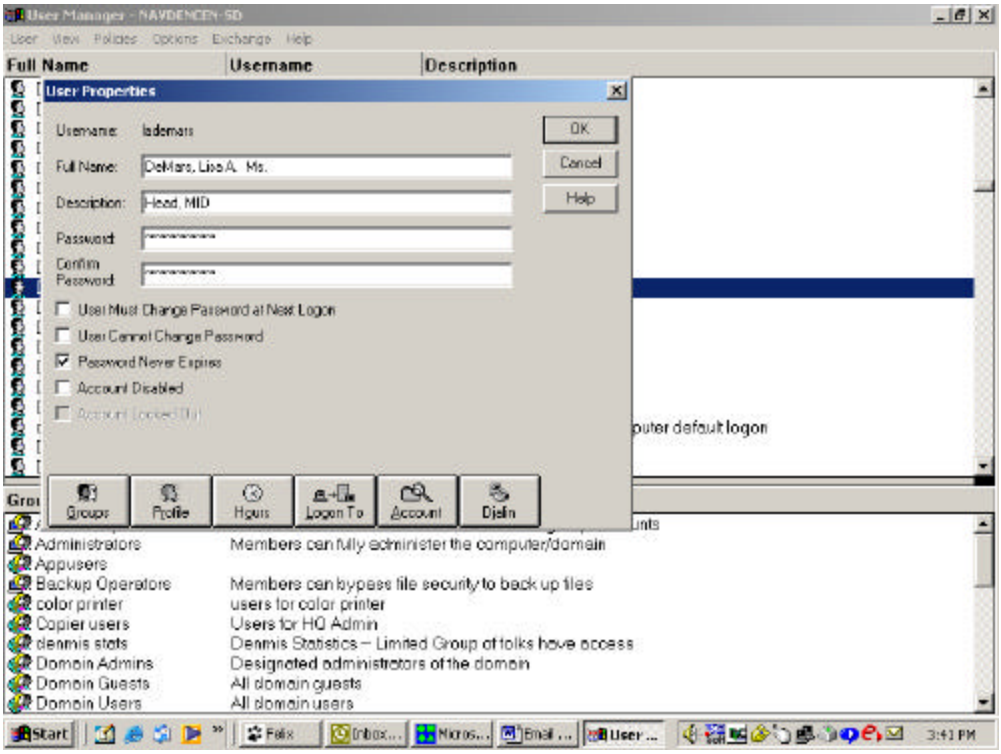
<u>Custom Attributes</u>:

Rank (1) Must contain military rank (DN, DTC, LT, CAPT, etc.) or civilian (Ms. or Mr.)
Command (2) Must contain Naval Dental Center Southwest
Command/Location (10) must contain NDC Southwest

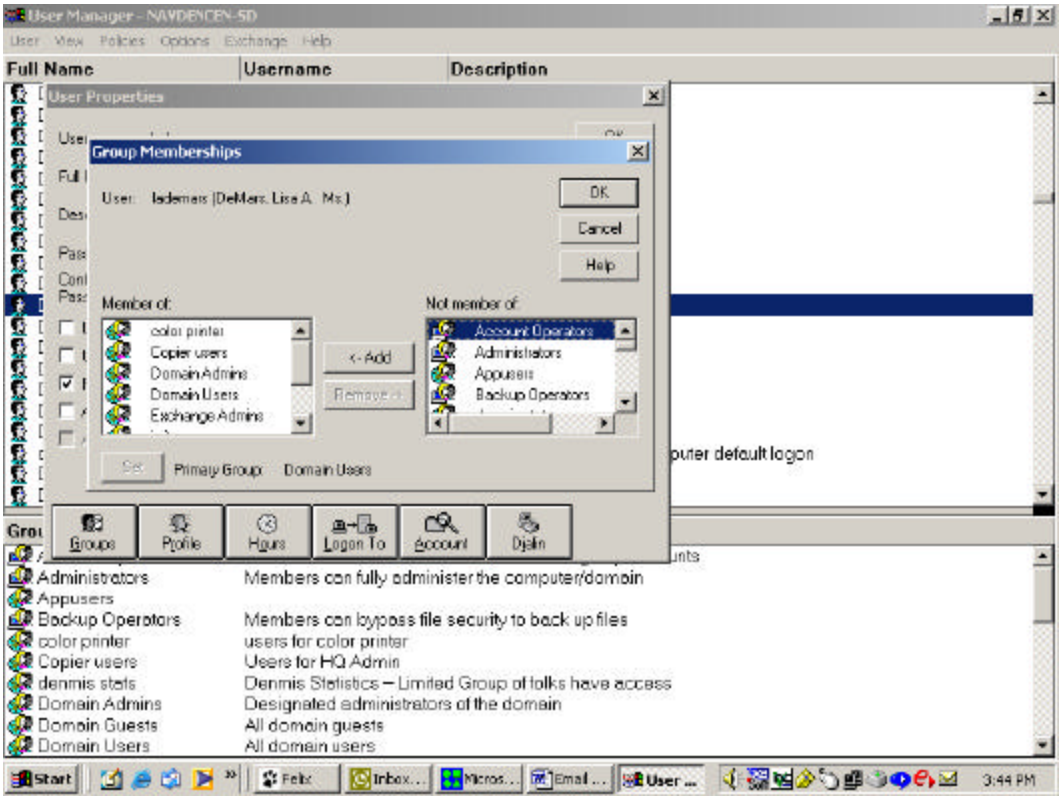
User Manager for Domains



Program for adding, deleting, and updating network user accounts. Also for managing groups of user accounts.



Initially user passwords are set to 123456
Check the User Must Change Password at Next Logon
Next choose Groups



All users must be a member of Domain Users
Add other groups as appropriate. Usually no other groups are necessary.

Make no changes to Profile, Hours, Logon To, Account, Dialin