

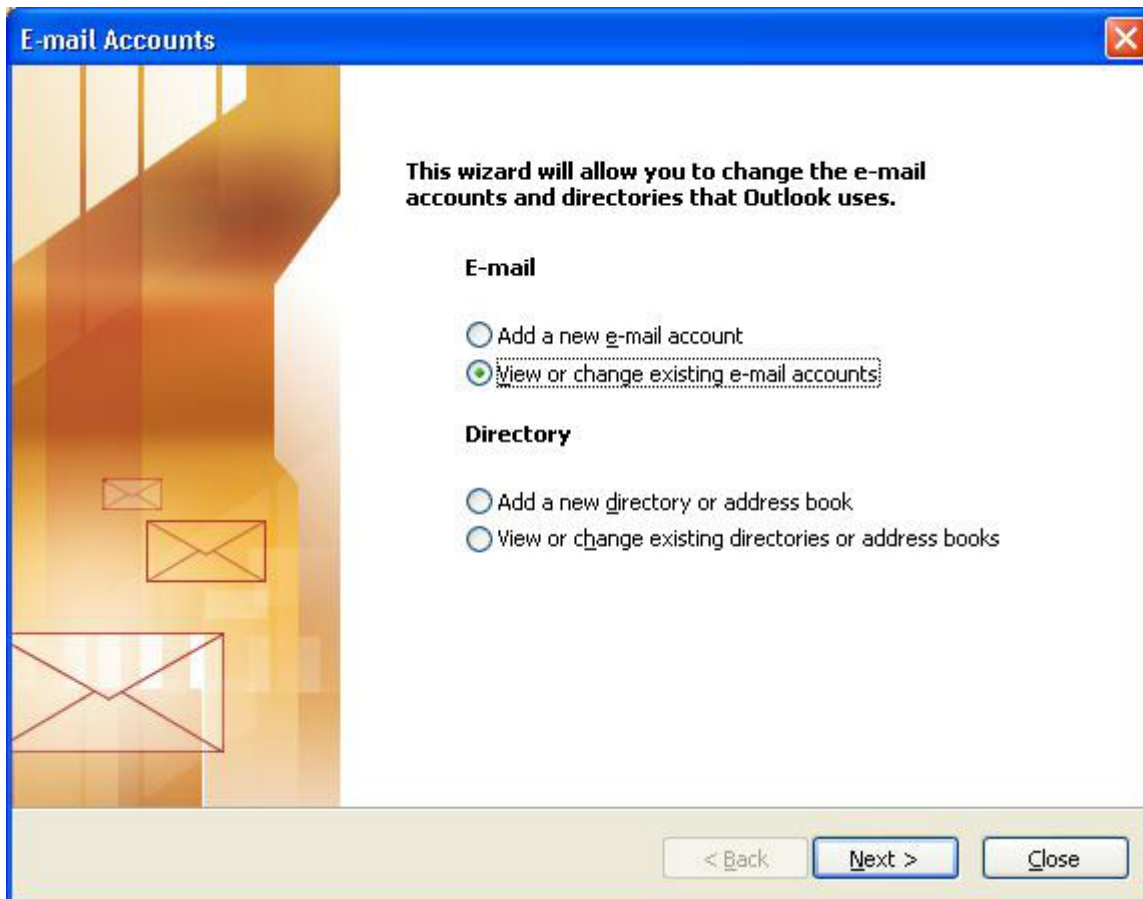
## Files not sending / receiving via e-mail

If audio files fail to send or are not being received via e-mail with Microsoft Exchange, you will need to check your Cached Exchange Mode setting.

- Open Outlook 2003. Select **Tools > Options**.



- Select **View or change**



### E-mail Accounts

You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

Name	Type
Microsoft Exchange Server	Exchange (Default)

**Change...**

Add...

Remove

Set as Default

Move Up

Move Down

Deliver new e-mail to the following location:

Mailbox - [dropdown]    New Outlook Data File...

< Back    Finish    Cancel

### E-mail Accounts

#### Exchange Server Settings

You can enter the required information to connect to your Exchange server.

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

Microsoft Exchange Server: [text box]

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: [text box]    Check Name

More Settings ...

< Back    Next >    Cancel