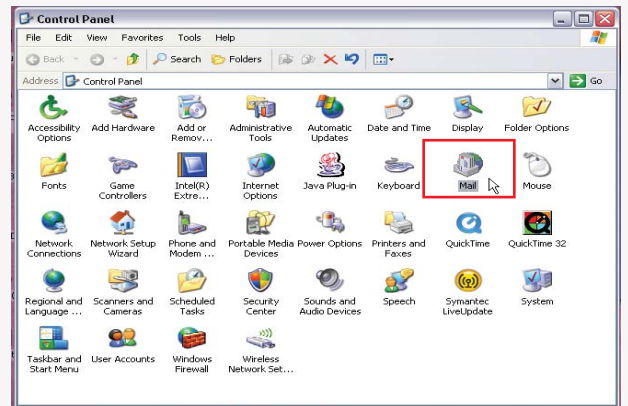


OUTLOOK - PROFILE

How to create a profile in Outlook

1. Click the **start** button and click **control panel** to open
2. Double click the **mail icon**

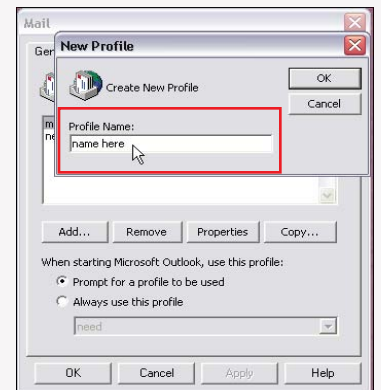
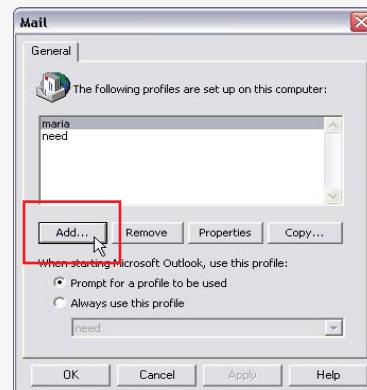


3. Click **show profiles**



4. Click **add** and type in the name of the person the profile is for.

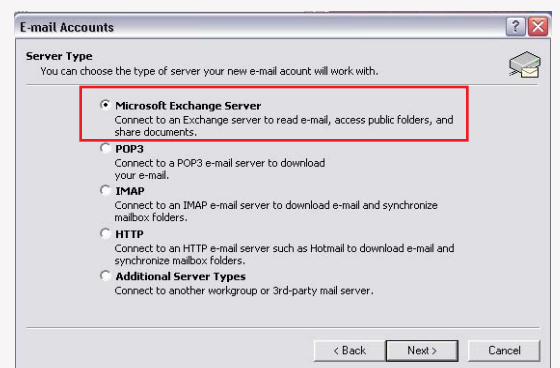
Note: This can be any name the person wants. It is the name that will show up in the select profile window when Outlook starts.



5. Select **add a new e-mail account** and click next.



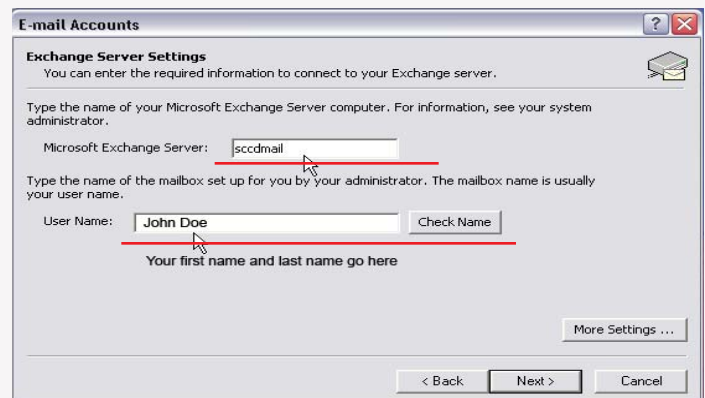
6. Select **Microsoft Exchange Server** and click next.



7. The servername is **sccdmil**.
(important there is no space it is all one word.)
8. Type your full name.
(**important:** spell your full name exactly the way it appears legally. It is not case sensitive, however if the user uses a middle initial, that must be included.)

Note: Easy way to check this if you are having a problem is to have someone check the Outlook address book and make sure that the name is spelled correctly.

9. Click **check name**. If username is typed correctly the server name and username will be underlined.



10. Click **next**

Note: If you are unable to get past this point, call NEED x6333 and a technician will help you.

11. Click **next**. At the next window click **finished** and the profile is completed. You can now launch Outlook and login with the profile you just created.