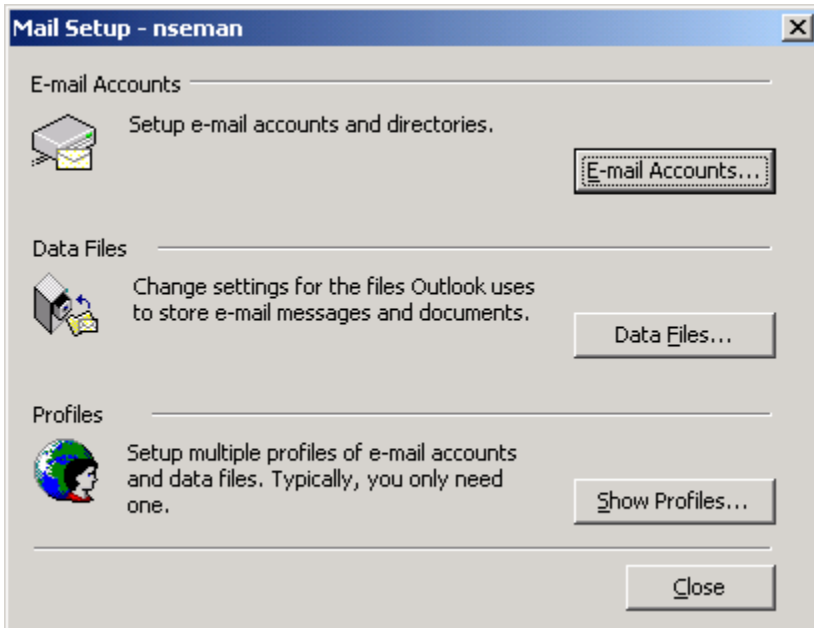


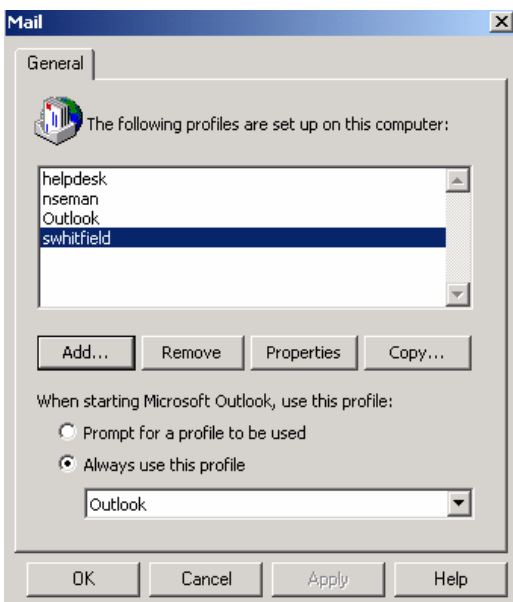
CREATING AN OUTLOOK PROFILE IN OFFICE XP

When using Outlook on CCAC's Exchange Email Server, you need a Profile to access your Mailbox. The Profile contains information about the user, what server to connect to and other information like signatures and default views. You will need to create a profile if more than one user needs to access Outlook on a single PC.

Creating a profile in Office XP is somewhat different from how we created it in Office 2000. Follow the instructions below for successful creation of profile.

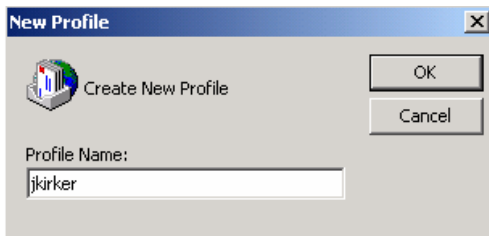


Choose **E-Mail Accounts...** and follow directions or click on **Show Profiles ...** and it will take you to the General Tab as shown in next picture.

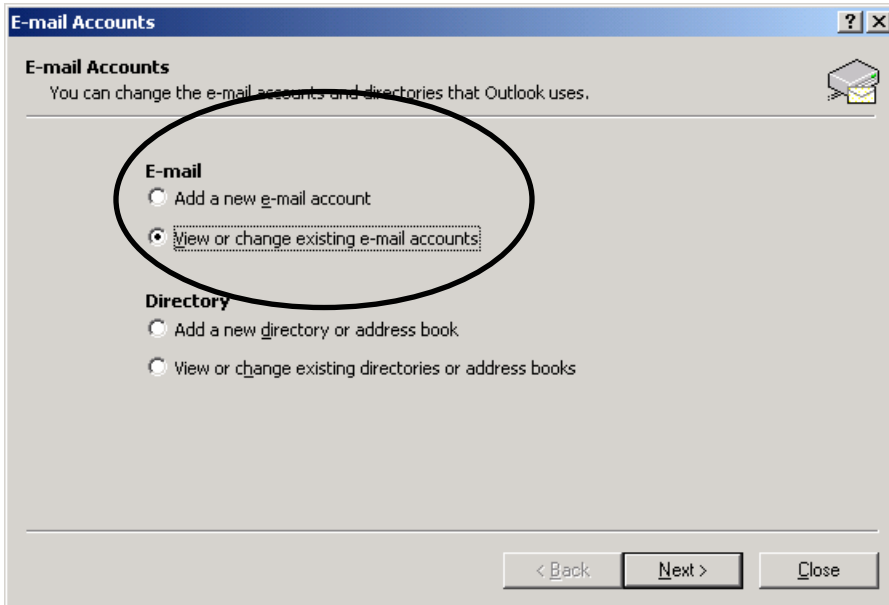


Start>Settings>Mail
Choose **Add**

Creating an Outlook Profile in Office XP



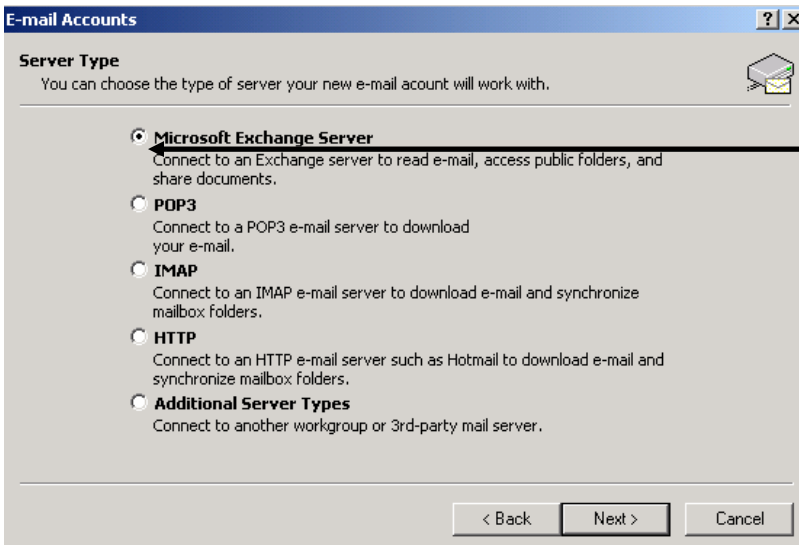
Enter user ID
Click on **OK**



Select “View or Change existing e-mail account” if user had an account in Office 2000.

Click on Next

If there has never been a profile created click on “Add a new e-mail account.”



Choose **Microsoft Exchange Server**

Creating an Outlook Profile in Office XP

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:

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

User Name:

Microsoft Exchange Server
BO, NO, SO and All Centers
use this profile:
co-e3.ccac.org

AL, CO, VAC, DTC and HOMEWOOD
use this profile:
co-e2.ccac.org

Name is user ID (first initial - full last name)

You can click on Check name and it may come back with an underlined name.

Click on **Next**

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Click on **Finish**