

Creating A Profile

About Mailboxes and Profiles

Each Exchange account consists of a "mailbox" that contains the complete set of information stored in an individual's account - all of their folders for the inbox, sent mail, calendar, tasks, etc.

Outlook uses a "profile" on each individual computer to store settings for each user. When you log into Outlook it uses your profile to access your mailbox. This can be setup automatically, or with a prompt. For Business School users, their profile name and mailbox name match their username. There are also profiles for generic departmental mailboxes, such as Helpdesk, KBAL, Facilities, etc. with access rights assigned to a managing user or group of users.

Each computer must have a profile set up for each individual(s) using that machine. Profile information is stored locally, on the hard drive of each machine. Please note that the web version can be accessed from any computer attached to the Internet with a browser without profiles or any special setup.

Most individuals may only use their one username profile. One person using their own computer is straightforward - their single profile set up on their computer is all that they need.

Delegating Rights to Other Users

Individuals can delegate rights and privileges to another user for each of their Outlook folders. If you need full rights to the whole mailbox account, please contact the Helpdesk\ network administrators. In Outlook, go to Tools - Options - Delegates tab. Click on the Add button and select the Exchange user to whom you wish to delegate rights. You will then be prompted to select which rights. In their copy of Outlook, they can then log in as themselves and go to File - Open - Other User's folder and pick your name and folder they wish to open. Your folder will then display in their folder list.

Managing Multiple Accounts

In the case of an individual managing multiple accounts, such as their personal account and their departmental account, the mail administrators will need to set them up with rights to the proper accounts. Outlook allows them to see all of their accounts in the same window. See the document "[Managing Multiple Accounts](#)" and contact the Helpdesk if necessary for assistance in setting this up.

Sharing a Workstation with Others

There are situations where several individuals may share a computer. In this case, if there is primary user, Outlook can be used for the most frequently used profile, and the web browser can be used to access other profiles. If web access

is not sufficient, a Profile should be created for each user on that machine. The options for Outlook to prompt for a profile to login and to prompt for a password need to be set when multiple profiles will be used. See the instruction sheets for "Creating a Profile on a Workstation", "Setting Outlook to Prompt for a Profile to Login", and "Setting Outlook to Prompt for a Password to Login".

Creating A Profile on Your Computer for Outlook XP

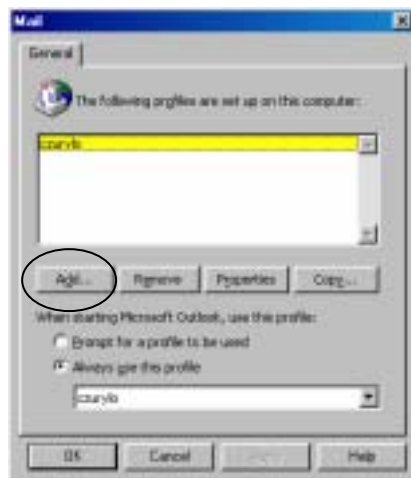
Each user must have a profile on their computer to open their mailbox in Outlook XP (please note this does not apply to Webmail).

To create a profile you must know the Exchange mailbox name set up by Computing Services (for individuals, this is their uniqname).

1. Right click on the Outlook icon on your desktop.
2. Choose Properties from the menu. The following window will open:



3. Click Show Profiles button.

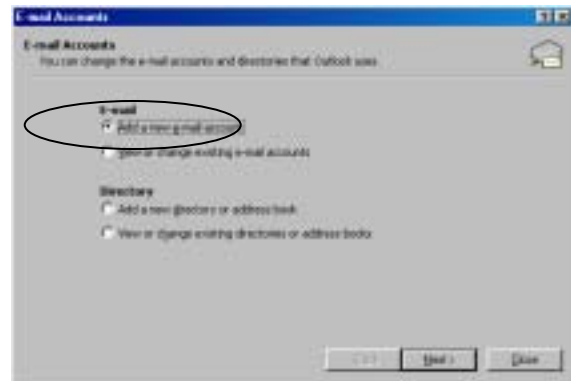


4. Click on the Add button. This will open the Inbox Setup Wizard.

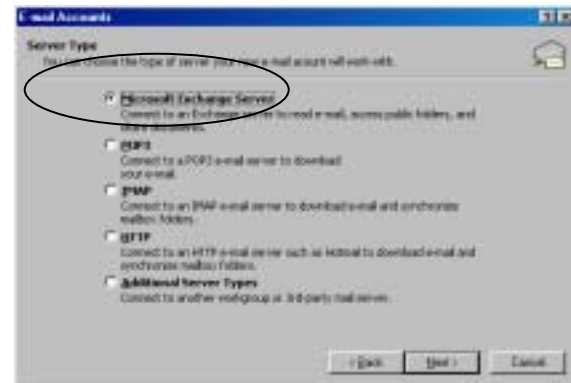
5. Enter a name for the profile (your mailbox name – for individuals, this would be your uniqname). Click OK.



6. Choose to Add a New E-mail Account. Click Next.



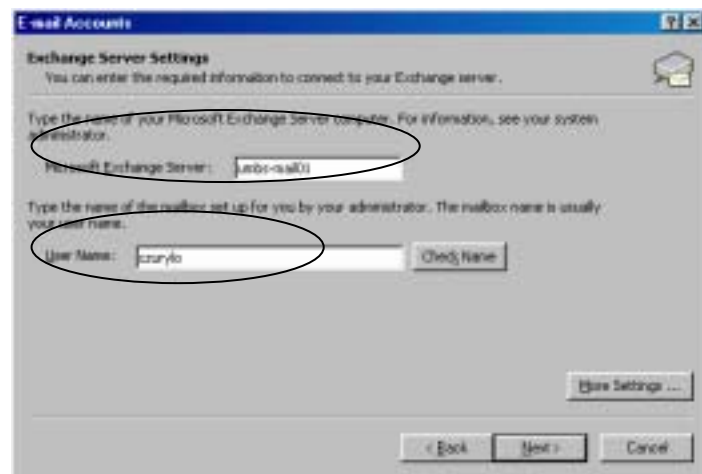
7. Choose Microsoft Exchange Server. Click Next.



8. Enter the Microsoft Exchange Server name as:

bus-mail01

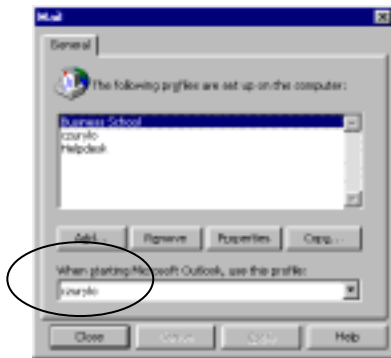
9. Enter your mailbox name (for individuals this would be your username) in the User Name field. Click on Next, then Finish.



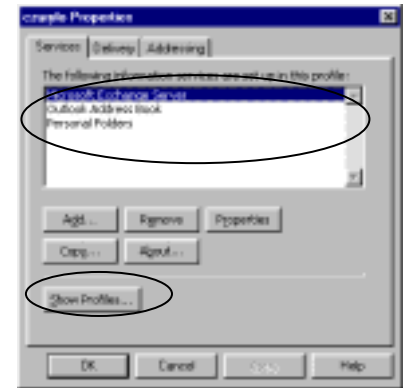
You can now use your new profile. Please note your copy of Outlook must be set to prompt for a profile, or it may log in automatically with the default profile. You will not be able to choose the new profile if there is more than one profile on the computer.

Creating A Profile on Your Computer for Outlook 2000

1. Go to Start - Settings - Control Panel and double-click on the Mail icon.
2. Select Microsoft Exchange server then click on the Show Profiles Button. The profiles on that computer will be listed.

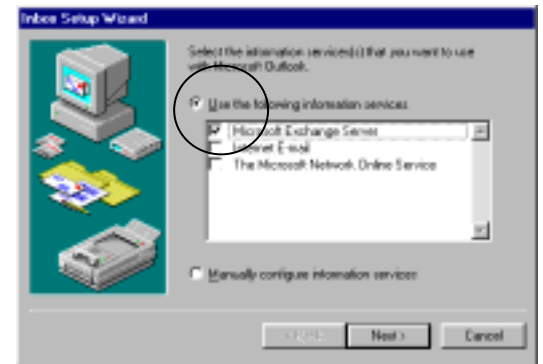


3. Click on the Add button. This will open the Inbox Setup Wizard.

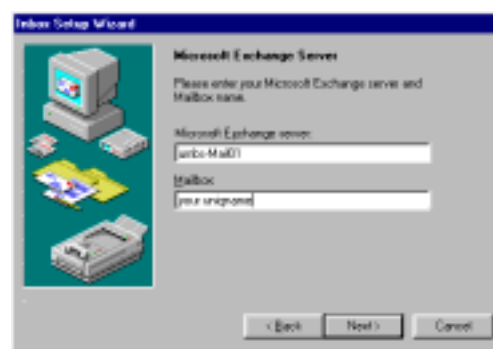
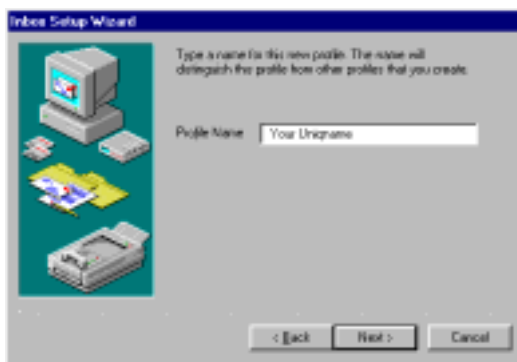


In the Wizard, follow the prompts. Select the following choices and enter the following information:

4. Select the "Use the following information services" button, then check mark the Microsoft Exchange Server box. Click on the Next button.



Enter your username (for example, jdoe) as the Profile name and click Next.



Enter the Microsoft Exchange Server as **umbs-Mail01**.

Enter the username for the mailbox name.

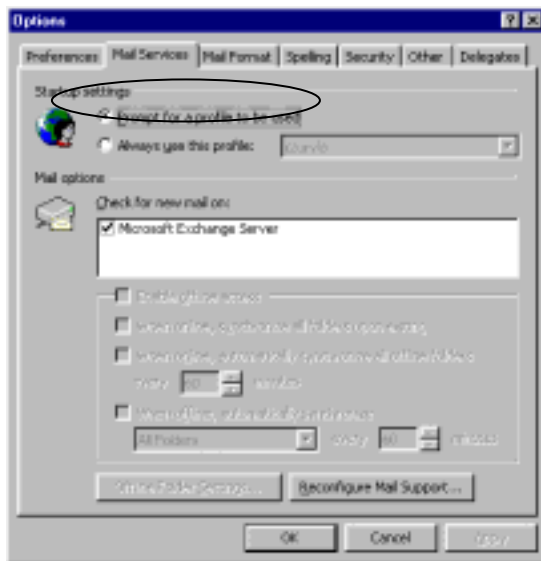
Follow the prompts to finish this process.

Prompting for A Profile

If the option to always use a specific profile is selected, then if you have other profiles on your machine you will not be able to choose them - Outlook will always open with the default profile. If you share your computer, you will want to make sure Outlook is setup to prompt you to select a profile.

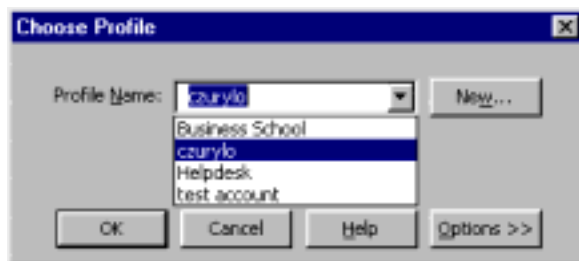
To Set the Option for Outlook to Prompt for a Profile to Login:

In Outlook, choose Tools Options - Mail Service tab.



Select the "Prompt for a profile to be used" button and click on the OK button.

The next time Outlook is opened, you will be prompted to choose a profile from a drop down list of the Profiles on that machine.



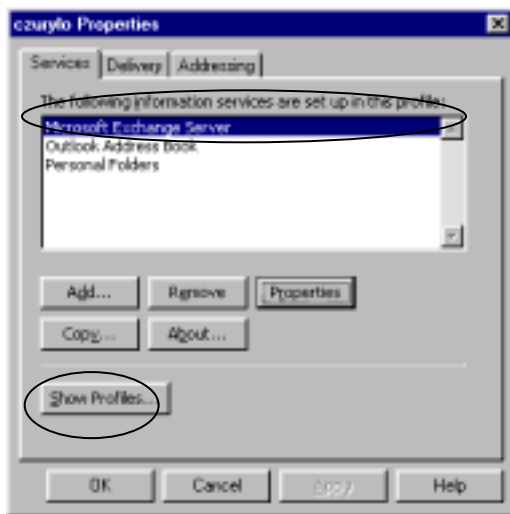
REMEMBER: There is an Exit and Log-Off feature. Closing Outlook using the X button exits and closes the Outlook program, but still leaves you logged into the Exchange server. Choose File - Exit and Log Off to completely log off for another user.

Prompting for A Password

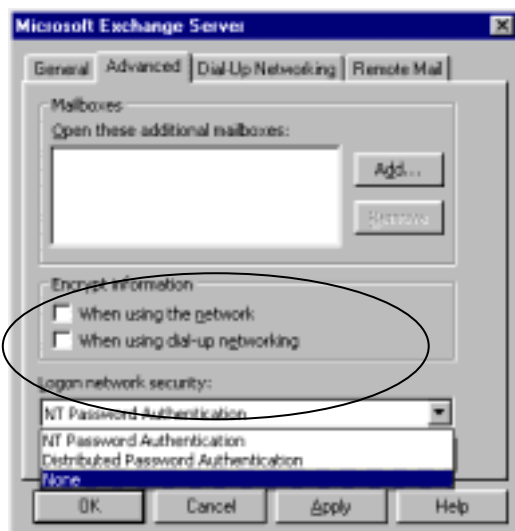
If Outlook is set to take the password from the NT authentication of the person logged into the computer, it will not prompt for a password, and only the profile of the person logged into the network will work. If you wish to use another profile on that machine you will need to enter the appropriate password for that account. You will want to make sure Outlook is set up to prompt for a password.

To Change Outlook's Option to Prompt for A Password:

Go to Start - Settings - Control Panel and double-click on the Mail icon.



On the Services tab, chose the Microsoft Exchange Server, then click on the Properties button.



Click on the Advanced tab.

In the Login Network Security box, if NT Password Authentication is selected, your password will be shared from your Novell login and you will not be prompted for a password when you open Outlook. If None is selected, you will be prompted for a password when Outlook is opened.

Please note it is necessary to use NONE if multiple users will be using the same workstation without logging out and into that machine individually. They must be prompted individually for their password or will receive a login error.