Creating A Profile on A Workstation 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.


8. Enter the Microsoft Exchange Server name as: umbs-mail01

9. Enter your mailbox name (for individuals this would be your uniqname) 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.