

Mapping an Outlook 2003 Profile

Multiple users can select their profile when sharing a computer to access their email with Outlook 2003. These instructions will help you create that profile.

- 1) Click [Start](#).
 - 2) Select [Control Panel](#). (Windows 2000 users: Start > Settings > Control Panel)
 - 3) Locate and double click on the [Mail](#) icon.
 - 4) Click the [Show Profiles](#) button.
 - 5) Click [Add](#).
 - 6) Identify the profile with your name.
 - 7) Click [Ok](#).
 - 8) Select [Add New Email Account](#).
 - 9) Click [Next](#).
 - 10) Select [Microsoft Exchange Server](#).
 - 11) Click [Next](#).
 - 12) Type [Exchange2](#) in the Microsoft Server text box.
 - 13) Uncheck [Use Cached Exchange Mode](#).
 - 14) Press tab.
 - 15) Type your name in the user name text box as it is used with your computer id. Example, *coxtracyh* is my login id. I type *cox*, *tracy h*.
 - 16) Click [Check Name](#) button. Wait for Outlook to find your mailbox/name in the server database. If not found do step 15 again and this time only type in your last name and click check name button again.
 - 17) Click [Next](#).
 - 18) Click [Finish](#).
 - 19) Just above the Ok, Cancel, and Apply buttons you will read "*When starting Microsoft Outlook, use this profile:*" select [Prompt for a profile to be used](#).
 - 20) Click [Ok](#).
- **Don't be alarmed when you open your inbox and do not see email!** Click the [Send/Receive](#) button in the Outlook tool bar to sync the workstation with the server.
 - **If you are not logged in to the computer with your login id**, then Outlook will prompt you for your login and password.
 - **Repeat these instructions** for each user to be used at the workstation where they are assigned.