



## Creating an Outlook 2003 Profile

To begin using Outlook 2003, a profile must be created. A profile is a group of settings that defines how you work with Outlook. These steps will help you create a profile to access MSU's Microsoft Exchange server. These steps are only valid if you are on campus, using the MSU VPN client that is available at <http://www.mnsu.edu/its/vpn/>, or utilizing RPC over HTTP that is available at <http://mavmail.mnsu.edu/rpcoverhttp/>.

1. Double click the **My Computer** icon on the desktop.



2. Double click the **Control Panel** icon.



3. Double click the **Mail** icon.



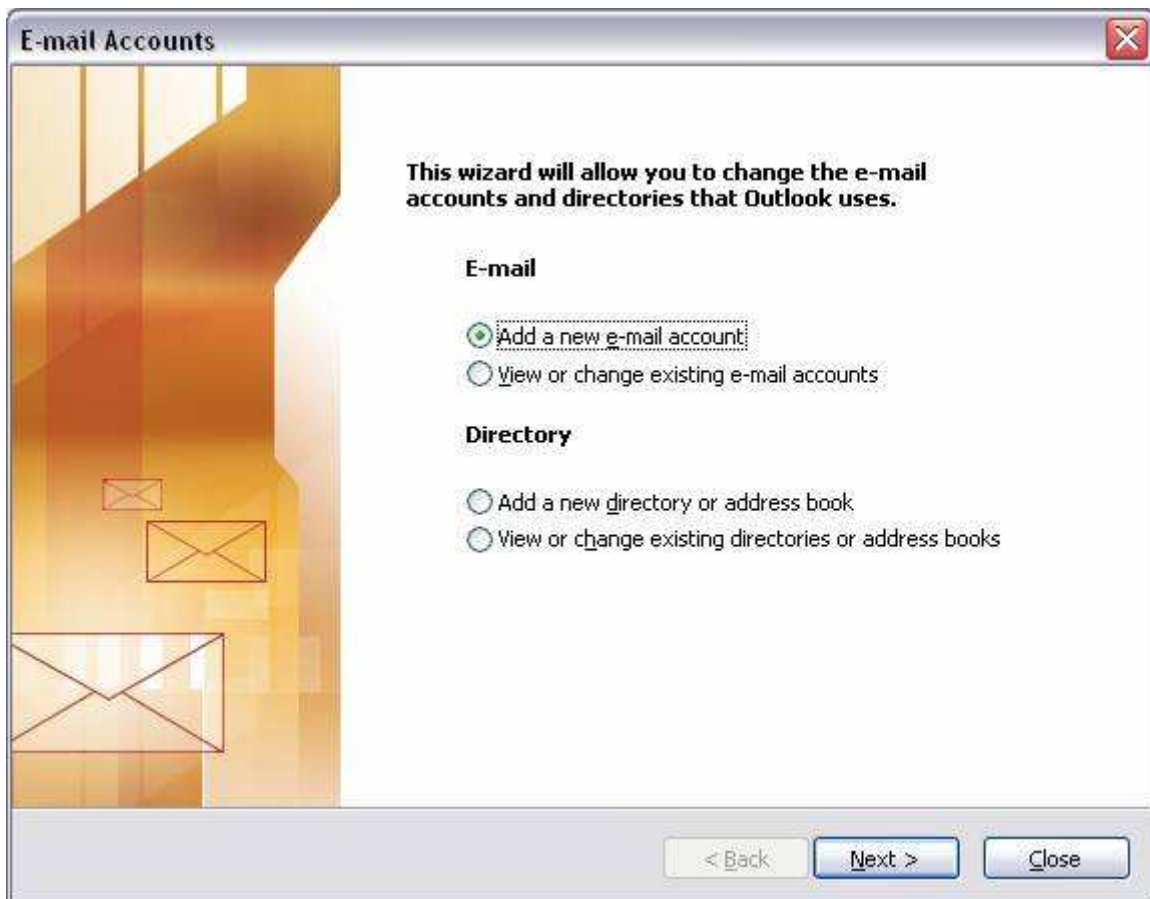
4. Click the **Add...** button to add a new mail profile.



5. Type a name for your profile in the box and click **OK**.



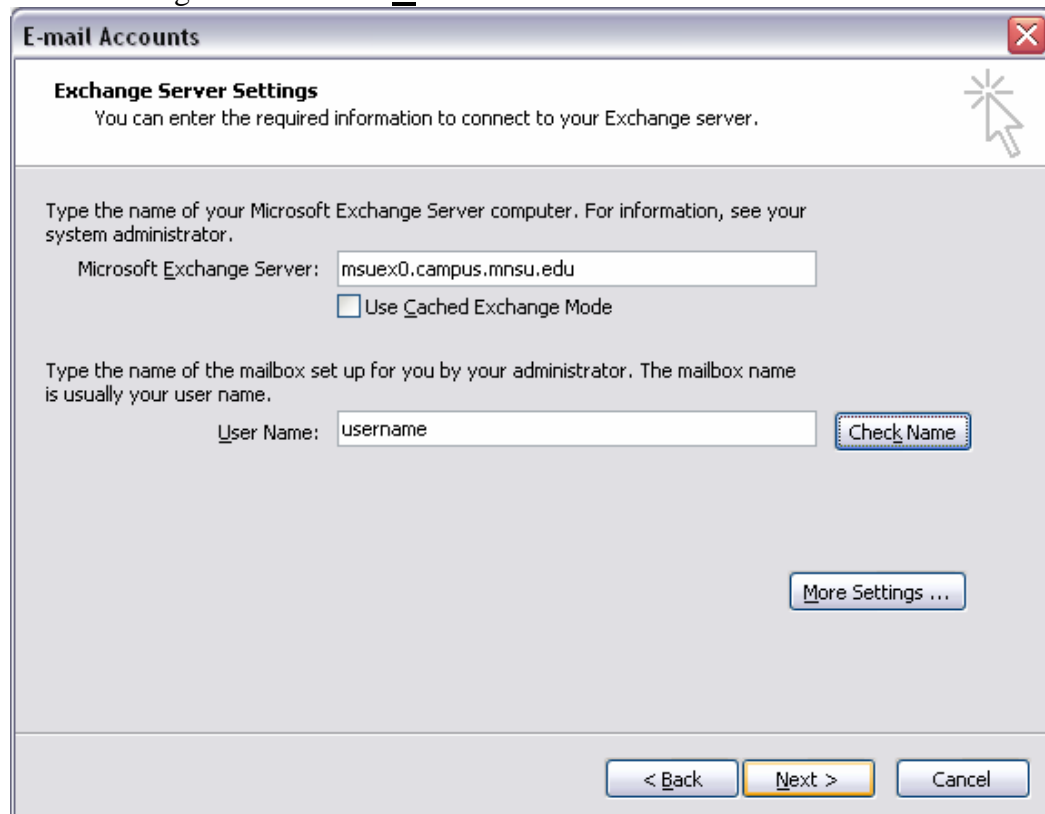
6. **Add a new e-mail account** should be selected. Click **Next**.



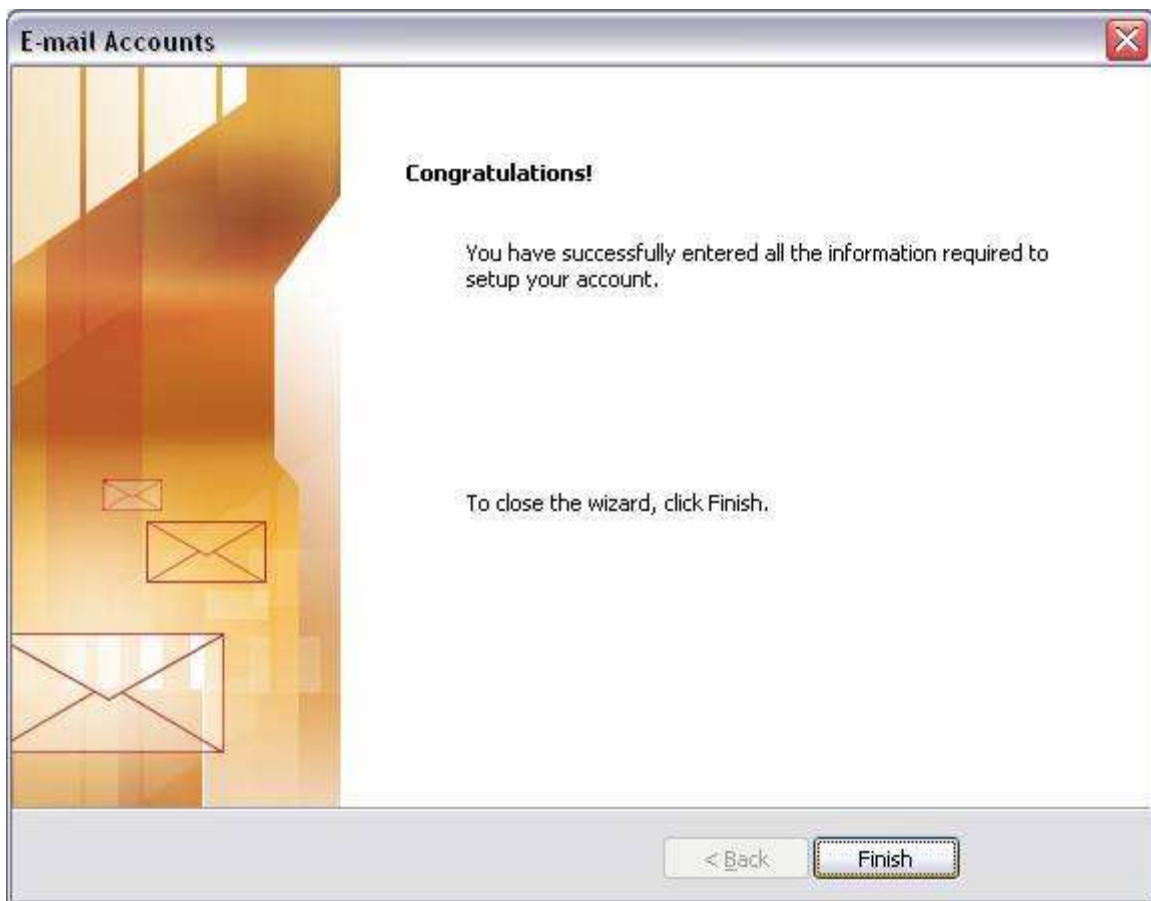
7. Click **Microsoft Exchange Server** and click the **Next** button.



8. Enter **msuex0.campus.mnsu.edu** in the **Microsoft Exchange Server** box.
9. Uncheck the **Use Cached Exchange Mode** checkbox.
10. Enter your MSU username in the **User Name** box and click the **Check Name** button. This will check your username on the Exchange server. Click **Next**.



11. Click **Finish** to complete the profile setup.



12. Click **OK** to close the Mail dialog box.

