How to Create an Outlook Profile for CABNR Email

This procedure assumes you are using Windows XP and Outlook 2003 or 2007 and your computer is already a member of the CABNR computing domain (AGNT), local computers should already be a member. This procedure does not apply to remote computers or computers that are not a member of the CABNR computing domain. Please note that CABNR email may also be accessed using the CABNR email web access at cabnr.unr.edu and using your regular CABNR login.

Procedure for 2003

1. If Outlook has never been configured for email on your computer then you can simply click on the Outlook icon (not Outlook Express) and go to step 5. If it has and you wish to add this profile then click Start, and then Control Panel.
2. In Control Panel, perform one of the following tasks:
   - If you are using Category View, in the left pane, under See Also, click Other Control Panel Options, and then click Mail.
   - If you are using Classic View, double-click Mail.
3. In Mail Setup, under Profiles, click Show Profiles.
4. In Mail, click Add.
5. In New Profile, in the Profile Name box, type a name for this profile, and then click OK.
6. In the E-mail Accounts wizard, click Add a new e-mail account, and then click Next.
7. On the Server Type page, click Microsoft Exchange Server, and then click Next.
8. On the E-mail Accounts page, do the following:
   1. In the Microsoft Exchange Server box, type the fully qualified domain name (FQDN) of your back-end Exchange server where your mailbox resides.
      - Note
      In our case the FQDN of our Microsoft Exchange Server is: agnt-mail.agnt.unr.edu
   2. In the User Name box, type the login name of your CABNR user account. Usually the first part of your email address (Ex. jdoe).
   3. Click Next and Finish.
   4. Once you have created your profile you will want to select Always use this profile unless you are going to use multiple profiles for different email accounts you may have.

Procedure for 2007

1. If Outlook has never been configured for email on your computer then you can simply click on the Outlook icon (not Outlook Express) and go to step 6. If it has and you wish to add this profile then click Start, and then Control Panel.
2. In Control Panel, perform one of the following tasks:
   - If you are using Category View, in the left pane, under See Also, click Other Control Panel Options, and then click Mail.
   - If you are using Classic View, double-click Mail.
3. In Mail Setup, under Profiles, click Show Profiles.
4. In Mail, click Add.
5. In New Profile, in the Profile Name box, type a name for this profile, and then click OK.
6. In the E-mail Accounts wizard, select Yes then Next.
7. On the Server Type page, 2007 should automatically fill in everything for you, click Next and it will verify and then click Finish.