

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**.