


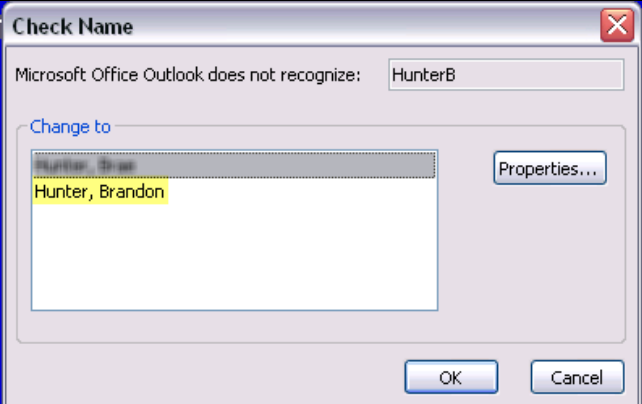
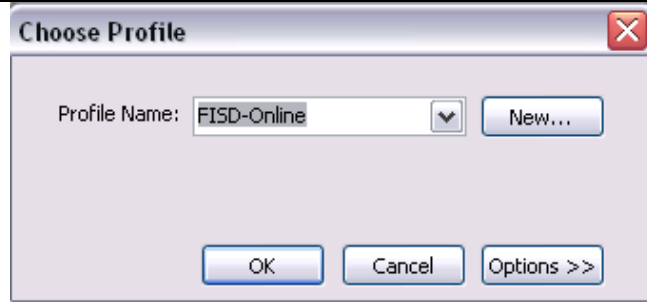


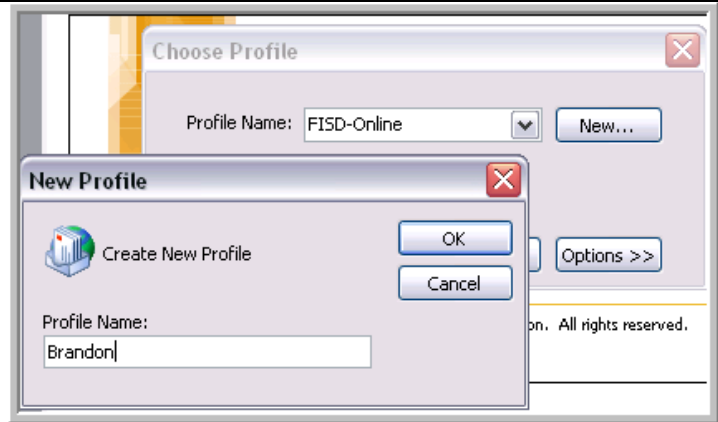
## Setting Up Your Outlook Profile

<p>Launch Outlook from icon on computer task bar.</p>	 A screenshot of a Windows taskbar. The Start button is on the left. To its right are several application icons: Internet Explorer, Word, Outlook, and others. The Outlook icon, which is a yellow envelope, is circled in red.
<p>Enter your Username and password and click <b>OK</b>.</p>	 A dialog box titled "Connect to ads.friscoisd.org". It has a blue header with a key icon. Below the header, it says "Connecting to ads.friscoisd.org". There are two input fields: "User name:" with a dropdown menu showing "hunterb" and a "Password:" field with masked characters. There is a checkbox for "Remember my password" which is unchecked. At the bottom are "OK" and "Cancel" buttons.
<p>Enter your password again and click <b>OK</b>.</p>	 A dialog box titled "Connect to ads.friscoisd.org". It has a blue header with a key icon. Below the header, it says "Connecting to ads.friscoisd.org". There are two input fields: "User name:" with a dropdown menu showing "ADS\hunterb" and a "Password:" field which is empty. There is a checkbox for "Remember my password" which is unchecked. At the bottom are "OK" and "Cancel" buttons.
<p>Select your name and click <b>OK</b>.</p>	 A dialog box titled "Check Name". It says "Microsoft Office Outlook does not recognize: HunterB". Below this is a "Change to" section with a list box containing "Hunter, Brandon" (highlighted in yellow) and "Hunter, Brian". There is a "Properties..." button to the right of the list box. At the bottom are "OK" and "Cancel" buttons.

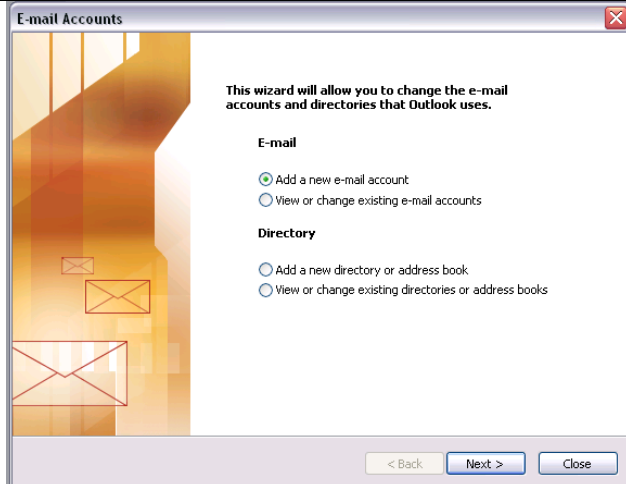
Click the **New** button to create a new profile and click **OK**.



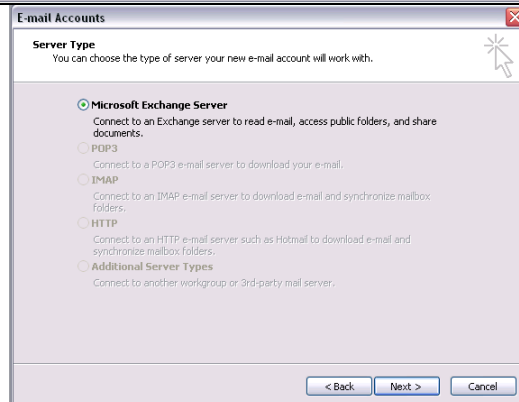
Type a new Profile name and click **OK**.



Select **Add a new e-mail account** and click **Next**.



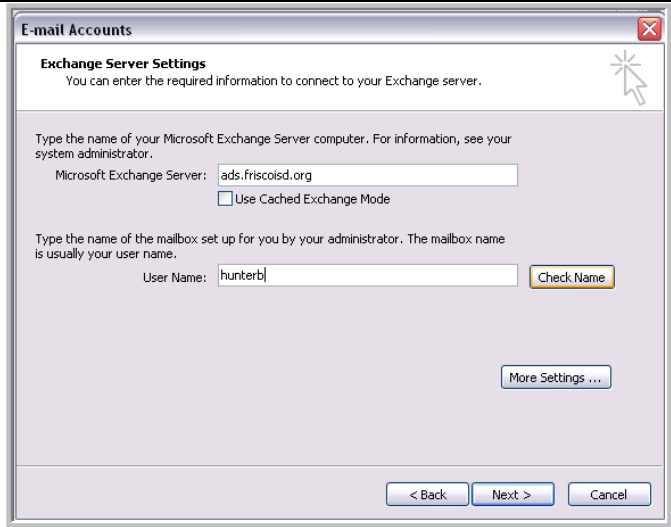
Select **Microsoft Exchange Server** and click **Next**.



Type **ads.friscoisd.org** for the Microsoft Exchange Server box.

Deselect the box for Use Cached Exchange Mode

Enter your user name and click **Next**.

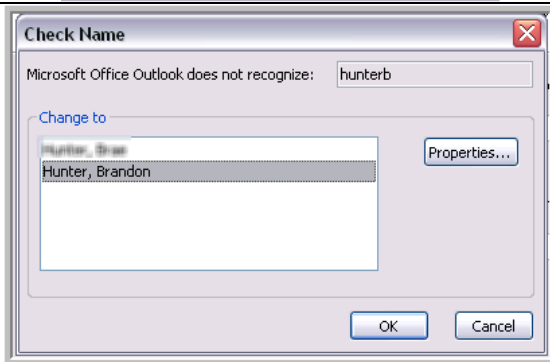


Type in ads\ then your user name. (ads\hunterb)

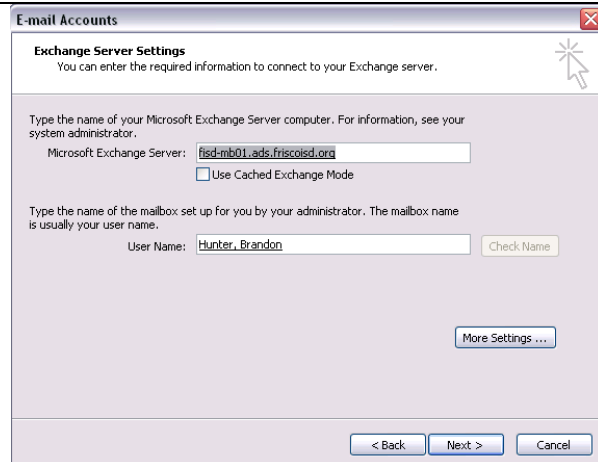
Enter your password and click **OK**.



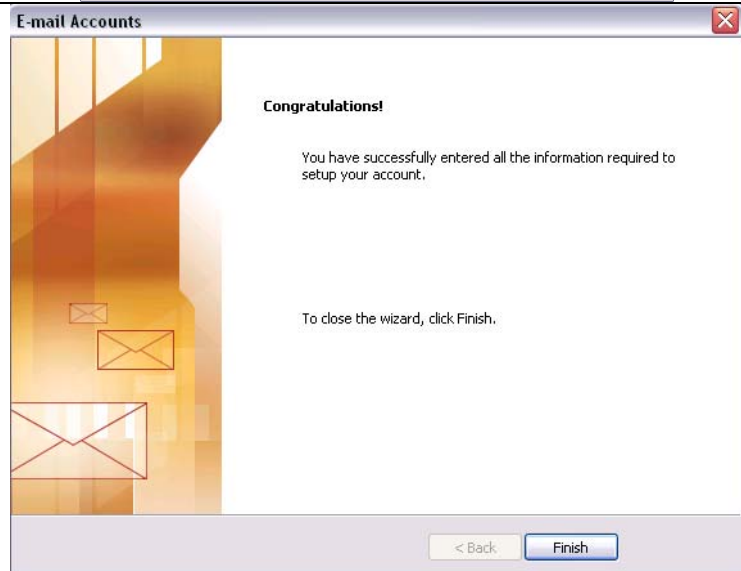
Select your name and click **OK**.



Make sure your username appears in the username box and click **NEXT**.

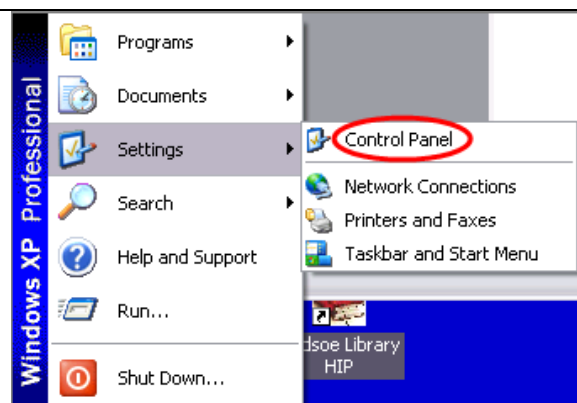


Click **FINISH** to close the wizard. You are now ready to use Outlook.

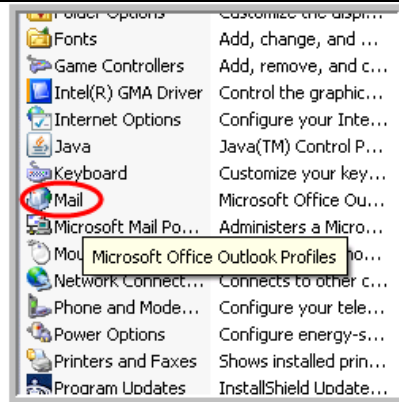


## Managing your Profiles

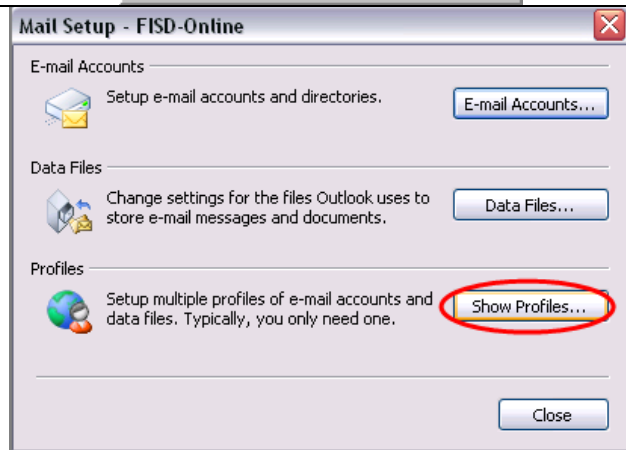
Click on **START-SETTINGS- CONTROL PANEL**.



Double click **MAIL** to access the mail management window.



Click **SHOW PROFILES** to access the mail profiles window.



To Remove a profile-  
Highlight the profile name and click **REMOVE**.

To Add a profile-  
Click on the **ADD** button.

Prompt for Profile option-  
If multiple people use your computer for Outlook, choose **Prompt for a profile to be used**.  
If you are the only person using Outlook on your machine, choose **Always use this profile**.

