



Setting Up an Individual Outlook Account Profile

(These instructions apply to all PC users) Amarillo College Faculty and Staff

How to Set up Your Outlook Account Profile in Your Outlook Desktop Client

1. Click **Start**, then click **Control Panel**.



2. In the upper-left hand corner, click **Switch to Classic View**.



3. Double-click on the Mail icon.



4. In the new window, click the Add... button.



5. In the new window, type in your *First Initial, Middle Initial, and Last Name* (your ACNetID and Outlook userid) in the text box labeled **Profile Name**. Click **OK**.

	Mail 🔀
	General
Enter userid here	New Profile
	Create New Profile OK Cancel Profile Name: Add Remove Properties Copy
	When starting Microsoft Office Outlook, use this profile: Prompt for a profile to be used Always use this profile OK Cancel Apply

 In the next window, your First and Last name should automatically appear in the grayedout Your Name text box. Your e-mail address should also be automatically entered in the E-mail Address: Text Box.* Click the Next button.

Your name should	Add New E-mail Account	×
appear here	Auto Account Setup Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.	卷
	Your Name: Example: Berbara Sankovic	
	E-mail Address: Example: barbara@contoso.com	
Your email address will		
appear here		
	Manually configure server settings or additional server types	
	<back next=""></back>	Cancel

*At this point, if your full name and e-mail address do not automatically show up in the text boxes, you will need to contact the TIC Helpdesk by phone (371-5100), or by email <u>helpdesk-it@actx.edu</u>. When you contact the TIC Helpdesk, be sure to tell the support representative that you are having trouble setting up your email with this document.

7. In the new window, click the **Finish** button

dd New E-mai	l Account	K)
Congratula	tions!	
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
~	Establish network connection	
~	Search for raengland@actx.edu server settings	
~	Log on to server	
8	Your e-mail account is successfully configured to use Microsoft Exchange.	
		Click here
Manually c	onfigure server settings	T
	< Back Finish Cancel	1

8. You will now be brought back to the original Mail window. Your name should be in the upper box, as well in the drop-down menu under *Always use this profile*. (Shown by "Test" in the example below.) Click the **OK** button.

	Mail 🛛
Your name will appear here	General General The following profiles are set up on this computer:
Click the box for "Always use this profile"	Test
Your name will appear here	Add Remove Properties Copy When starting Microsoft Office Outlook, use this profile:
	Always use this profile Test OK Cancel Apply

You have now completed your e-mail setup. You can now access Outlook 2007 through the start menu, or through the desktop icon. Your e-mail may take a few minutes to fully refresh your inbox.

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This is a publication of Information Technology Services. For further assistance please contact the Technology Information Center (806) 371-5100, or email helpdesk-it@actx.edu.