Setting up Microsoft Outlook for Use at Home

Please read the caveats at the end of this document before proceeding!

1. Right-Click with your mouse on the Outlook icon on the desktop. Left-Click on Properties in the popup menu.

2. In the Outlook Properties window, select Show Profiles.
3. In the Profiles window, click the ADD button.

4. Select Microsoft Exchange Server as your mail service.
5. Name your profile 
<Your Username>-At Home. Click NEXT.

6. For the Exchange Server, enter nluexchange.nl.edu Fulltime faculty & staff: Enter your First Initial+Last Name for the mailbox. Adjunct Faculty: enter formal first name.lastname. Click NEXT.
7. Make sure NO is selected for Do You Travel With This computer, and click NEXT.

8. Click FINISH.
9. Click CLOSE.

10. Launch Outlook.

11. In Outlook, click the TOOLS menu and select OPTIONS.
12. Select the Mail Services Tab. Select **Prompt for a profile to be used**. Click OK.

That's it. You're done.

**CAVEATS:**

1. Response speed- if you are using a modem, you will find that response time is slow. You may not be willing to tolerate the sluggish response – in which case we recommend that you use Outlook Web Access ([http://nluexchange.nl.edu](http://nluexchange.nl.edu)).

2. Using this procedure, your email stays on the central server. This is good: if you use a home PC and a different office PC, you can access it from both machines. The limitation: you must be connected to the server to read any mail.

3. Calendar, Contacts and Tasks are available to you from any PC with this system. Personal distribution lists are not available with this system.

*Revised 2002-8-27*