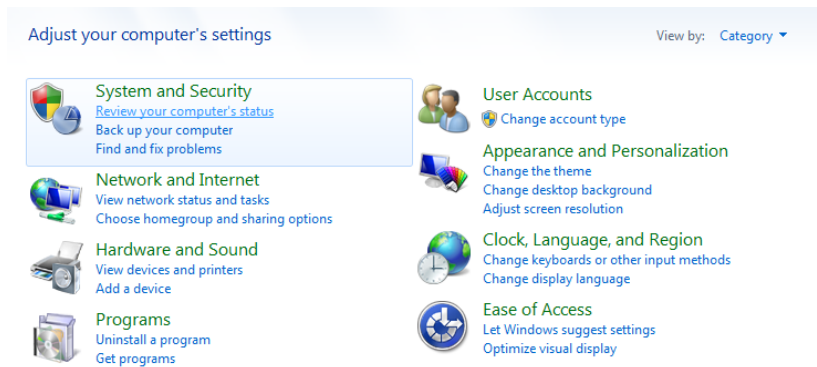


## How to Create a Profile for the Win Exchange Server

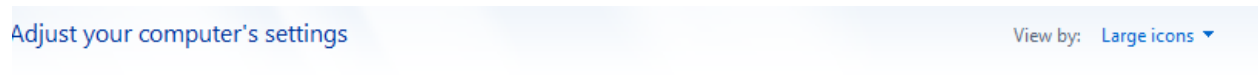
1. Click on the Windows Start Button.



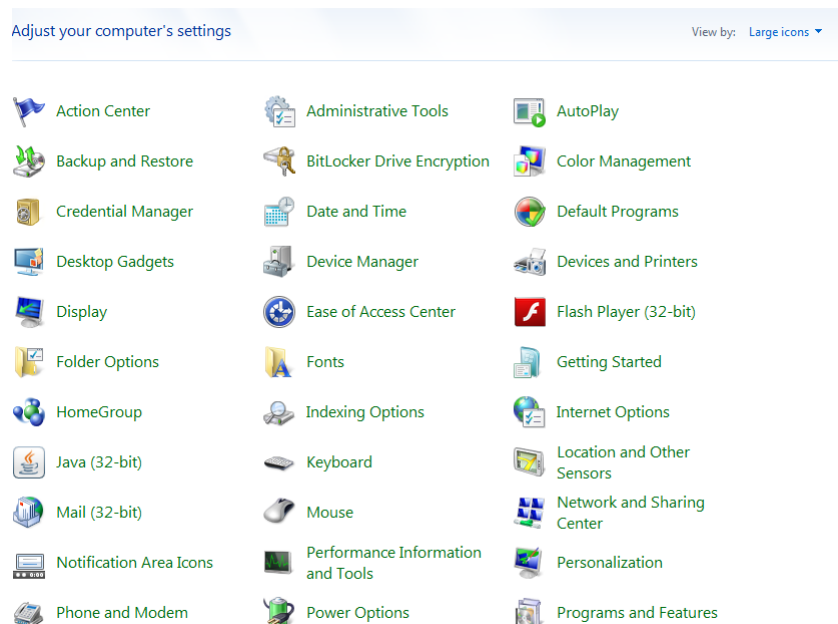
2. Select the Control panel. You will see the following settings by default.



3. Change the view by on the top right of the control panel: from category to large icons.

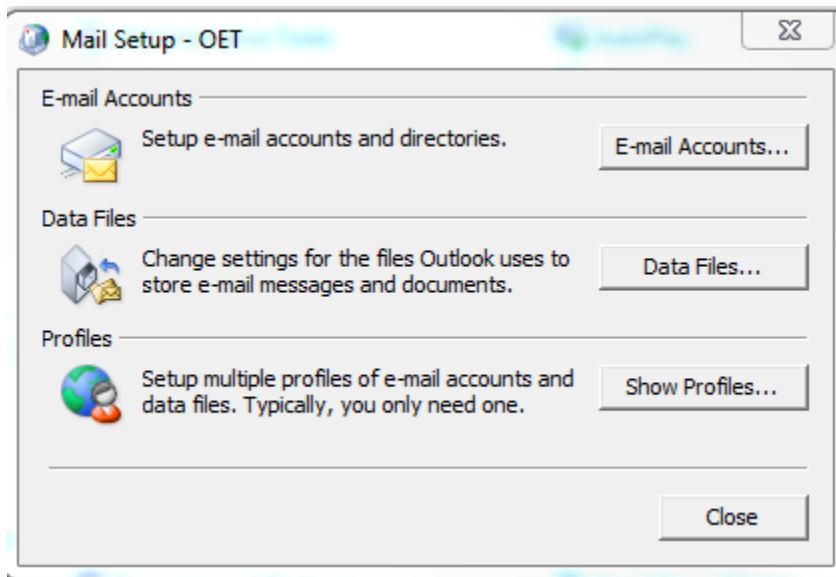


4. Click on the Mail (32 bit) icon.

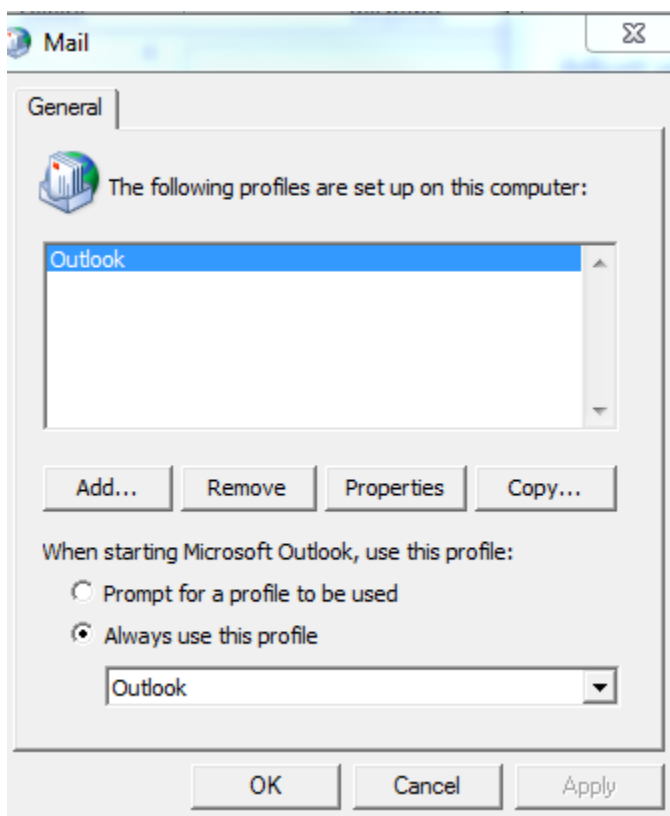




You will see a screen like the one below:



5. Click on Show Profiles.



6. Verify that the Outlook profile is highlighted in the middle box. Click on the remove button.



7. When it has been removed, click the Add button. Enter a new profile name called outlookwin. Click OK.
8. Your name and email address should show in a new dialog box. After the @ sign of your e-mail address, type "win." minus the quotes. Your address should now show as [yourname@win.udel.edu](mailto:yourname@win.udel.edu). Put in your UDelNet ID password twice. Click Next. Select Finish once your account is created.
9. Open Outlook. You should see your messages begin to populate.
10. If you have access to shared calendars, shared mailboxes, and archived data files you may need to add them again.
11. If you have questions, contact [oet-help@udel.edu](mailto:oet-help@udel.edu) or call (302)831-8162.