

# How to configure your profile in Outlook XP

1. **Right-click** on **MS Outlook icon on your desktop** (not the Outlook icon on your Microsoft shortcut bar or on your Quick Launch bar) and **click Properties**.

If you do not have an Outlook icon on your desktop then you will have to:

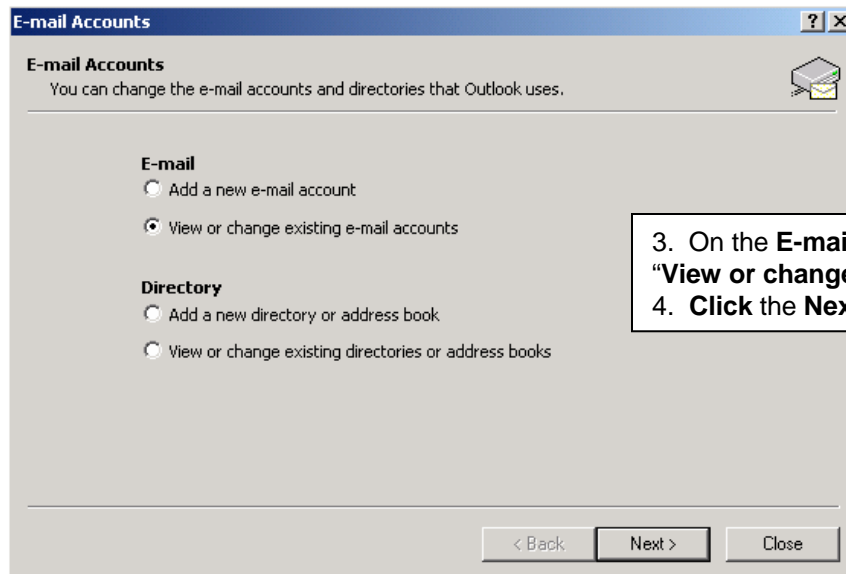
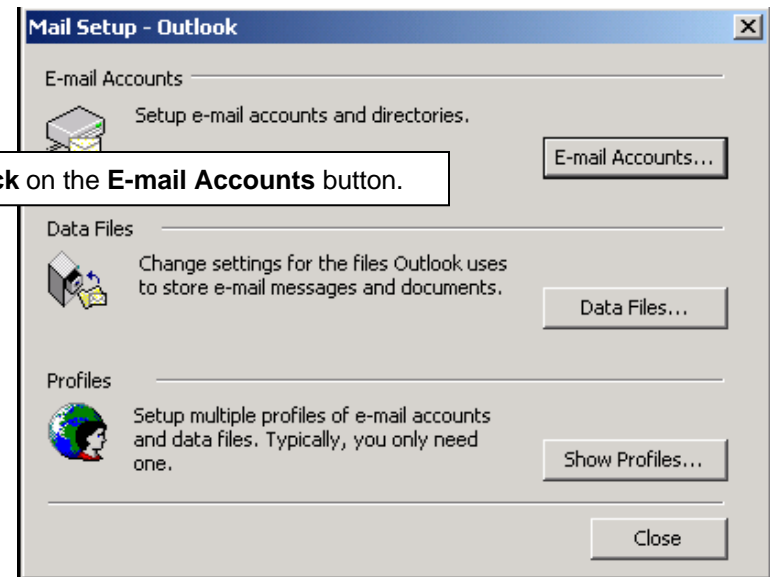
Double-click on My Computer

Double-click on Control Panel

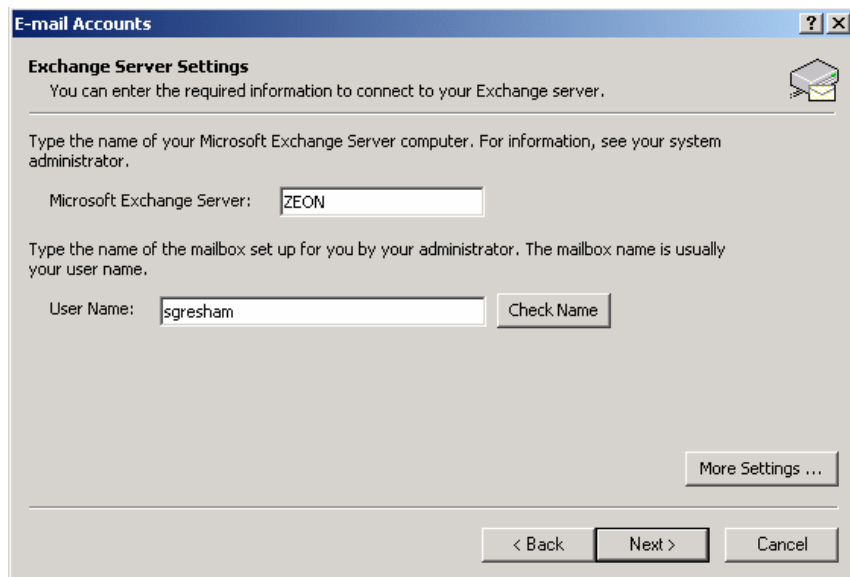
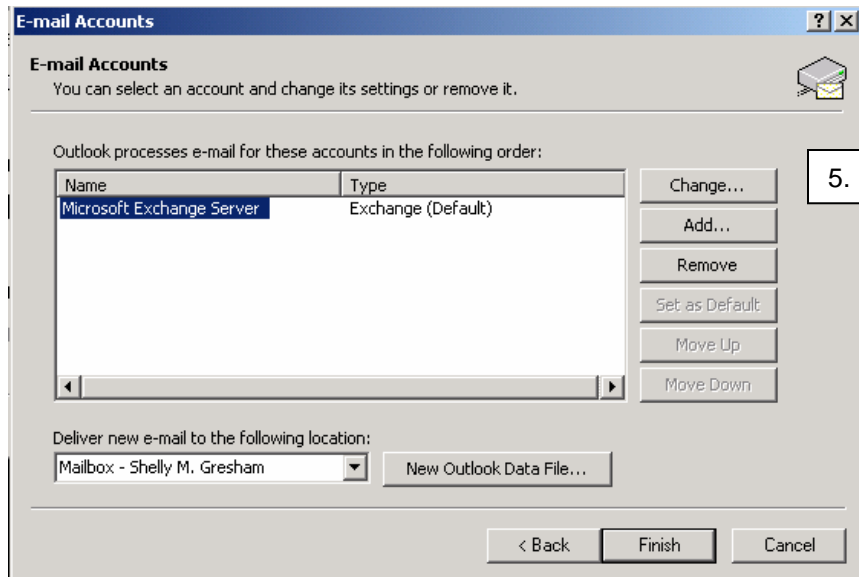
Double-click on Mail icon

Then continue directions starting with #2.

2. On the **Mail Setup – Outlook** box, **click** on the **E-mail Accounts** button.



3. On the **E-mail Accounts** box, the default selection under the E-mail section is "**View or change existing e-mail accounts**"- leave this as is.  
4. **Click** the **Next** button.



6. **Delete** the **User Name** that is listed and **key in your login name**.
7. **Click** the **Check Name** button. (The name should resolve to your first name and last name with it underlined.)
8. **Click** the **Next** button.
9. **Click** the **Finish** button on the next box- Email Accounts box (it looks just like the picture for #5).
10. Click the **Close** button on the next box- Mail Setup – Outlook box (it looks just like the picture for #2).
11. **Double-click** on the **Outlook icon** on your desktop or shortcut bar.
12. A box will come up stating something about your data location. **Click** the **Yes** button.