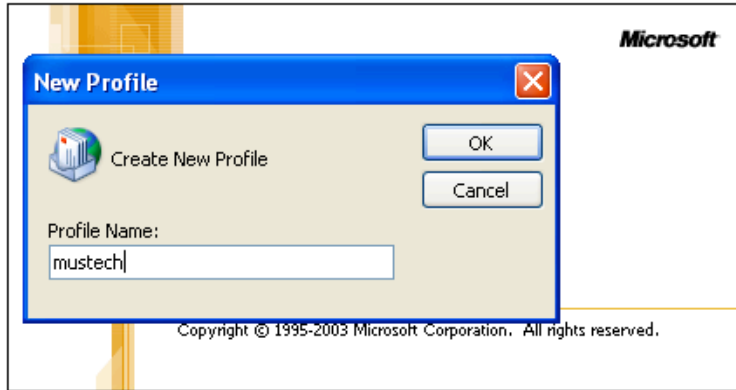
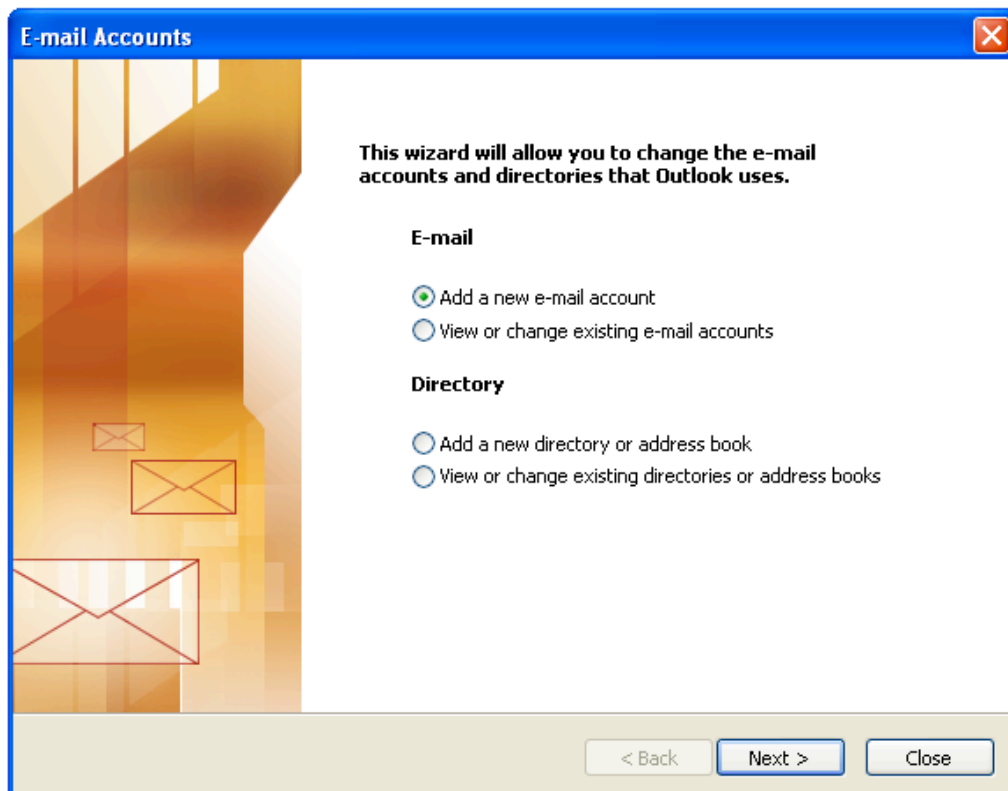


Setting Up Your Outlook Profile

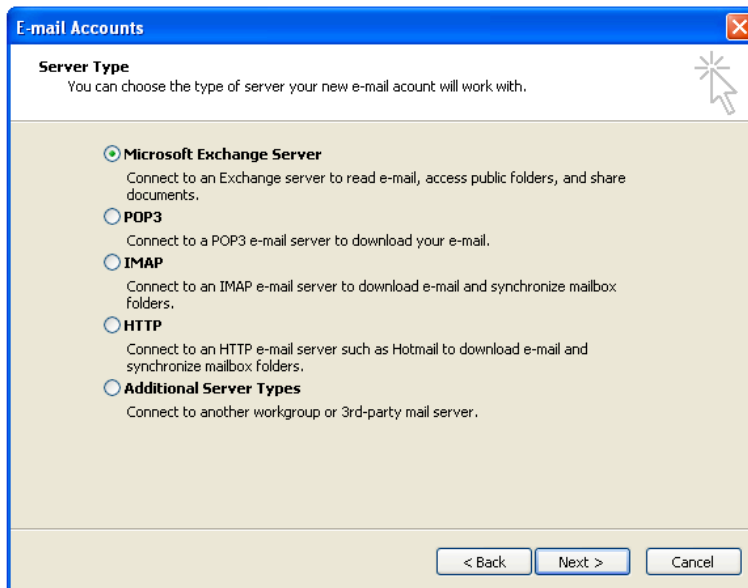
1. Open Outlook.
2. Under "Profile Name", enter the user's username or real name. Click **OK**.



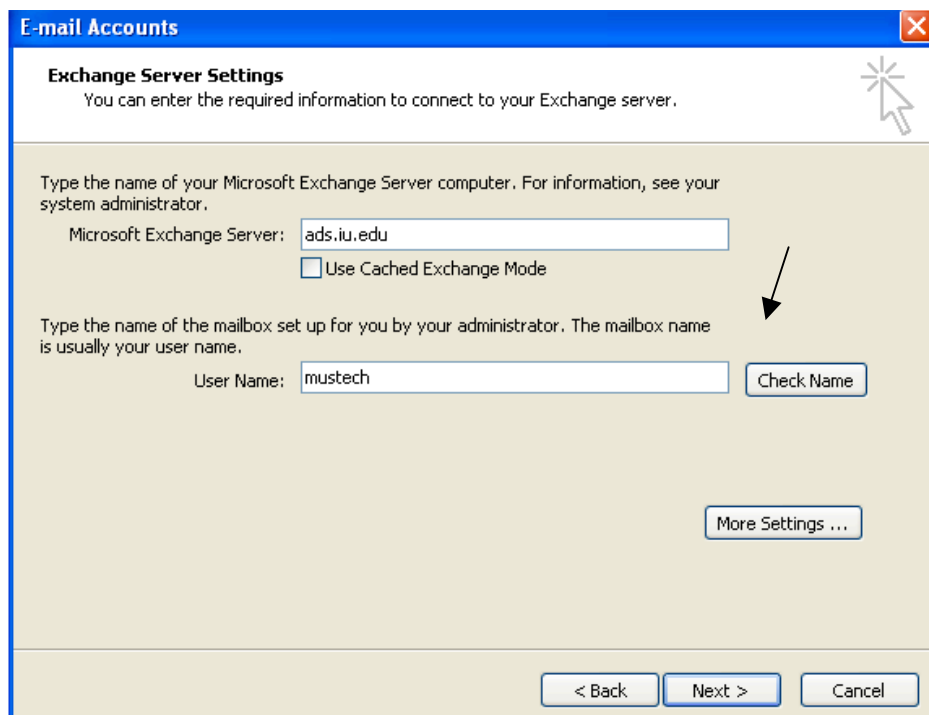
3. Choose **Add a new e-mail account** and click **Next**.



4. Choose **Microsoft Exchange Server** and click **Next**.



5. In the field "Microsoft Exchange server", enter **ads.iu.edu**. You will also see a checkbox for the optional **Use Cached Exchange Mode** feature, uncheck that box.
6. In the field "User Name", enter the user's **ADS** username and click **Check Name**. The username should resolve to a "Last Name, First Name" format. Click **Next**.



7. On the next screen, click **Finish**.

