How to configure Outlook 2003 for School of Medicine’s Exchange server

Go to Start, Control Panel. Look in the top left corner. Click the link if it says ‘Switch to Classic View’ If it says ‘Switch to Category View’ do not click it.

Double click Mail. If Mail does not exist, then go to Start, All Programs, Microsoft Office, Microsoft Outlook Outlook 2003.

Click Show Profiles
Click Add

The following profiles are set up on this computer:

NEDEXCH

When starting Microsoft Office Outlook, use this profile:
- Prompt for a profile to be used
- Always use this profile

NEDEXCH

OK  Cancel  Apply

Type VIKING and click OK

New Profile

Create New Profile

OK  Cancel

Profile Name:
NEDEXCH

Click Next

E-mail Accounts

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

E-mail
- Add a new e-mail account
- View or change existing e-mail accounts

Directory
- Add a new directory or address book
- View or change existing directories or address books
Select Microsoft Exchange Server and click Next

Type viking.med.unc.edu. Ensure that there is a check next to Use Cached Exchange Mode. Type your username.
Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Click OK