How to configure Outlook 2003 for Department 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:

- MEDEXCH

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

Click Next

This wizard will allow you to change the email accounts and directories that Outlook uses.

E-mail
- Add a new email account
- View or change existing email 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 medexch.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

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- Always use this profile

MEDEXCH