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**.