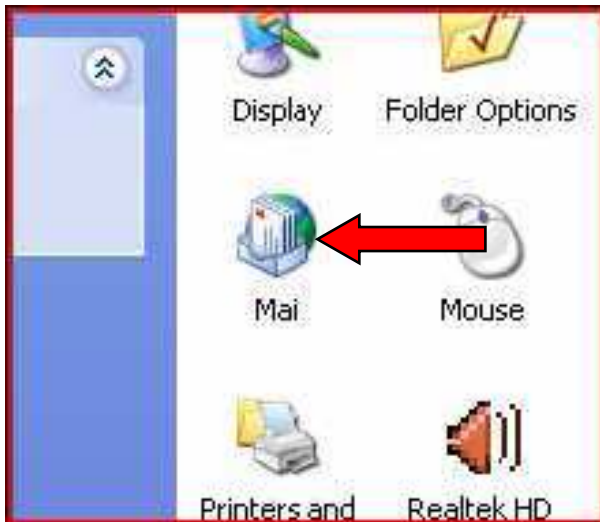


Reset Your Outlook Profile

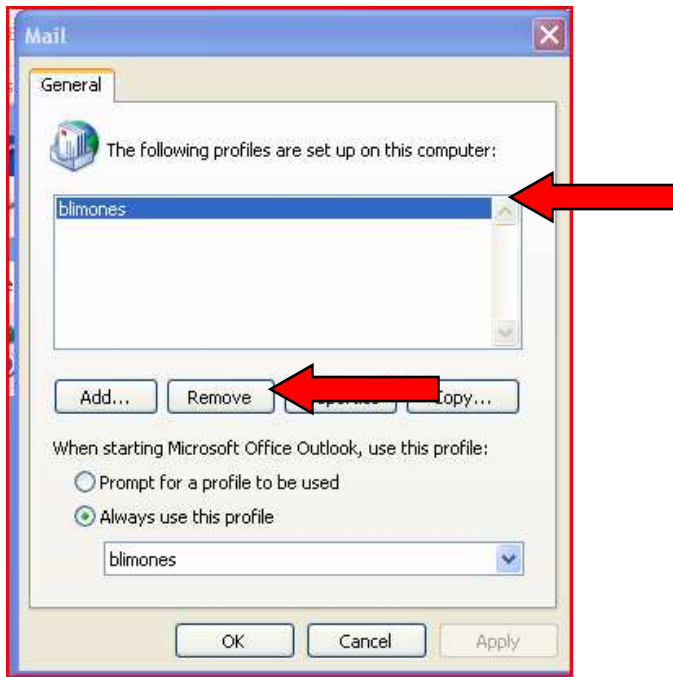
1. Log in, with YOUR username and password, on the computer that you will use regularly to check your CCITY.ESC14.NET email.
2. Open the control panel. If needed, select *Switch to Classic View*.
3. Double click the *Mail* icon.



4. In the *Mail Setup - Outlook* dialog box click the *Show Profiles* button.



5. Remove the account that has your name, or, is called *Outlook*. Click on the account name, then click *Remove*.



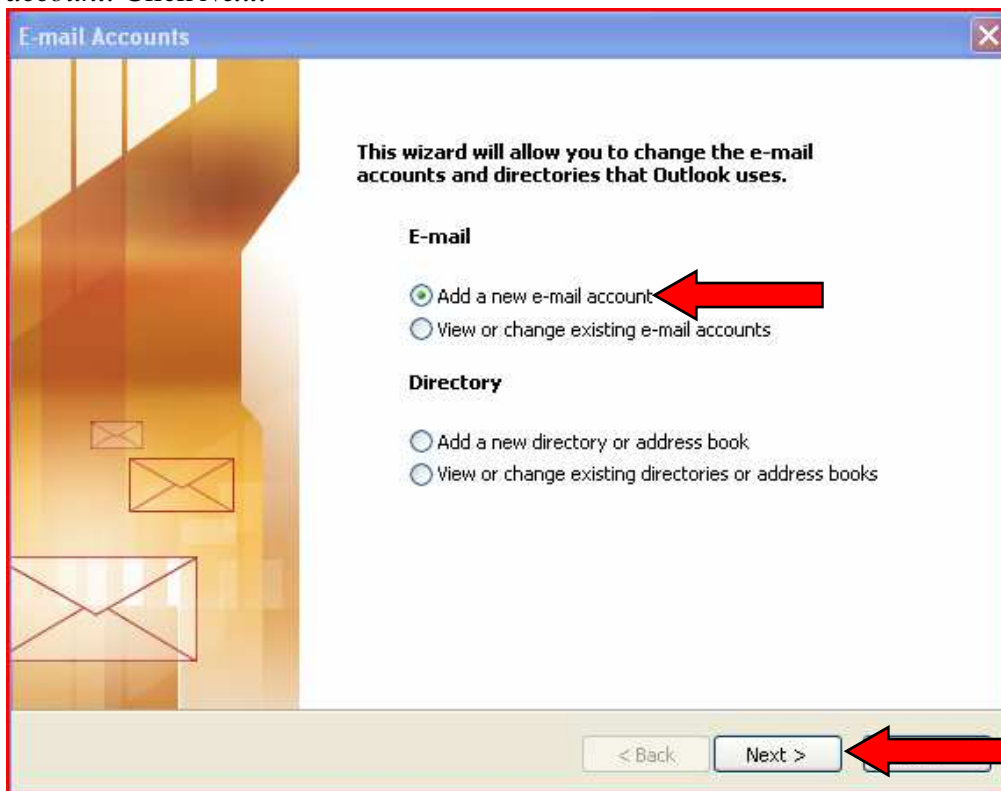
6. The profile should be gone. Now click *Add*.



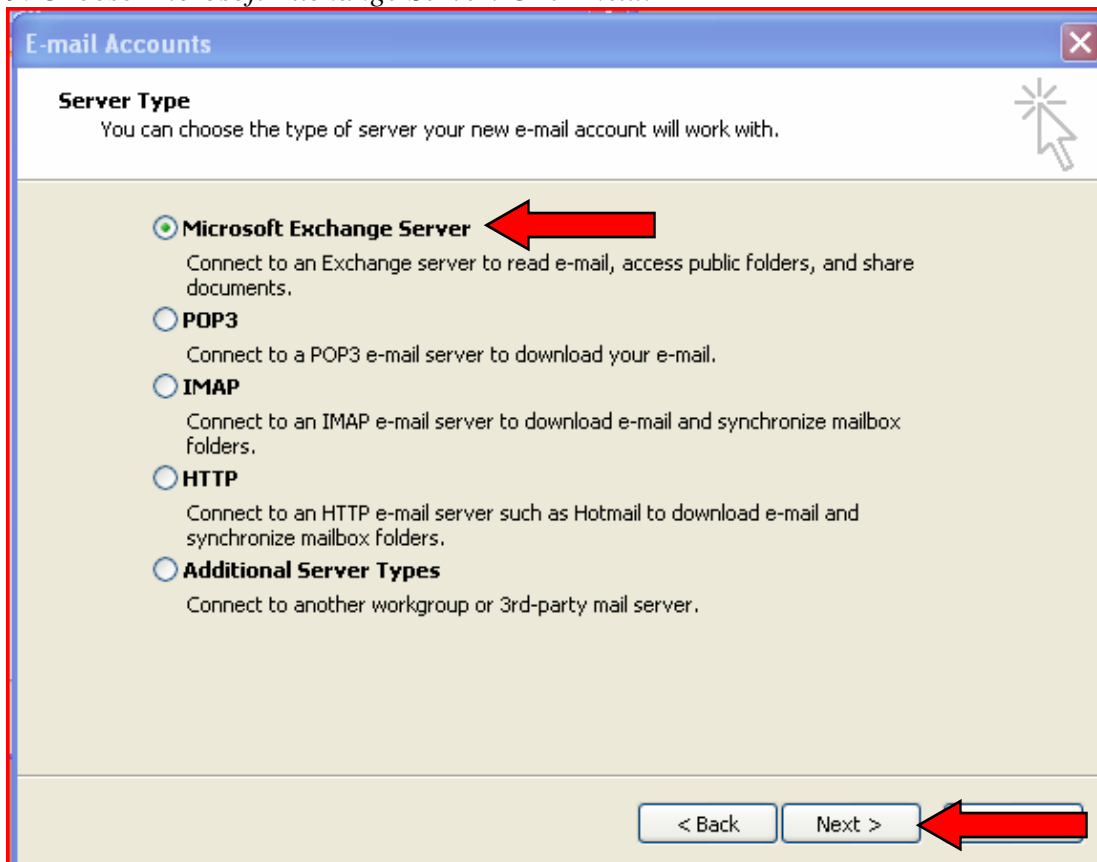
7. Name the profile with your username.



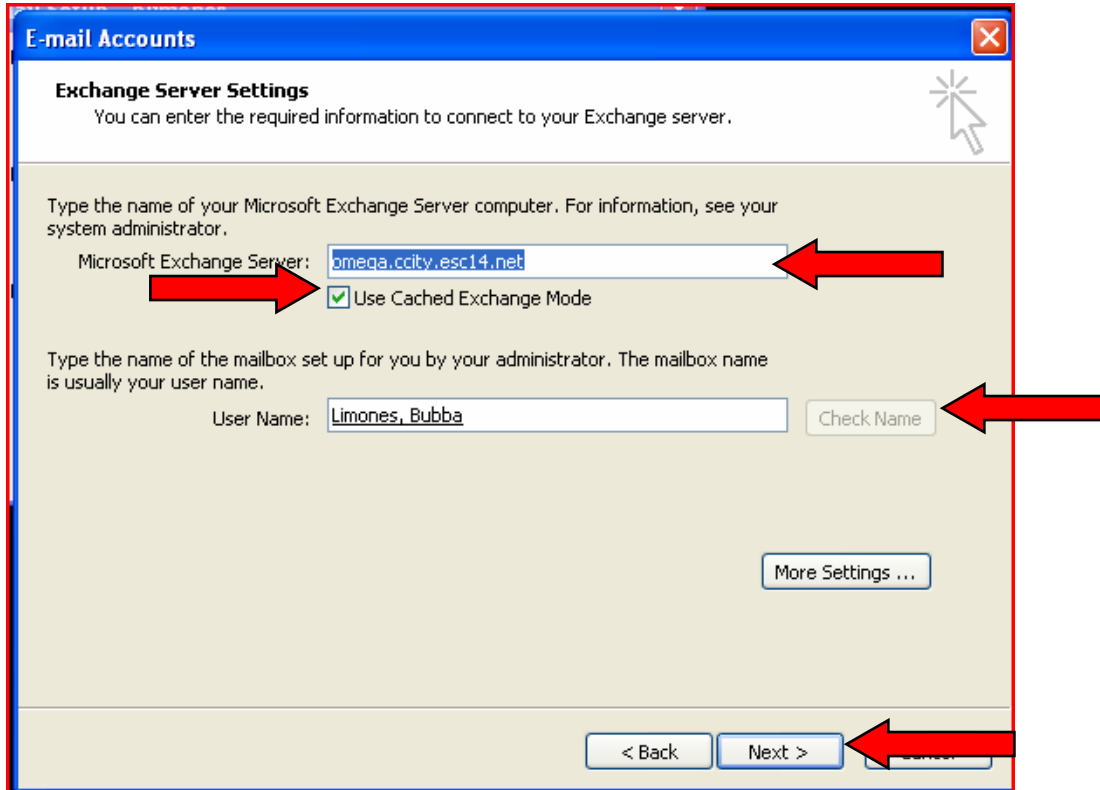
8. Now you will create your new account. The *E-mail Accounts* dialog box will open. Select *Add a new email account*. Click *Next*.



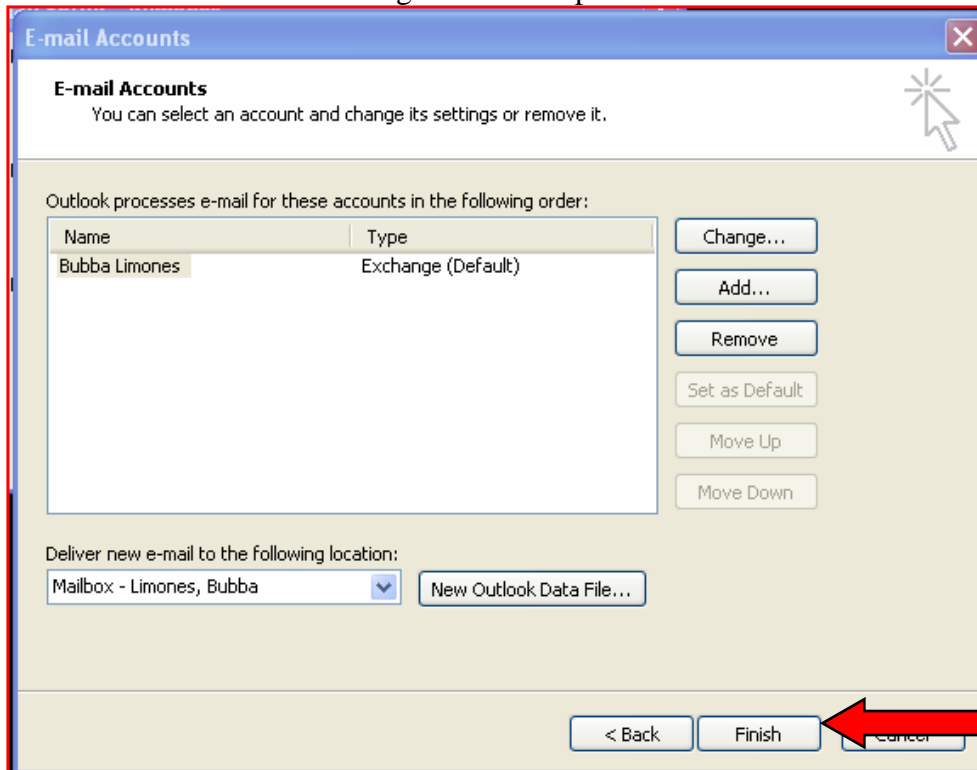
9. Choose *Microsoft Exchange Server*. Click *Next*.



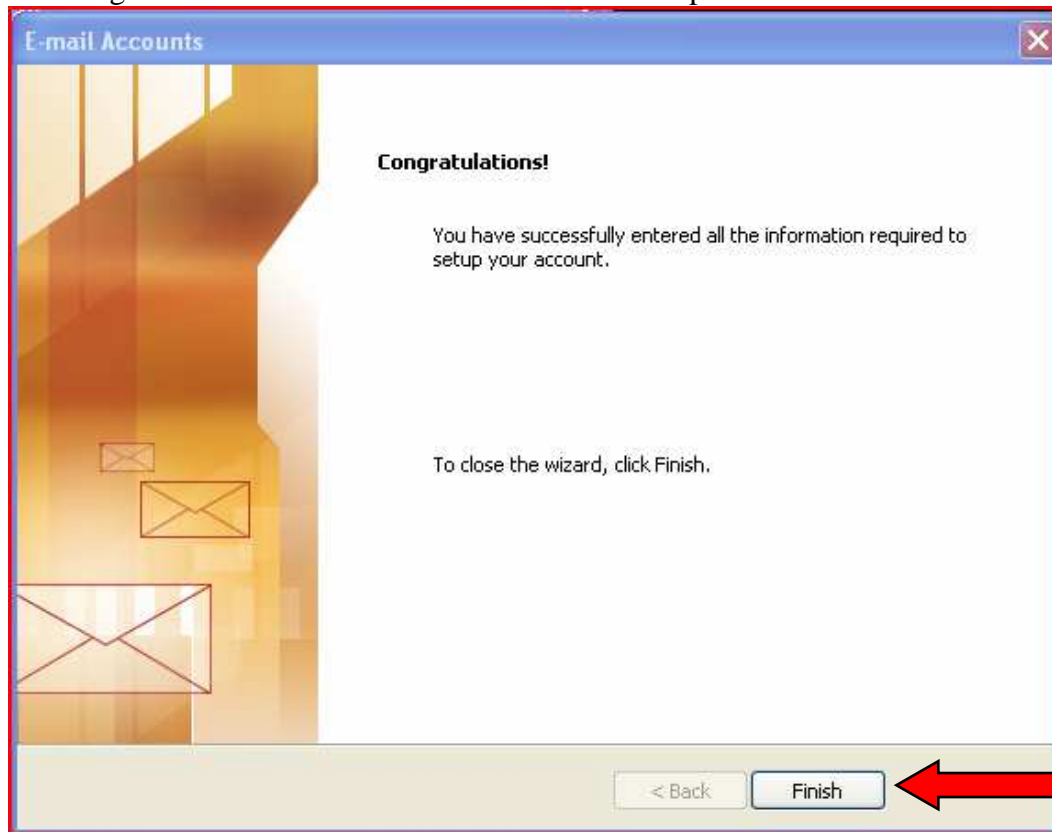
10. In the *E-mail Accounts* dialog box type “OMEGA.ccity.esc14.net” in the space next to *Microsoft Exchange Server*. Put a check mark in the box for *Use Cached Exchange Mode*. Type your username in the *UserName* box. Click the *Check Name* button. Your last name, followed by your first name should appear in the *UserName* box. Click *Next*



11. The *E-mail Accounts* dialog box will reopen. Click *Finish*.



12. Congratulations. Your email account is now set up. Click *Finish*.



13. Select the *Always use this profile* radio button. Be sure that your profile name is in the drop down box below that. Click *OK* in the *Mail* dialog box.



Your Outlook email account is now ready to use. Simply open Microsoft Outlook.