

# Creating a User Profile for Outlook 2013

This document tells you how to create a user profile for Outlook 2013 on your computer (also known as the Outlook client). This is necessary, for example, when someone transfers from one location to another and “inherits” someone’s old computer. The new person will have to have their own Outlook profile -- on that computer – so they use the Outlook client properly.

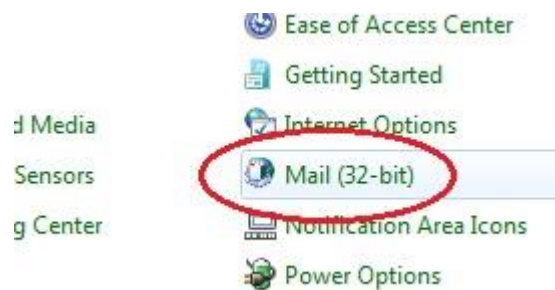
**Important: The user must already have had a state of Georgia Outlook account created.**

**Note:** This technique applies to Outlook 2010 and Outlook 2013. Some of the screens shown in this document are from Outlook 2010, others are from Outlook 2013. Regardless of any differences in the appearances between the screens, the technique is the same.

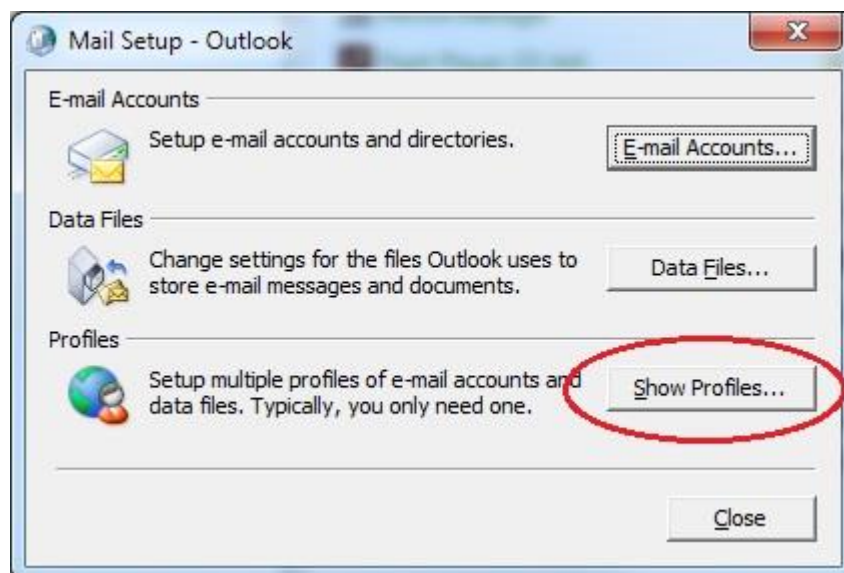
To begin, go to the **Start Button**, and then click **Control Panel**.

**Note:** Control Panel usually displays in "Category" mode, which I detest. If yours displays in Category Mode, click the "**View By**" pull-down menu and select "**Small Icons**" or Large Icons." That will make it easy to find what is next.

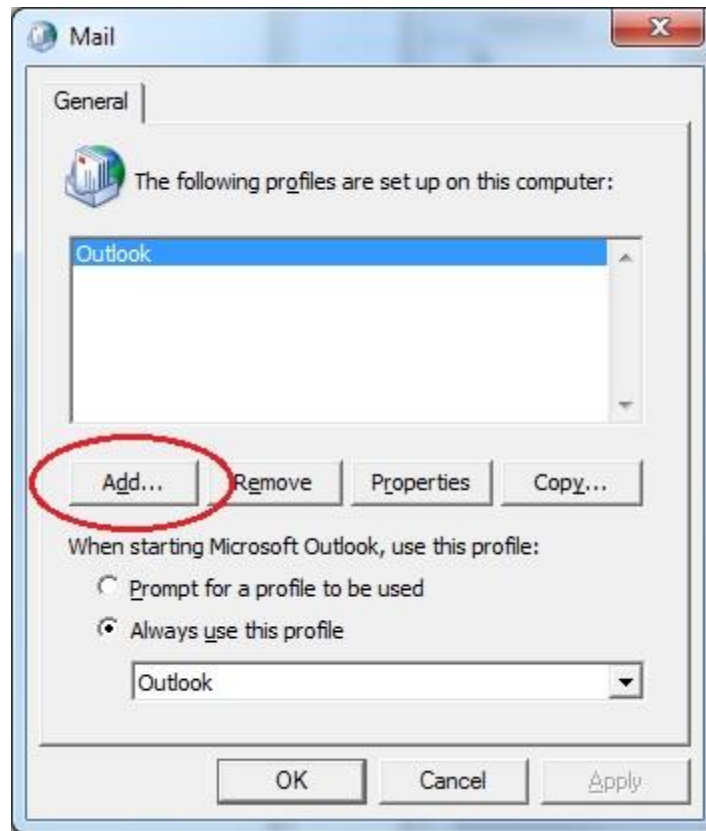
In the Control Panel screen, locate and click on **Mail**.



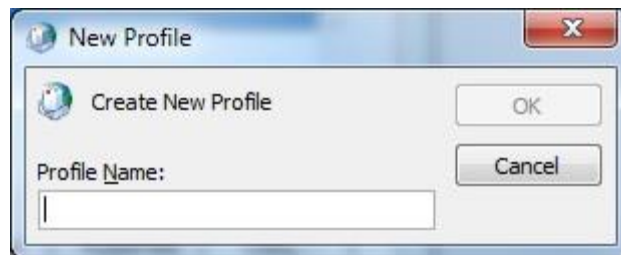
In the **Mail Setup - Outlook** window that pops up, click the "**Show Profiles...**" button.



In the **Mail** window that displays, Outlook should be highlighted.



Click the **Add** button to display the New Profile window.

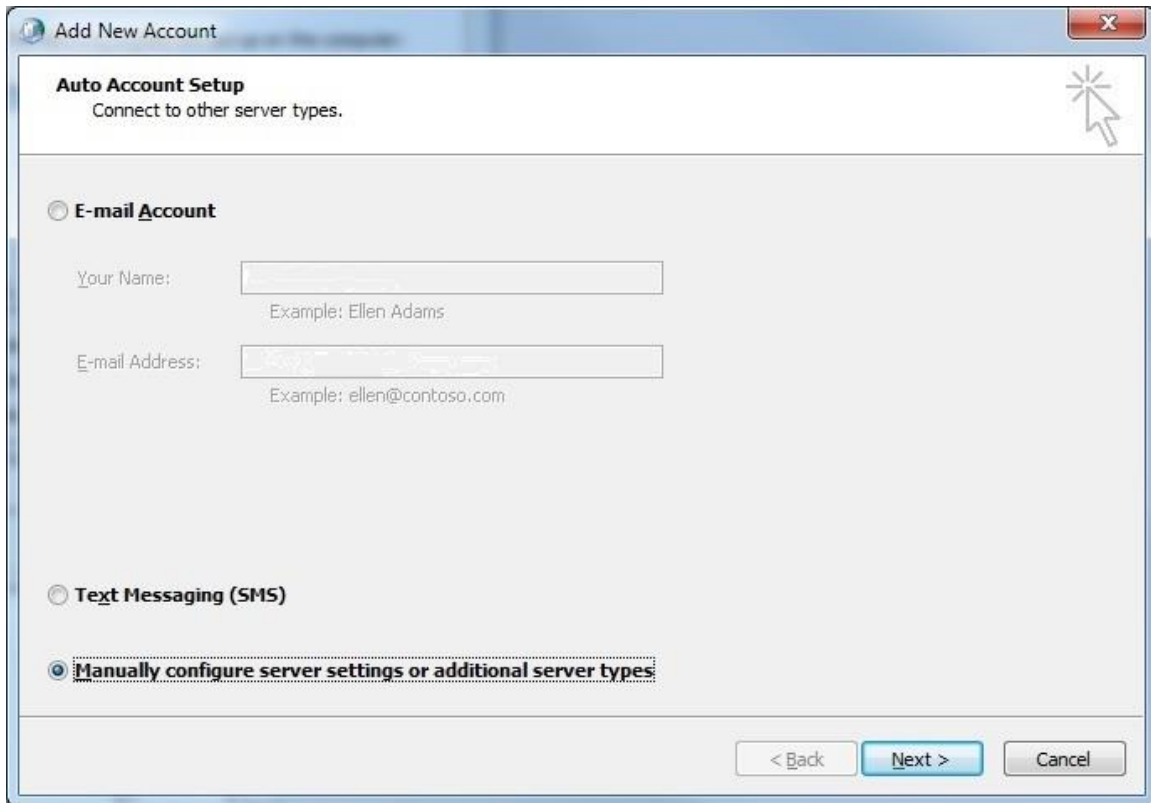


Enter a profile name. This is your full e-mail address in [firstname.lastname@dnr.ga.gov](mailto:firstname.lastname@dnr.ga.gov) format.

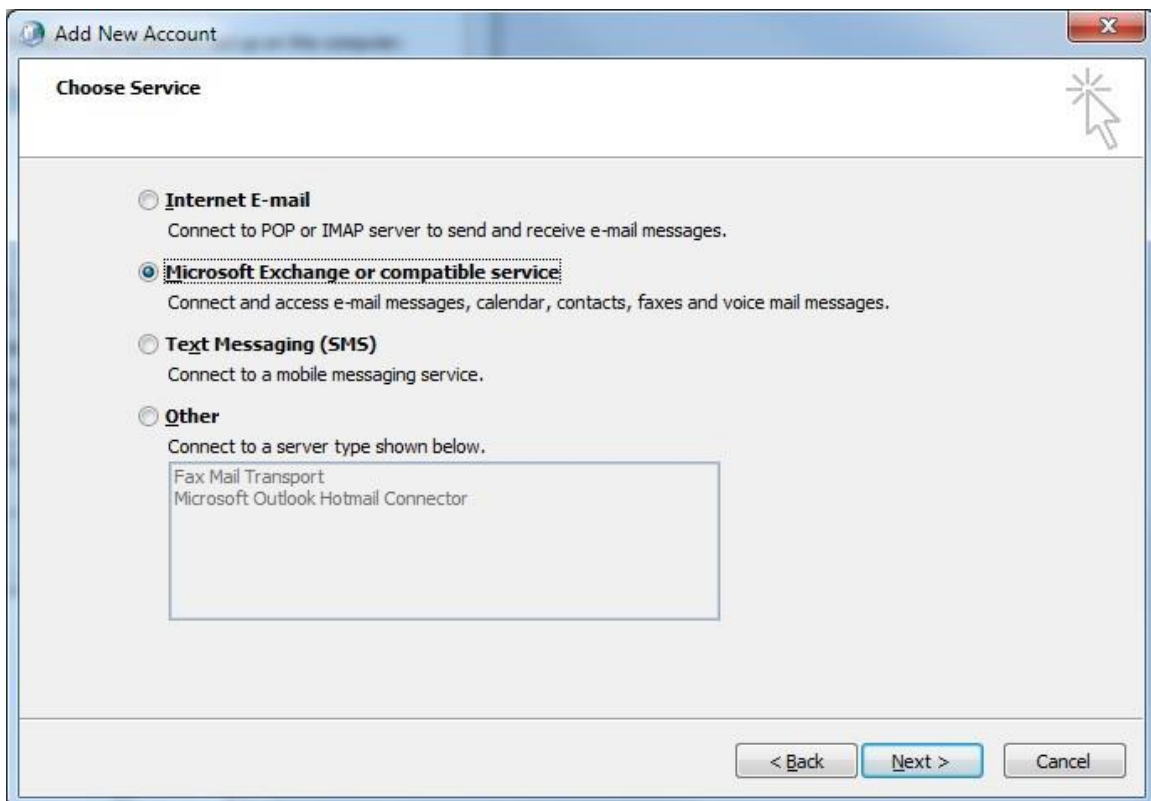
**Important!** Do not use @dnr.state.ga.us; it will not work.



Once you enter a profile name, click the **OK button** to display the **Add New Account** window.



Select **Manually configure server settings or additional server types** and then click the **Next** button to display the Choose Service window.



Select **Microsoft Exchange or compatible service** and then click the **Next button** to display the **Server Settings window**.

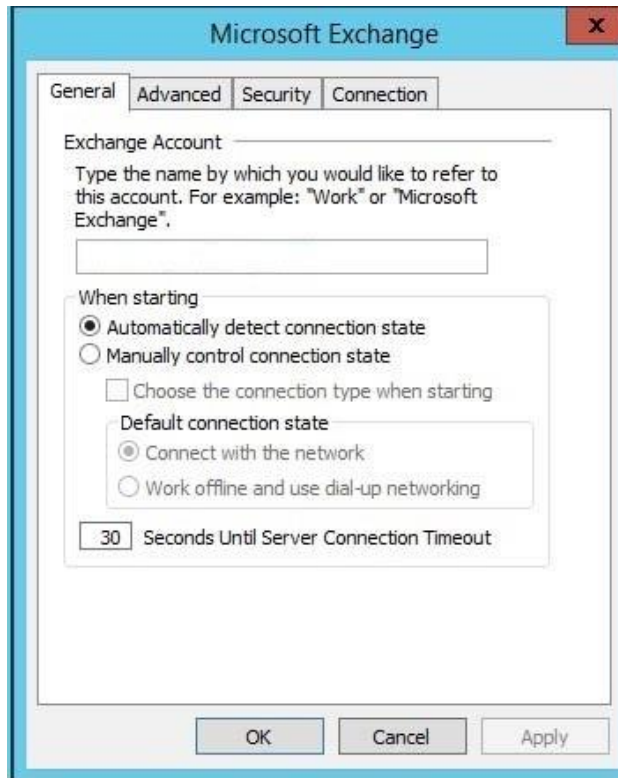
In the **Server block**, enter: **outlook.office365.com**

In the **User Name block**, enter your full e-mail address in [firstname.lastname@dnr.ga.gov](mailto:firstname.lastname@dnr.ga.gov) format.

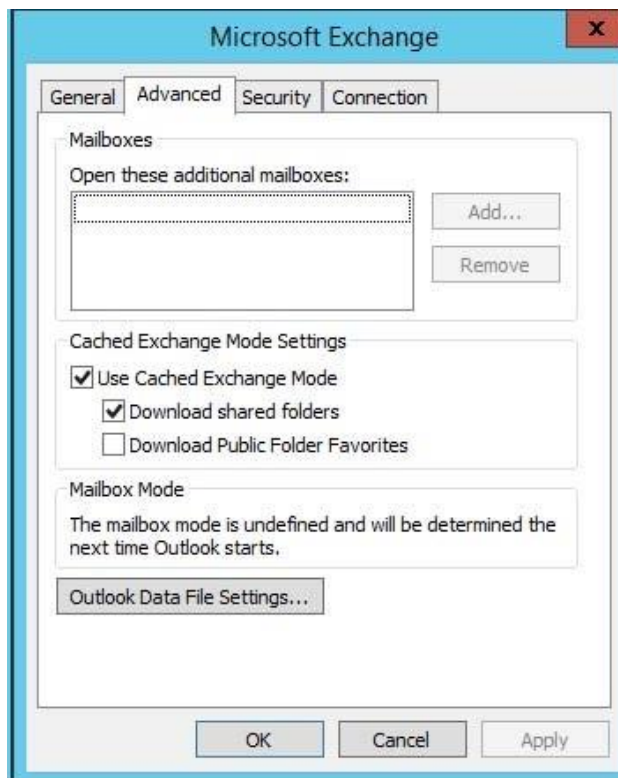
Click the **More Settings...** button to display the Microsoft Exchange window. You will need to examine information or make changes in these four tabs:

- General
- Advanced
- Security
- Connection

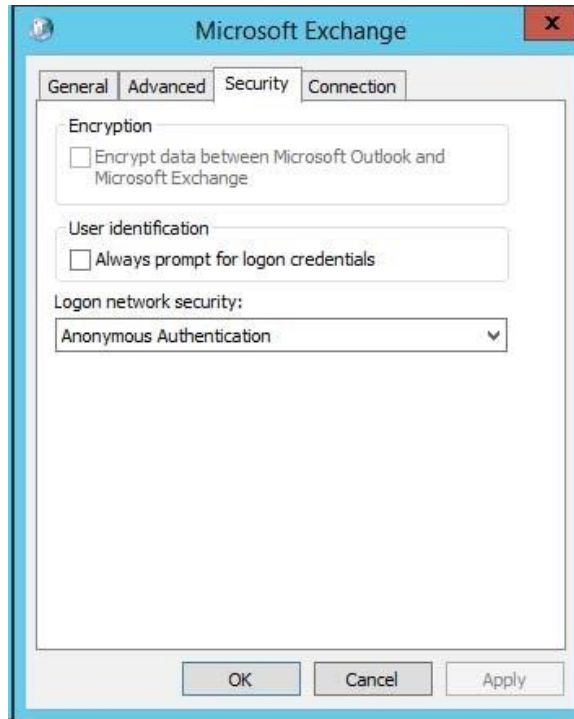
Under the **General tab**, note the block under **Exchange Account**. It should have your e-mail address already filled in for you. If not, then enter it here.



Click the **Advanced** tab. It should look as in the image below. No changes are needed under the Advanced tab.



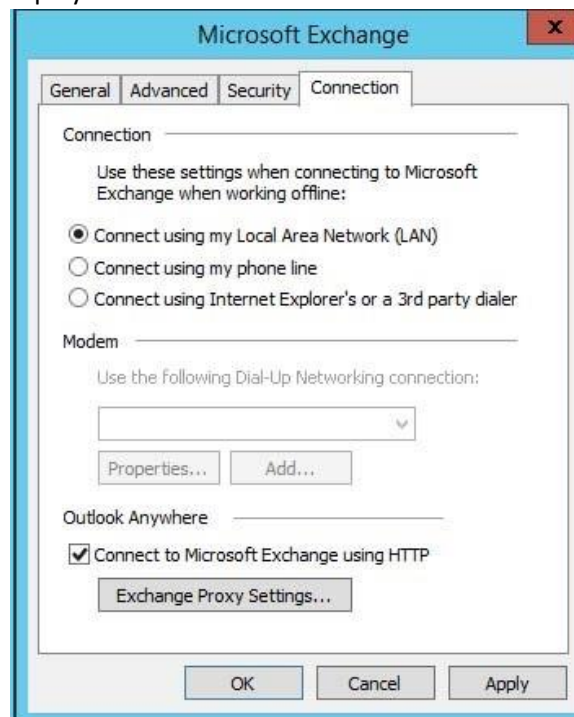
Click the **Security tab** to display the window shown below.



Under the Security tab:

- **Un-check the Encryption setting.**
- For **Logon network security**, select **Anonymous Authentication**.

Click the **Connection tab** to display the window shown below.



In the **Connection** tab:

- Check the **Connect to Microsoft Exchange using HTTP** box.
- Click the **Exchange Proxy Settings...** button to display the **Microsoft Exchange Proxy Settings** window.



- In the **Connection settings** section, in the **URL box**, enter **outlook.office365.com**
- Check the box for **Only connect proxy servers. . . .** and enter **msstd.outlook.com** in the available box
- Make sure the **Proxy authentication settings** section says **Basic Authentication**

Click **OK**. The **Windows Security** window should display



**Important! DO NOT check the "Remember my credentials" box.**

Log into your Outlook 2013 with your user name and password.