

Outlook Profile Helper Instructions and Features:

To make creating Outlook profiles easier and more streamlined, we have provided an Application called the Outlook Profile Helper (OPH). The OPH consists of the following features:

- Automatically creates an Outlook Profile with limited input
- Allows you to create multiple profiles on the same PC
- Allows you to save your password for Outlook when creating your profile

To access the Profile Helper, go to [My Services](#) at the usual webmail login page. By default it's set to log into webmail; instead, select My Services,

OUTLOOK WEB ACCESS & USER ACCOUNT SETTINGS

My Services settings for your mailbox
 Outlook Web Access (OWA)
 Public or shared
 Private computer

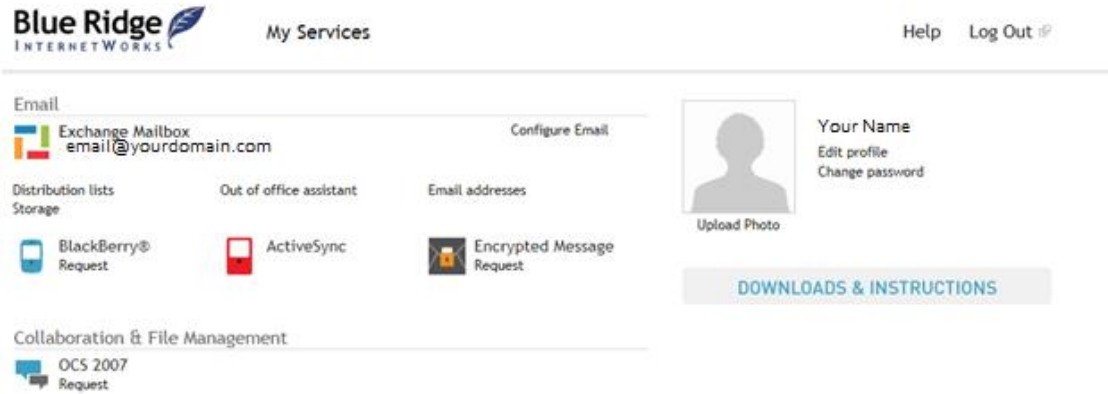
Email
email@domain.com

Password

Remember email address
 Remember email address and password
 Use Outlook Web Access Light

Sign In

Once logged in, click on Downloads & Instructions:

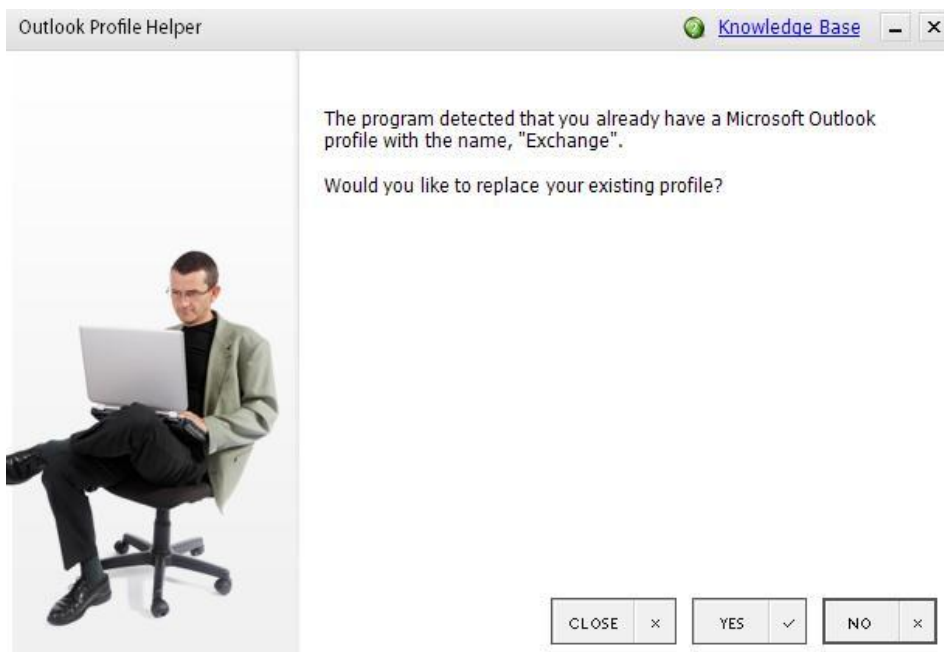


Outlook Profile Helper is on the right at the bottom. (Single Sign On is intended for users using multiple BRI Exchange Services, like Exchange mailboxes and Sharepoint.)

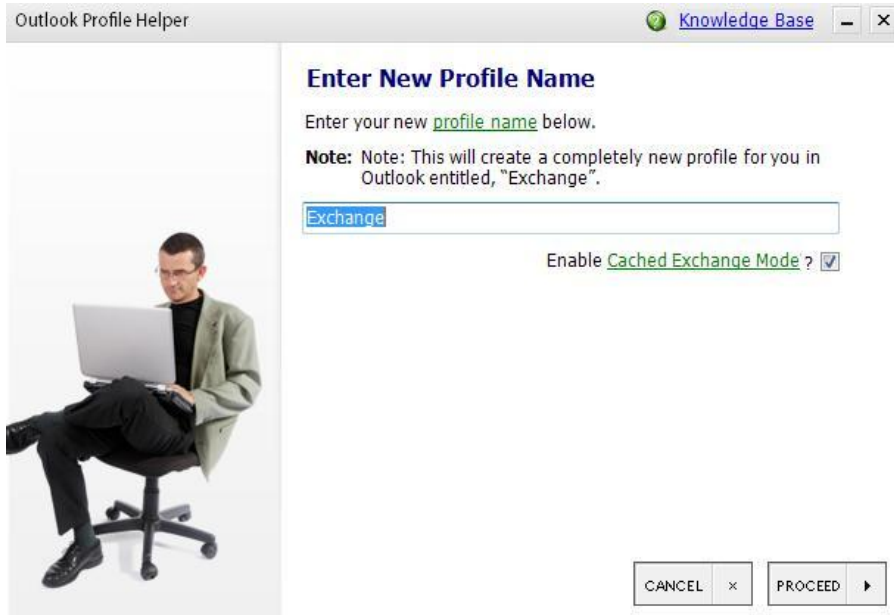
Using the Outlook Profile Helper:

Launch the Outlook Profile Helper (OutlookPH_EXCH0XX.exe)

- If a profile named 'Exchange' already exists, you will be asked if you want to overwrite the existing profile.
- If you do not want to overwrite the existing profile and create an additional profile, Click **NO**.



Type the desired profile name. If you wish to NOT use 'Cached Exchange Mode' you can uncheck the option here. We generally recommend leaving it checked as NOT using Cached Exchange Mode means that Outlook downloads all your email every time you open it – it slows Outlook down significantly, particularly if you have a larger mailbox.



Enter the primary email address (UPN) and password for the mailbox you are trying connect.



If you wish to have this computer remember the password when Outlook launches the profile, check the 'Enable Remember Password?' box. Once the email address and password are verified, your profile will be created and ready to use!

Successfully Created Profile

You have successfully created a profile connecting Microsoft Outlook to our hosted Exchange email service.

Would you close this program and open Outlook, or just close this program?



CLOSE 

OPEN OUTLOOK 