

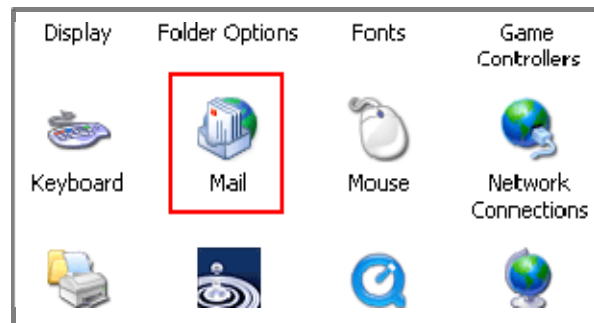
## How to Update Your Outlook Profile (in Outlook 2003)

If you see an Outlook login box at anytime before finishing, just close it. Login won't work till the process is finished.

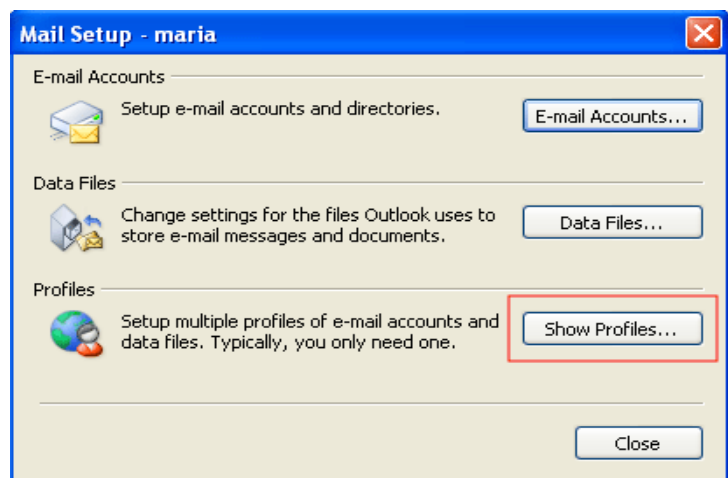
**Note:** You can immediately access your mailbox through webmail, with your Exchange login and password at the new address: <https://mail.seattlecolleges.edu/owa>

Remember to call NEED at 587-6333 if you need any help.

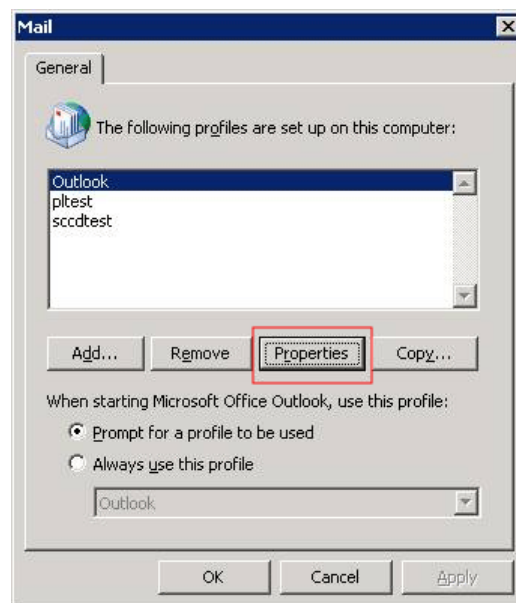
- 1) Click the **start button** and click **control panel** to open the control panel.
- 2) Double click on the **'Mail'** icon.



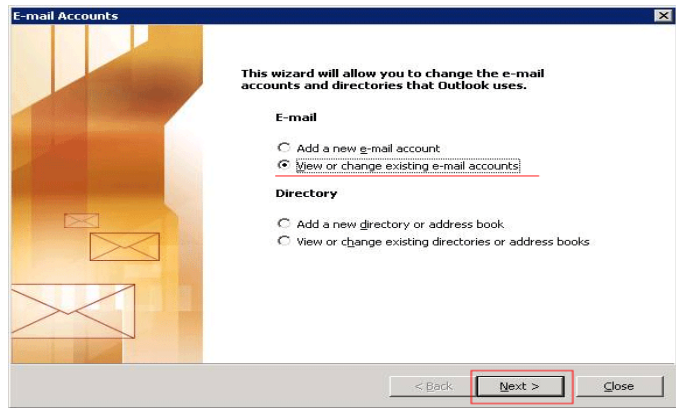
- 3) Choose **'Show Profiles'**



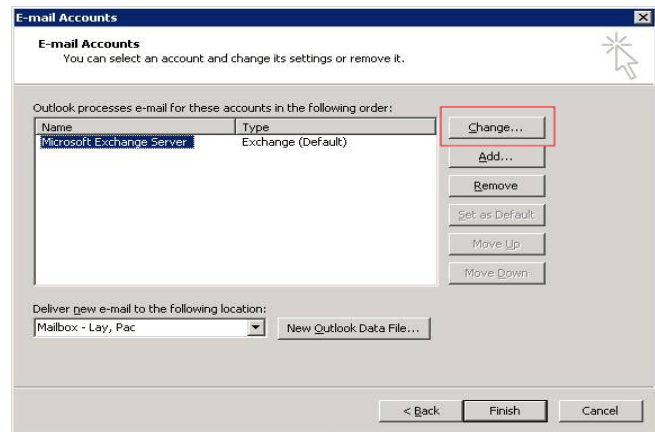
- 4) Select the **profile** you wish to update
- 5) Choose **'PROPERTIES'**



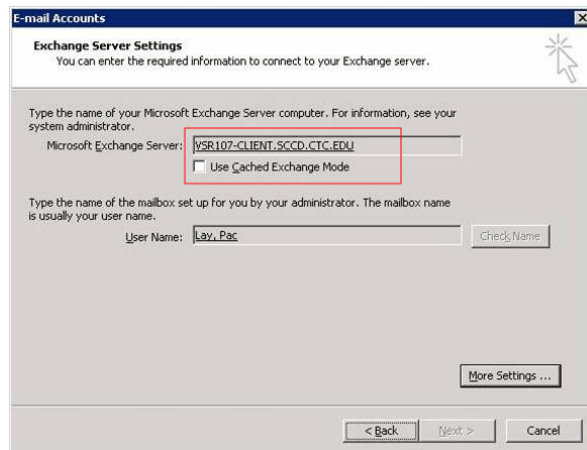
- 6) Select 'E-mail Accounts'
- 7) Select 'view or change existing e-mail accounts'



- 8) Leave your mailbox name unchanged. See example. Choose 'CHANGE'



- 9) The new server name VSR107-CLIENT.sccd.ctc.edu will be in place for you.
- 10) Your name will be in the 'User Name' box.
- 11) uncheck the 'Use Cached Exchange Mode'



- 12) Choose 'More Settings'
- 13) Then click the Security tab  
The screen should look like this:

- 14) Click 'OK' then 'Finish'  
You can then start Outlook and login with your usual Exchange login name and password.

