Configuration Instructions for Outlook 2013 On-Campus with CatNet

Objectives

- Configure Outlook 2013 on campus with CatNet
- Set-up your Default Address Book
How to Configure Outlook 2013

1. Begin by opening Outlook, enter a profile name if prompted to create a new profile, and then push OK.

2. Enter your email address if not already entered, press Next to proceed.
3. Outlook will now search for the server configuration automatically, when prompted to restart Outlook, press **OK** then **Finish**.

4. Outlook is now configured and will open to your account.
How to Set-Up Your Default Address Book

1. Click on the **Address Book** icon while in the **Mail** view.

2. The **Address Book** window will open. Click on **Tools…** from the menu bar.

3. Select **Options…**

4. Select **Custom** from **When sending e-mail, check address lists in this order**: Here is a brief description of three of the most commonly used address books:
   - **Global Address List (GAL)** – comprehensive listing of UA faculty, students and staff but does not include student workers. Listed as default address book.
   - **Faculty and Staff** – comprehensive listing of only UA faculty and staff.
   - **Student Employees** – comprehensive listing of only UA student workers.
5. Click the **Add** button. The **Add Address List** window will open.
   a. Scroll down and select from one of the three options you want to add to your list (e.g., Faculty and Staff). Click the **Add** button.
   b. Select the next option (e.g., **Student Employees**) and click the **Add** button.
   c. Arrange the address lists in the order of importance to you.
   d. Click the **Close** button to close this window.

6. Select the address list which you want to be your default (e.g., **Faculty and Staff**) and click the up arrow until that option is the first address listed.

7. Select the **Student Employees** address list and click the up arrow until **Student Employees** is the second listed.

8. If the list **Contacts** is listed, and/or **Suggested Contacts**, perform the same steps as listed in **Step 7** and add the list using the up arrow to place these items as third and/or fourth.

9. Once complete, click **OK**.

10. Click the red ‘x’ to close the **Address Book** window.

**To Learn More**

For more information on UAConnect or to learn about optional features such as Lync (IM Chat and Live Meeting), UAConnect and Mobile Devices, FAQ’s, and Training please visit: https://uits.arizona.edu/uaconnect