Converting Microsoft Outlook from UKY to AD Domain

The University of Kentucky will be using a new Microsoft Exchange server for its Microsoft Outlook accounts (email.uky.edu). All versions of Outlook should be redirected to the new server by changing the domain Outlook uses to manage your account. *Failure to change the Outlook domain will result in a loss of account access until the domain change is made.*

There are two steps to changing Outlook to the correct domain. First you must change your Outlook password on the Exchange server web site. Then you change the login domain in the Outlook application.

**Changing Your Password via the Internet**

*Important Note: Close ALL Microsoft Outlook windows before attempting to change your password.*

1. Open your web browser (Internet Explorer, Netscape Navigator, etc) and go to UK's Microsoft Exchange Server (http://exowa1.uky.edu).
2. On the left-hand side of the web page, locate and click on the *Change Password* link.
3. The Change Password form will load into your browser. There are five different input areas: Domain, Account, Old password, New password and Confirm new password. Input information as follows:
   - **Domain:** Choose "AD" from the drop down menu.
   - **Account:** Type in your user name into the field. Your user name is the front part of your email.uky.edu address (e.g. the user name for email address "username@email.uky.edu" is "username").
   - **Old password:** Type in your old password into the field.
   - **New password:** Type in your new password into the field.
   - **Confirm new password:** Type in your new password into the field.
The web page filled out should be similar to Figure 1.1, featured below.

![Internet Service Manager](image)

4. Click on **OK**. The page that loads in your web browser will announce, "Password Changed Successfully." Close your web browser.
Changing the Login Domain in Outlook

1. Open the Microsoft Outlook application.

2. While it is starting up, Outlook will prompt you with a login dialogue box. This dialogue box -- displayed in the following Figure 2.1 -- has fields for your User Name, Domain Name and Password.

Figure 2.1

3. Type in your user name for User Name (username@email.uky.edu). For Domain Name, type "AD" in all capital letters. For Password, enter the password you just made when logged in to the Microsoft Exchange server. All three fields should be filled, as shown in Figure 2.2 below. Click on OK once all information is entered.

Figure 2.2

Outlook will now start and allow you to access email, calendar and address listing options.
Starting Outlook after Initial Setup

Running the Outlook application in the future will prompt you for User Name, Domain Name and Password to login. Use the same information listed above (including using "AD" for the Domain Name) in the dialogue to successfully login to Outlook.