

What is an Outlook Profile?

An Outlook profile is made up of a couple of items:

- An Outlook profile contains the account setup information for the type of network connection / protocol used. For example Internet / POP3 connection type.
- The Profile also contains the link to your Outlook data file, that is called a PST file which stands for Personal Store. Outlook 2003 now uses an OST but that can be used as a server or client all the same.
- PST (Personal Store) contains the inbox, contacts, outbox, sent folder, etc... This file is required on all computers involved in the Public Sharefolder Outlook network.

The users need to be educated about this "Public sharefolder" software access so they

Hint:

To prevent users from changing things incorrectly in folders, you can turn on the Outlook Bar by selecting View Outlook bar, and close the folder listing by clicking on the X in the top right corner of that section of the Outlook screen.