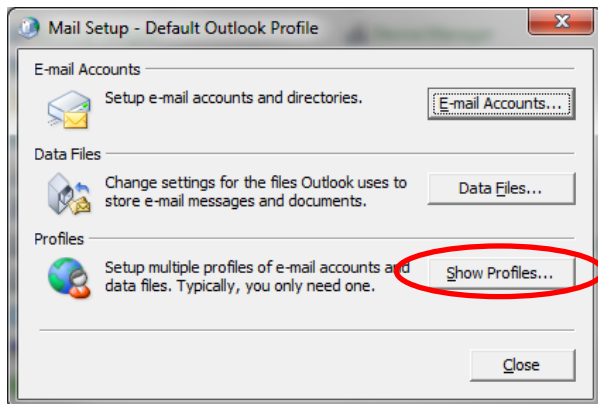


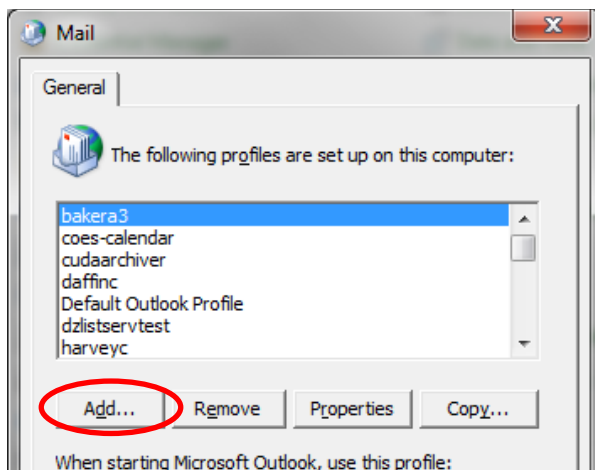
## Configuring a New Outlook Profile:

Go to the Control Panel under the Start button → Settings → Control Panel and double click the **Mail** icon.

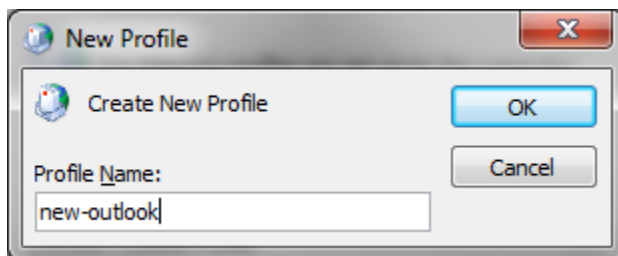
Choose Show Profiles:



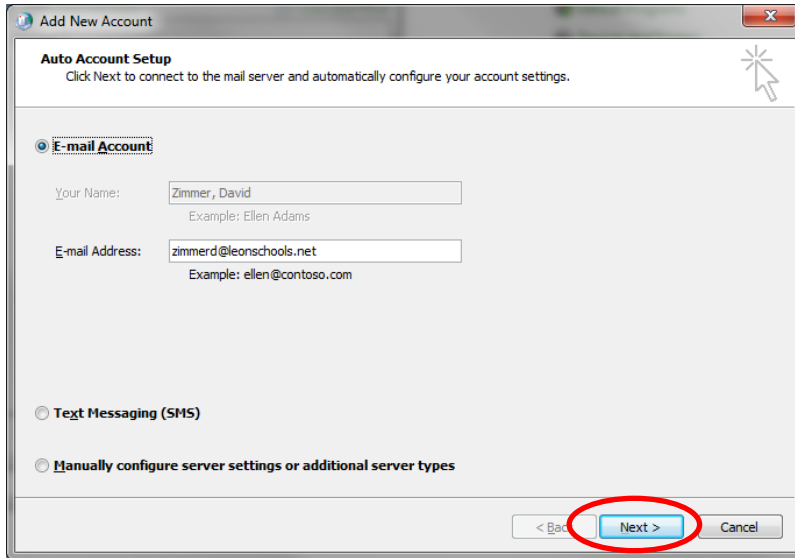
Click Add...



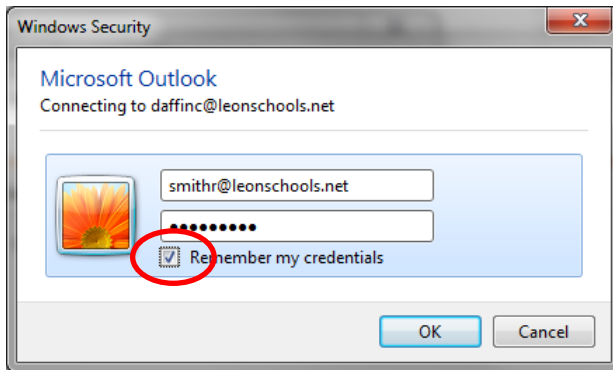
Enter a profile name. Any name is fine. In this case we will use “new-outlook”



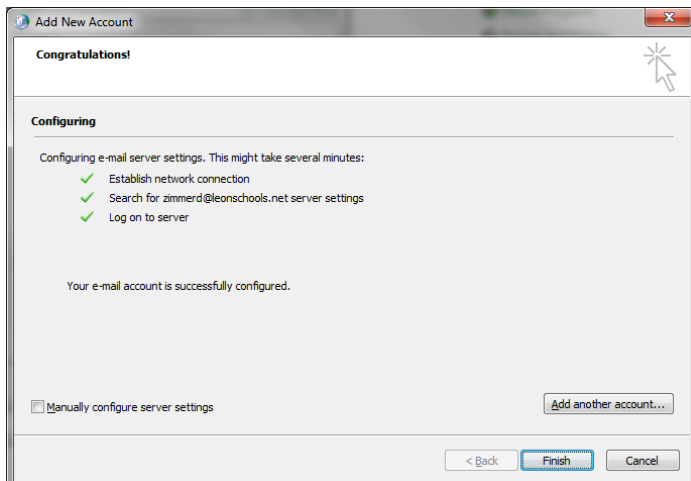
Click the Next button:



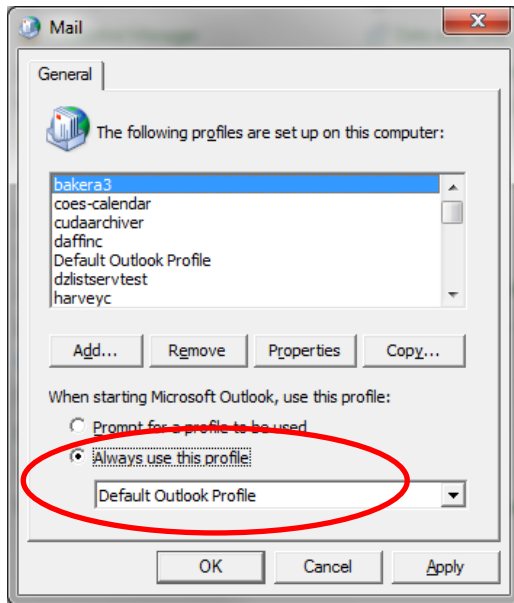
If prompted for credentials, enter the **full email address** for the username and remember to check the box:



Click Finish:



Make sure “Always use this profile” is selected and choose the new Outlook profile in the drop-down, then click OK:



Now, re-open Outlook. If prompted for credentials, be sure to enter the full email address and to check the “remember my credentials” box. Outlook should be completely configured at this point.