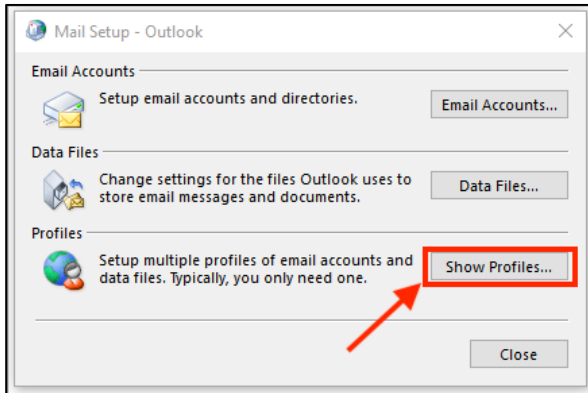
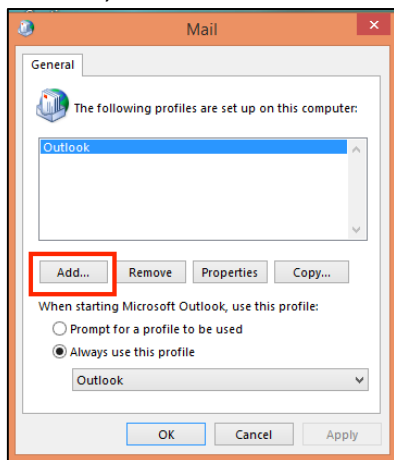


## Create a New Profile in Outlook

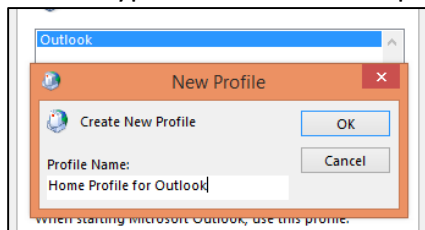
1. Select the Windows icon and type Control Panel in the search box. Select it.
2. In the Control Panel, search for **Mail**, and select it.
3. The Mail Setup dialog box opens. Note: The mail icon will not appear unless you have Outlook installed and have run the program at least once. Click Show Profiles.



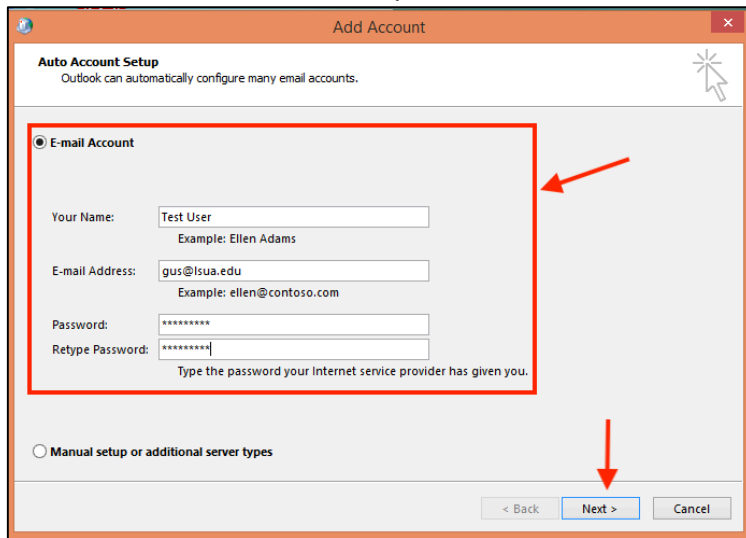
4. Next, click **Add**.



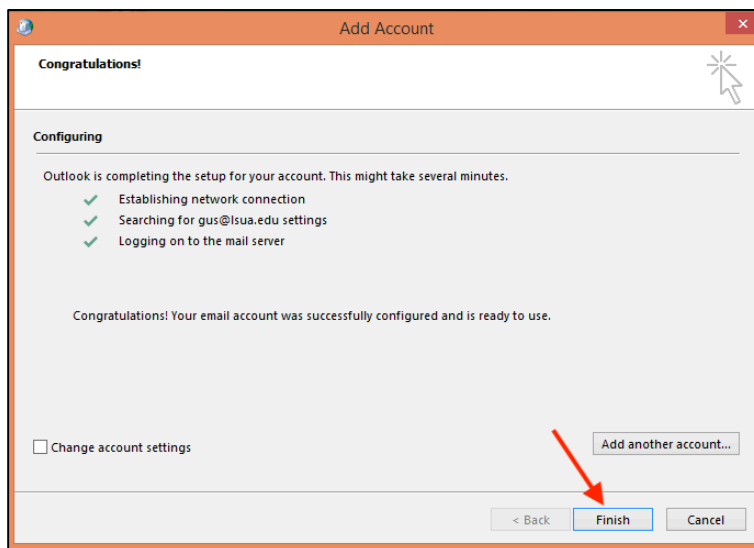
5. Type the name for the profile and click OK.



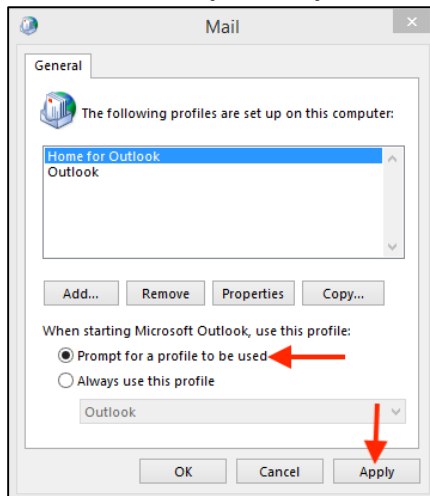
6. Add an email account to use in your profile by entering a name for the account, the email address, and the password. Click **Next** when finished.




7. It may take a few minutes for Outlook to setup your new profile. Once complete, select **Finish**.



8. After clicking Finish above, you will see your new profile listed in the Mail dialog box. Select **Prompt for a profile to be used** and click **Apply**.



9. Open Outlook  and choose which email profile to use. Click **OK** and Outlook will open using the selected profile.

