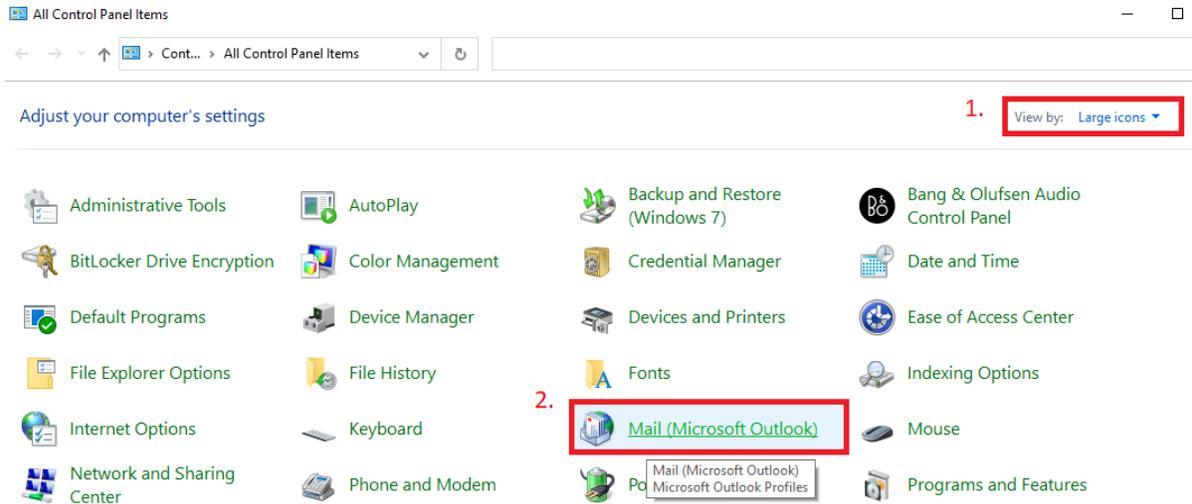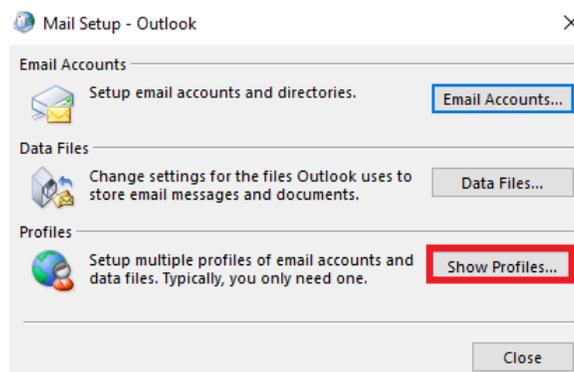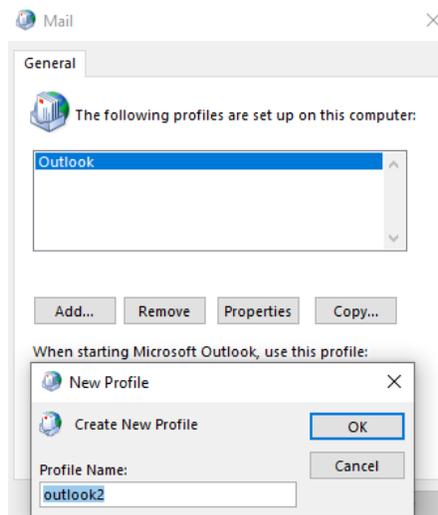# Creating a Separate Outlook Profile in Windows

1. In Windows, go to Control Panel, set the view to icons, and select Mail (Microsoft Outlook).

2. Select Show Profiles

3. Select Add, and name your profile (outlook2), select OK.

4. Enter your Name, Email Address, and Password. Click Next.

5. Select the new profile, check the Always use this Profile option, and Apply. Click OK.

6. Open Outlook and verify your new profile's data is correct.

7. (Optional) Once you have verified the new account is working properly, follow steps 1 & 2, highlight the old profile, and Remove.