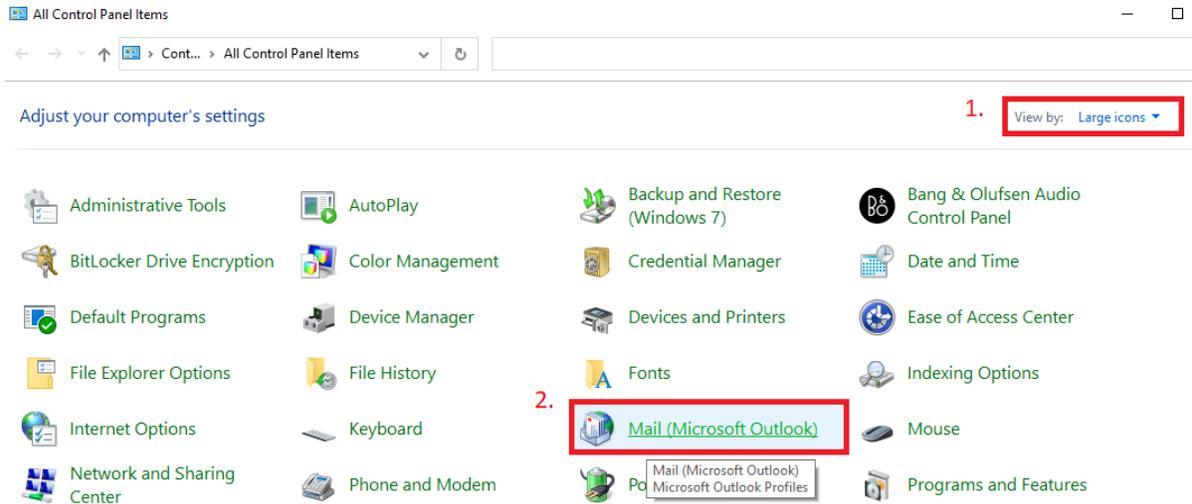
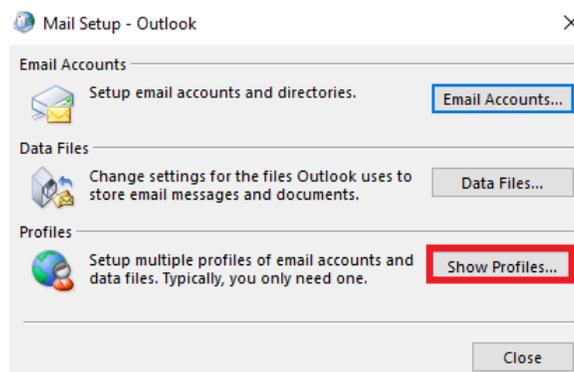


Creating a Separate Outlook Profile in Windows

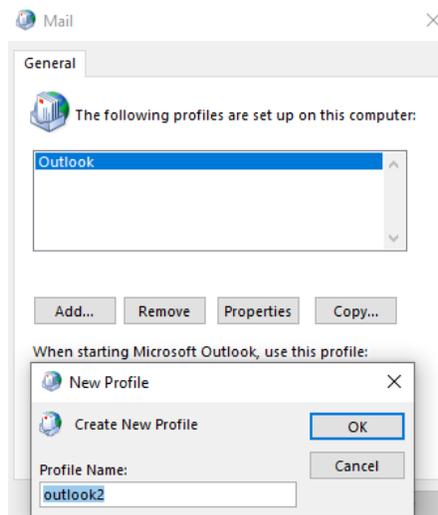
1. In Windows, go to Control Panel, set the view to icons, and select Mail (Microsoft Outlook).



2. Select Show Profiles



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



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

Add Account [Close]

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel Help

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

Mail [Close]

General

The following profiles are set up on this computer:

- Outlook
- outlook2**

Add... Remove Properties Copy...

When starting Microsoft Outlook, use this profile:

Prompt for a profile to be used

Always use this profile

outlook2
Outlook
outlook2

OK Cancel Apply

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.

