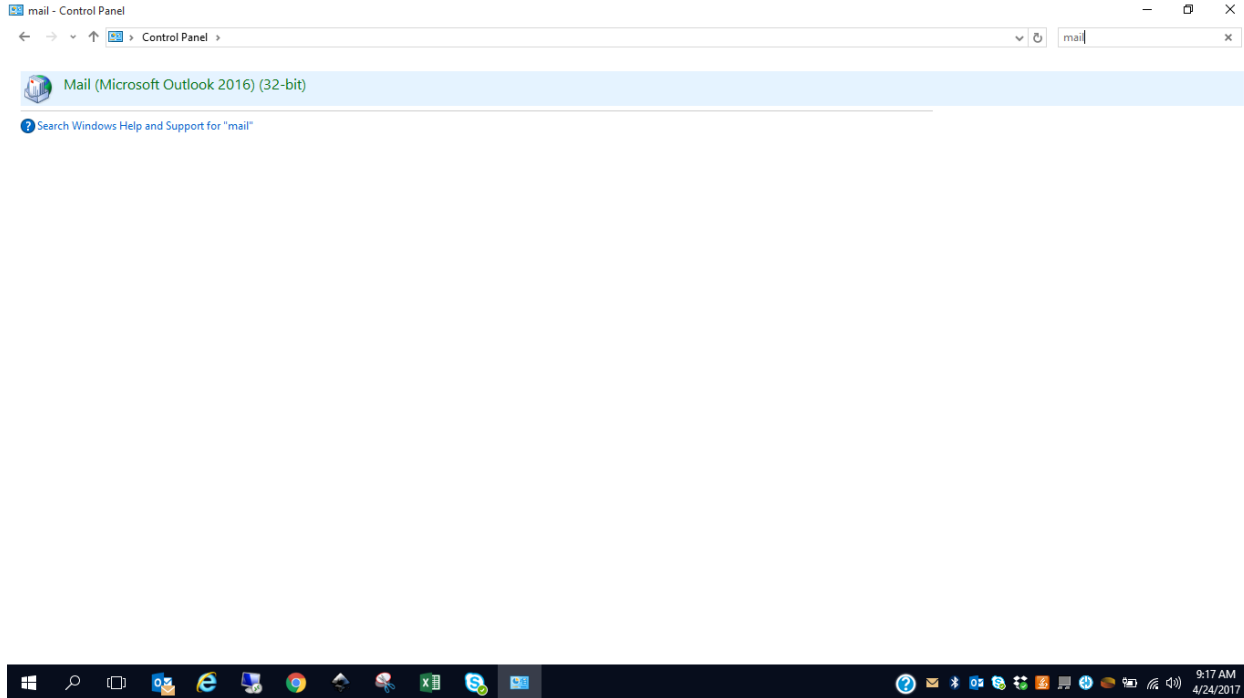
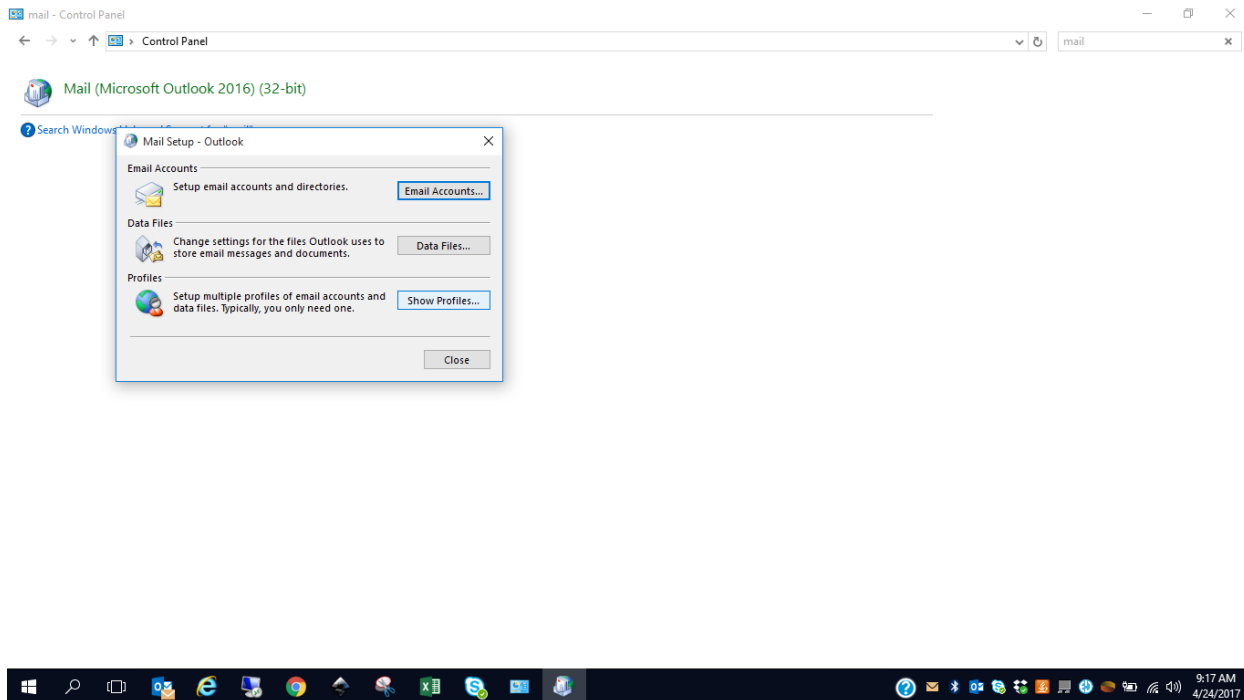


Adding a New Profile to Outlook

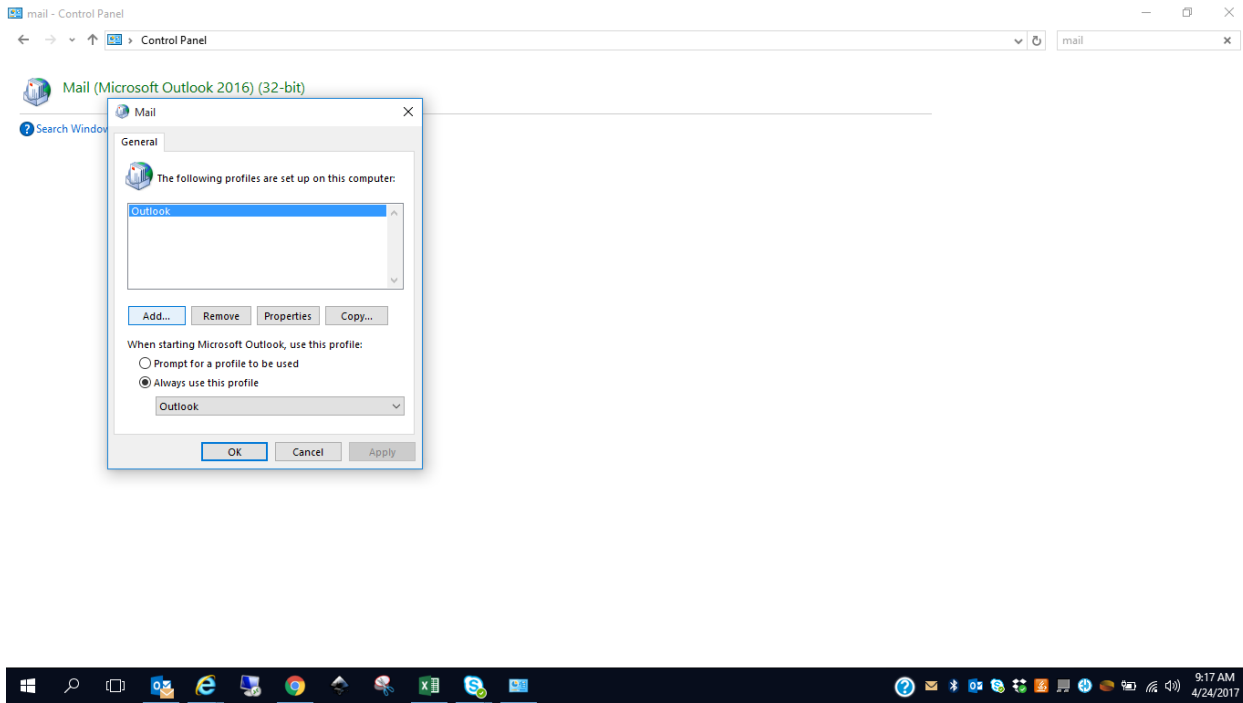
1. Open Control Panel and search for “Mail” in the top right search box and click it



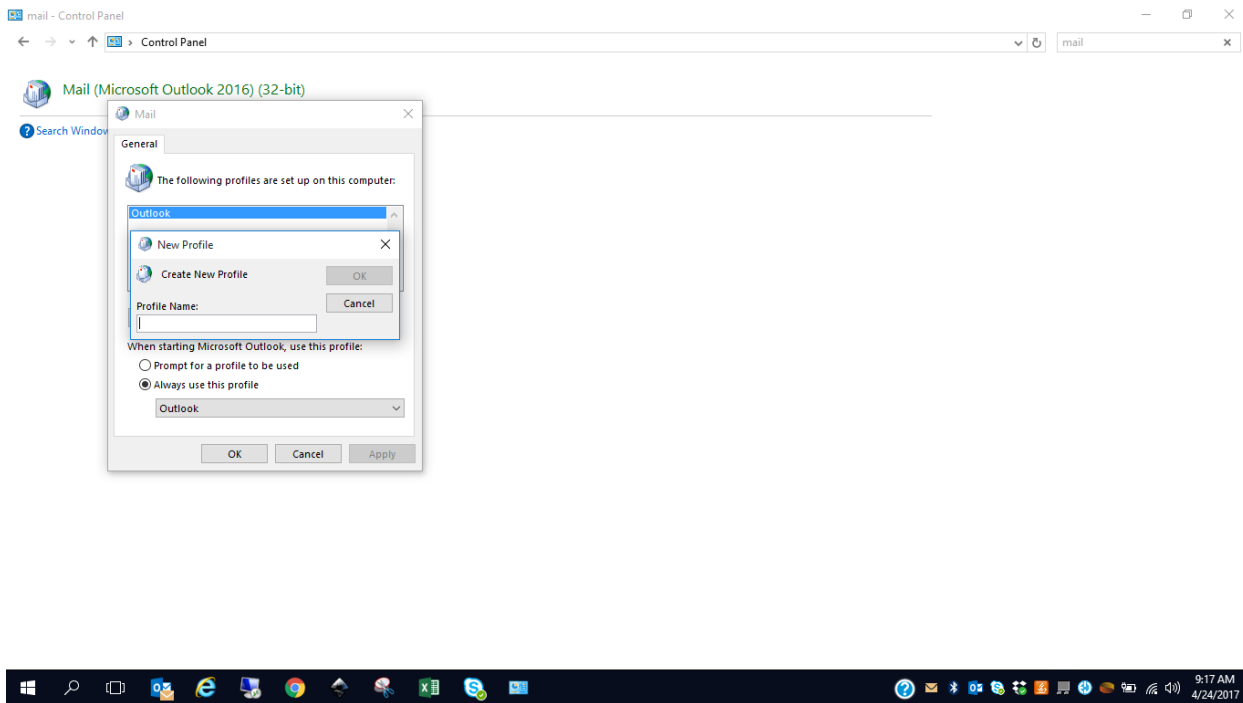
2. Click “Show Profiles”



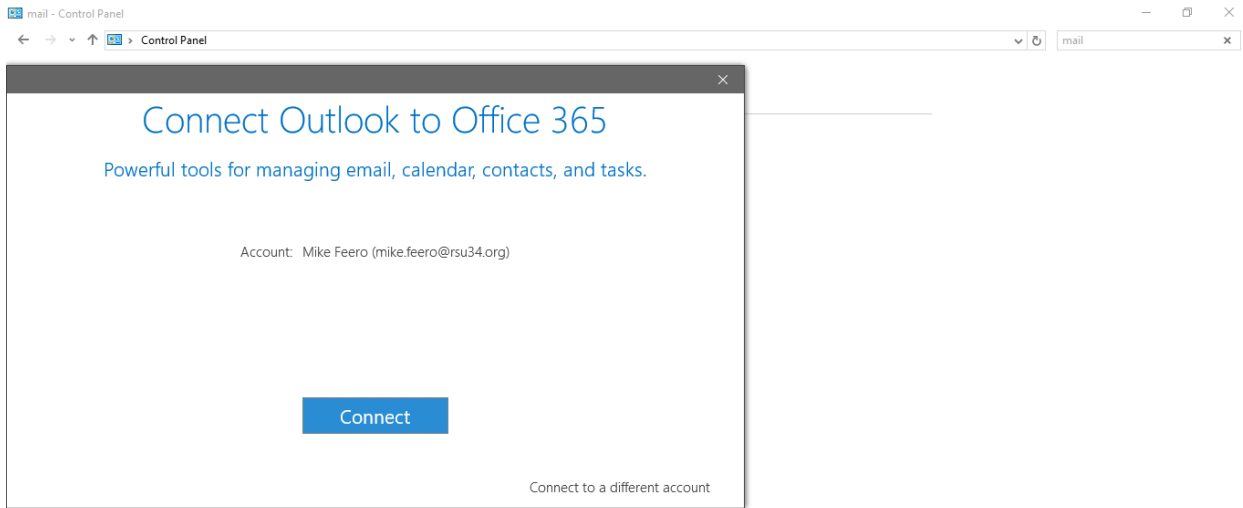
3. Click "Add"



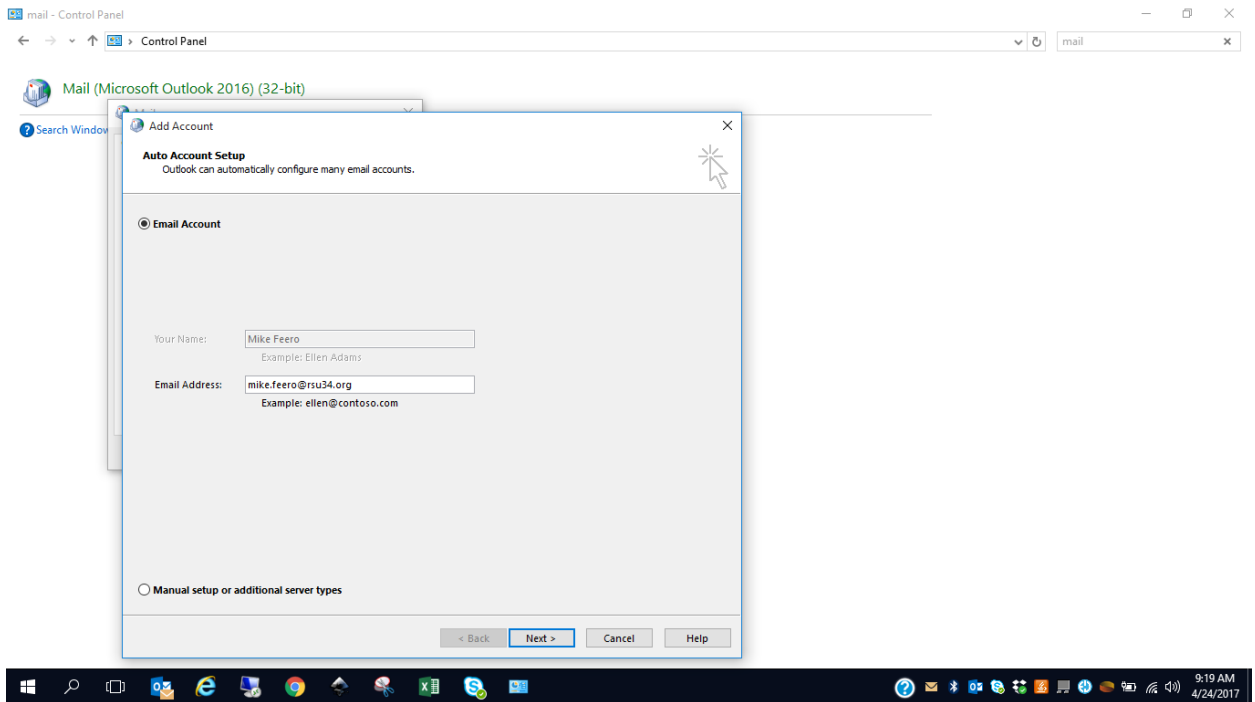
4. Type your name (Just first name is fine) and click "OK"



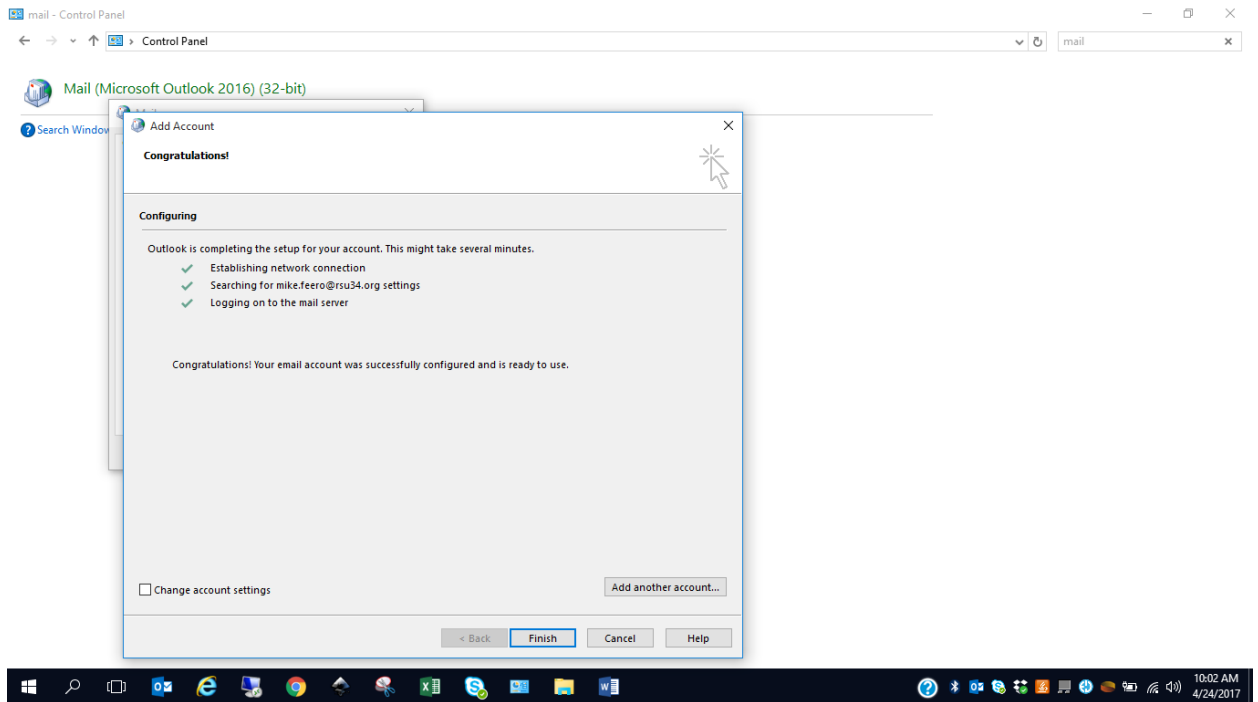
5. If you get this screen, click “connect to a different account”



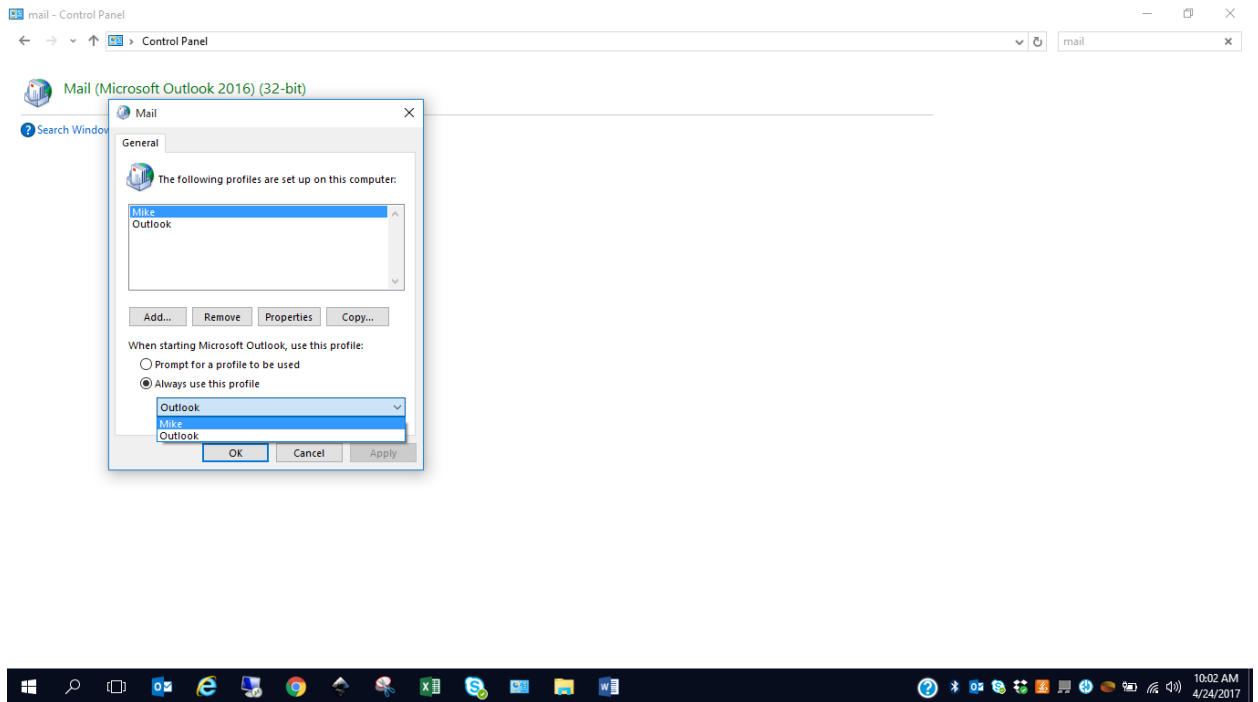
6. Now just enter your credentials (it may already have your information entered, like shown) and click “Next”



7. Wait until the setup completes and then click “Finish”



8. Now click the dropdown menu in this window and choose the new profile you just created



9. Now click "Apply" and close Outlook, then reopen it. It will begin to set your new profile up and you will be able to email.

