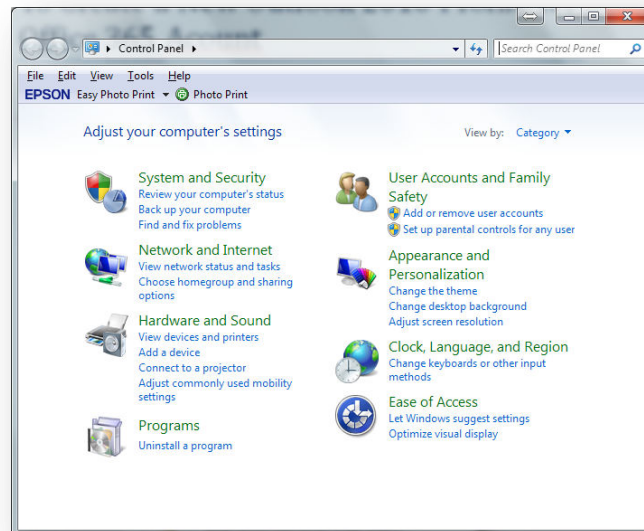


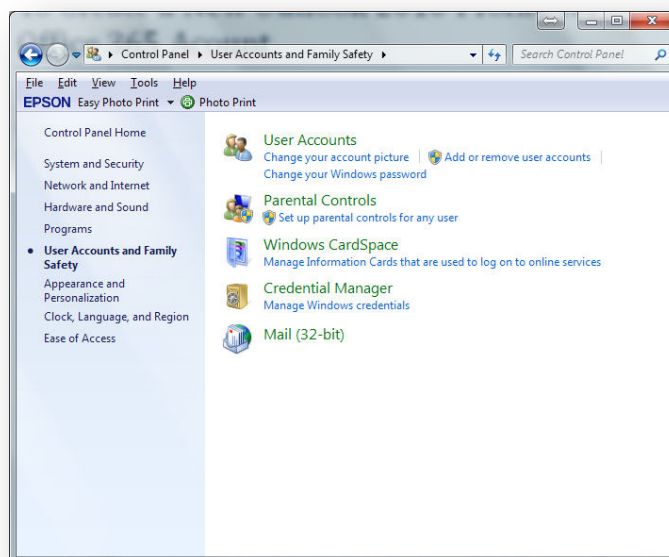
# Creating a New Outlook Profile

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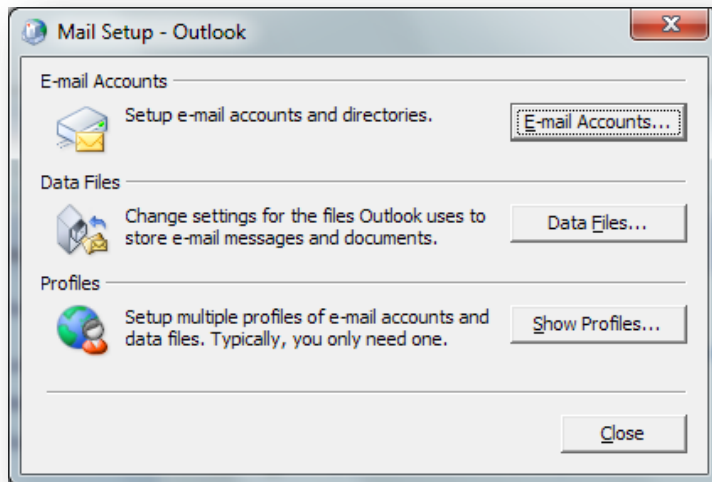
- To Create a New Outlook Profile, Go to **Control Panel** and Select **User Accounts and Family Safety**.



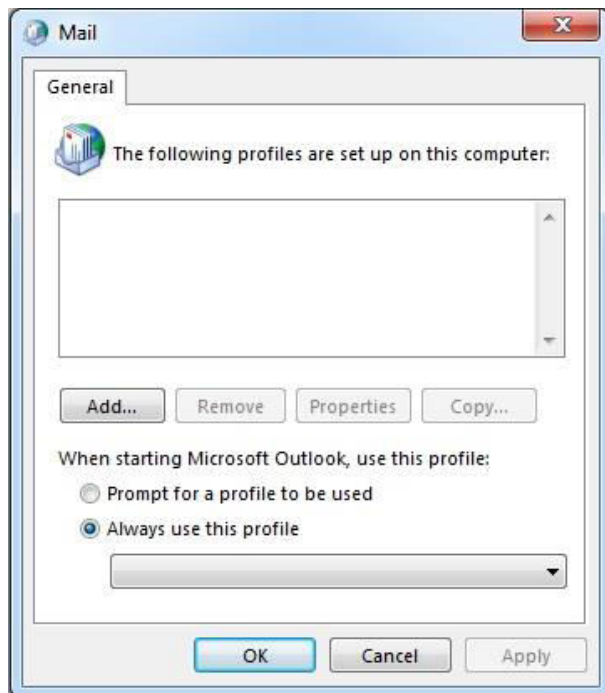
- Select **Mail**



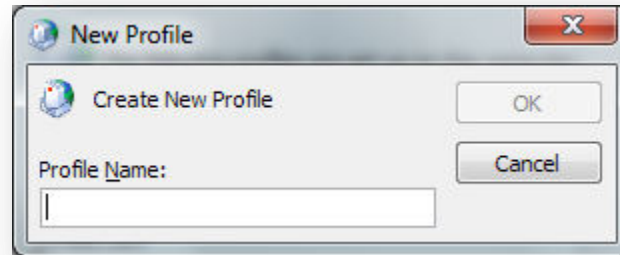
- While in Mail Setup – Outlook – Select **Show Profiles**



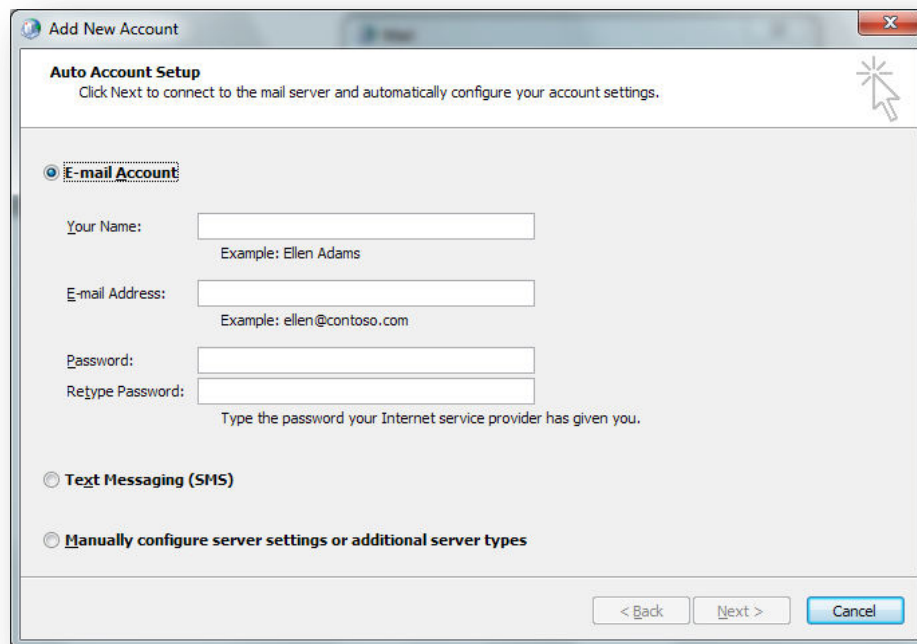
- Click **Add**



- Enter the New Profile Name (O365)

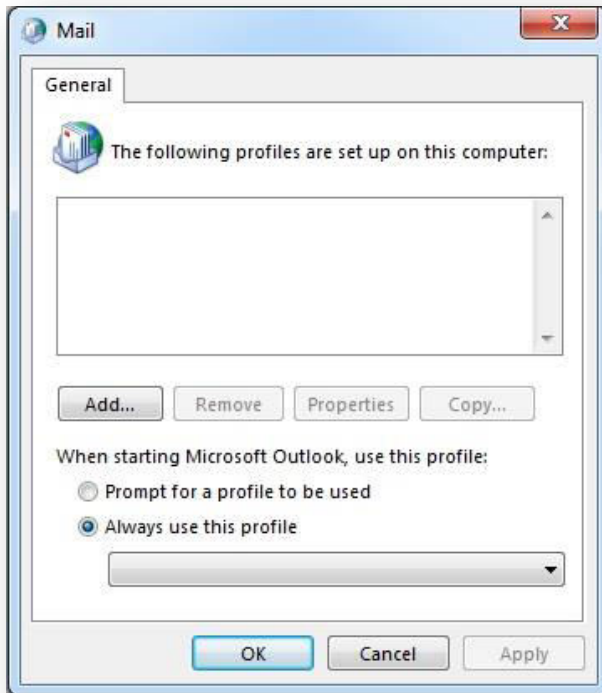


- Enter your New Account Information
  - Name, Office 365 E-mail address ([xxxxx@domain.com](mailto:xxxxx@domain.com)) and password
  - Click **Next**



- Once it starts processing you should receive three green check-marks. If you do not, then click Back, recheck your eMail Address and password, and try again.
- Click Finish.

Make sure to select ***Always use this profile*** with the **O365** profile.



**You can now Start Outlook.**

**Note:** you will be prompted to enter your Office 365 eMail and password once again. Please make sure to check the "*remember my password*" box.