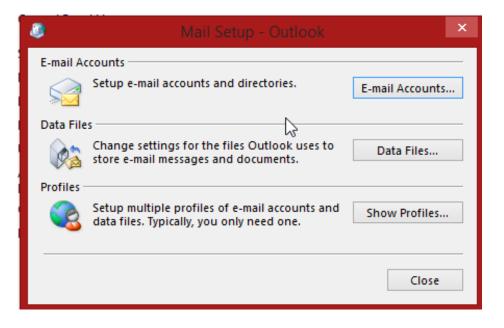
How to Create a New Outlook profile for Hosted Exchange Email

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(Office 365 or Any Exchange Server with Auto Discover Configured)

A profile consists of accounts, data files, and settings that specify where your email messages are saved.

- 1. Exit Outlook.
- 2. In Control Panel,
 - 1. click on User Accounts
 - 2. Then double-click **Mail**.
- 3. Click Show Profiles.



4. Click Add.

🧶 Mail	×			
General				
The following profiles are set up on this computer:				
Outlook test				
	<u></u>			
Add Remove Properties Copy				
When starting Microsoft Outlook, use this profile:				
Always use this profile				
Outlook	~			
OK Cancel Apply				

- 5. Type a name for the **new** profile, and then click **OK**.
- 6. Fill out the information boxes and then click **next**.

Add Account		X
Auto Account Setur Outlook can auton	atically configure many email accounts.	×
Your Name:	YOUR FULL NAME	
	Example: Ellen Adams	
<u>E</u> -mail Address:	YOUR EMAIL ADDRESS	
	Example: ellen@contoso.com	
Password:	YOUR PASSWORD	
Retype Password:	YOUR PASSWORD AGAIN	
	Type the password your Internet service provider has given you. \square	
Manual setup or ac	dditional server types	
)
	< <u>B</u> ack <u>N</u> ext >	Cancel

 Click the Don't ask me about this website again check box and then click Allow after all the lines have a green check mark click next.

Add Account	×
Searching for your mail server settings	ž,
Configuring	
 Outlook is completing the setup for your account. This might take several minutes. ✓ Establishing network connection → Searching for Renee@Marksarchitects.com settings Logging on to the mail server Microsoft Outlook 	
Microsoft Outlook Allow this website to configure Renee@Marksarchitects.com server settings? https://outlook.naturalnetworks.com/autodiscover/autodiscover.xml Your account was redirected to this website for settings. You should only allow settings from sources you know and trust. Image: One of the setting of the setting s	
< Back Next > Cance	el

8. In the mail windows select the new profile in the Always use this profile then click OK twice and then open Outlook, your new account will take a while to download your emails depending on how many you have and your connection speed

Mail	×			
General				
The following profiles are set up on this computer:				
Outlook	^			
Add Remove Properties Copy				
When starting Microsoft Outlook, use this profile:				
O Prompt for a profile to be used				
Always use this profile				
Outlook	~			
Outlook test				
OK Cancel Appl	/			

Online URL: <u>https://kb.naturalnetworks.com/article.php?id=202</u>