

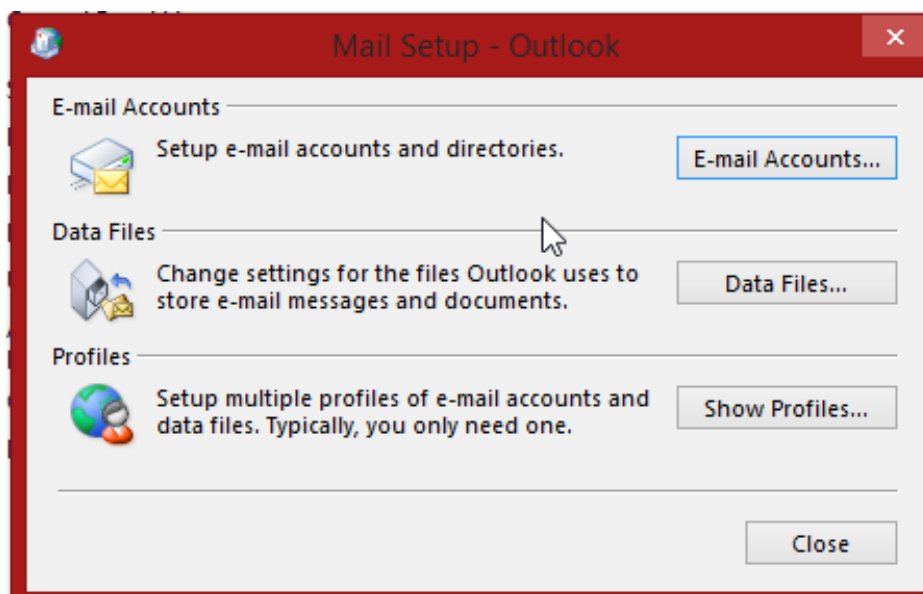
# How to Create a New Outlook profile for Hosted Exchange Email

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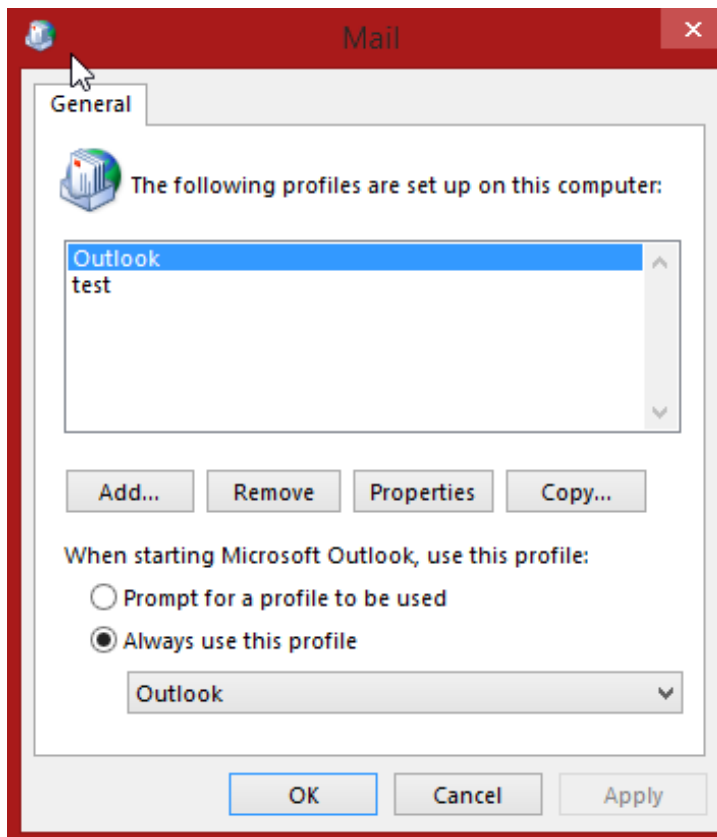
(Office 365 or Any Exchange Server with Auto Discover Configured)

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**.



5. Type a name for the **new** profile, and then click **OK**.

6. Fill out the information boxes and then click **next**.

Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

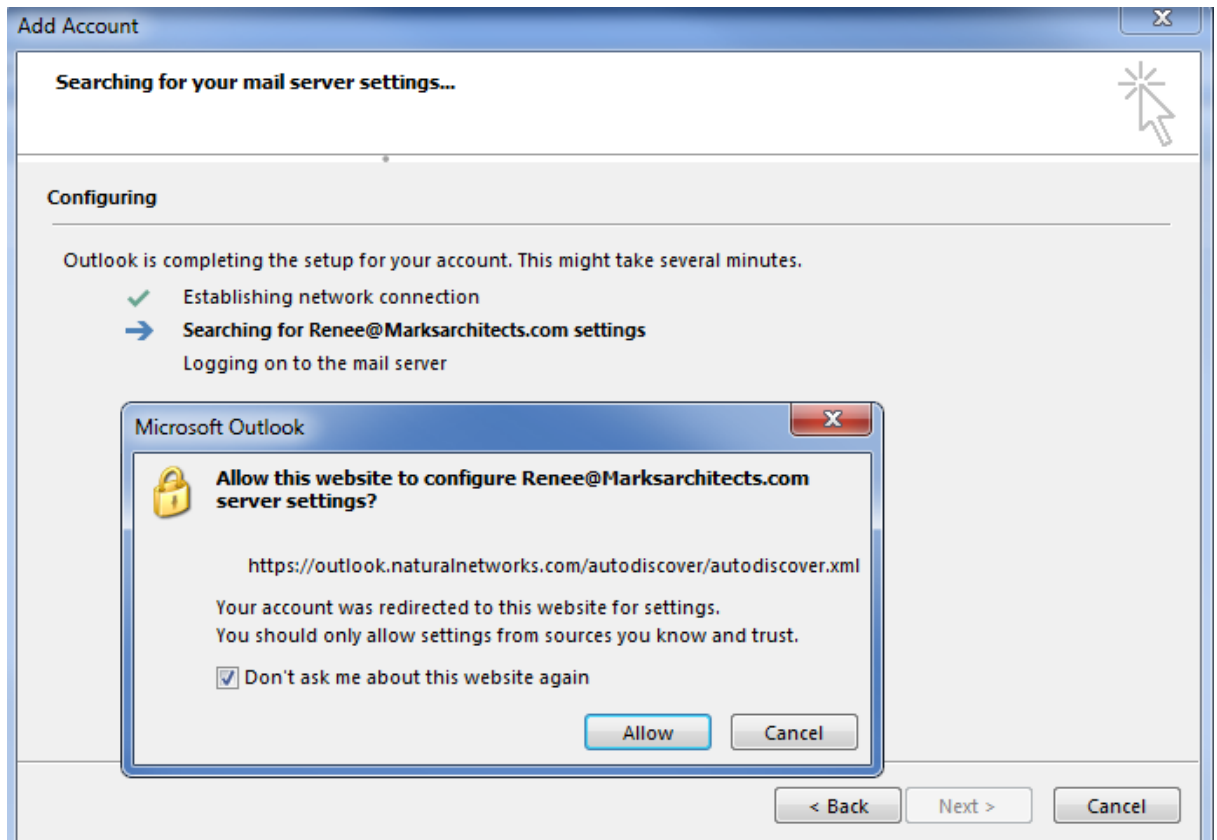
Password:

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

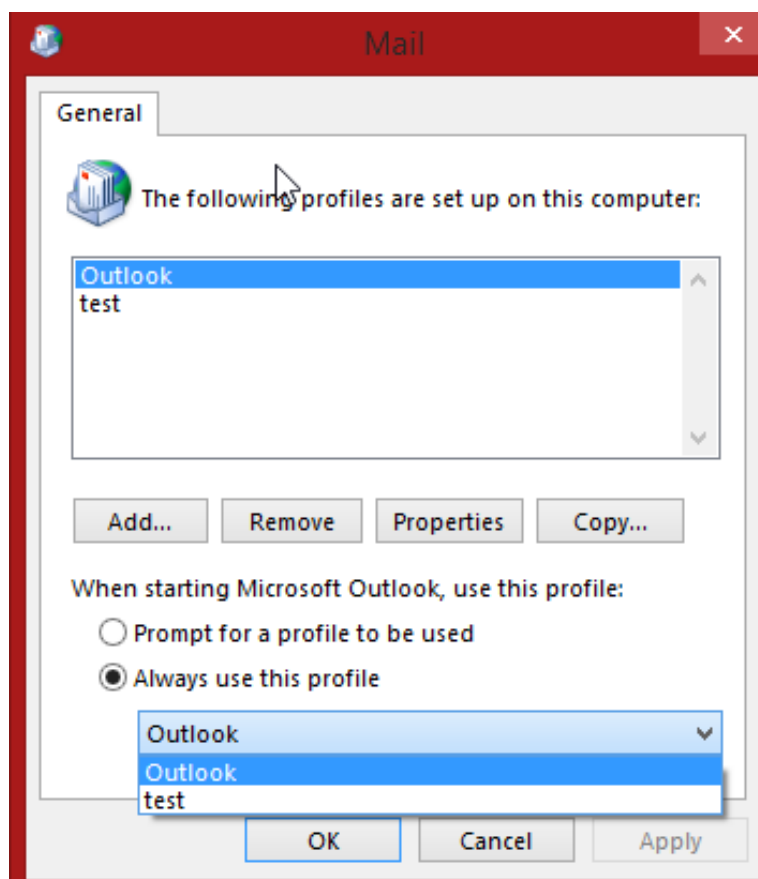
☐ **Manual setup or additional server types**

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7. 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**.



8. In the mail windows select the new&#157; profile in the **Always use this profile&#157;** 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



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