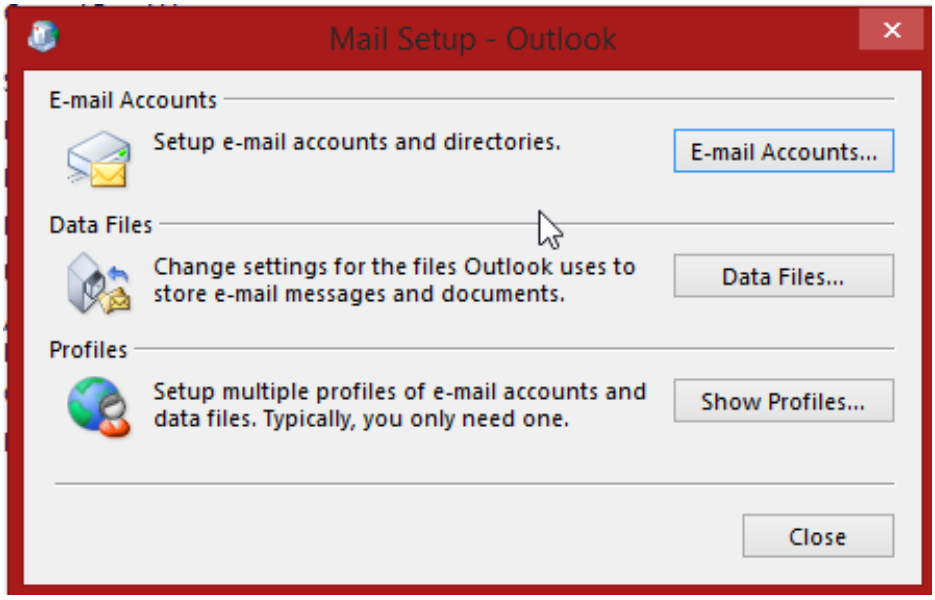
How to Create a New Outlook profile for Hosted Exchange Email

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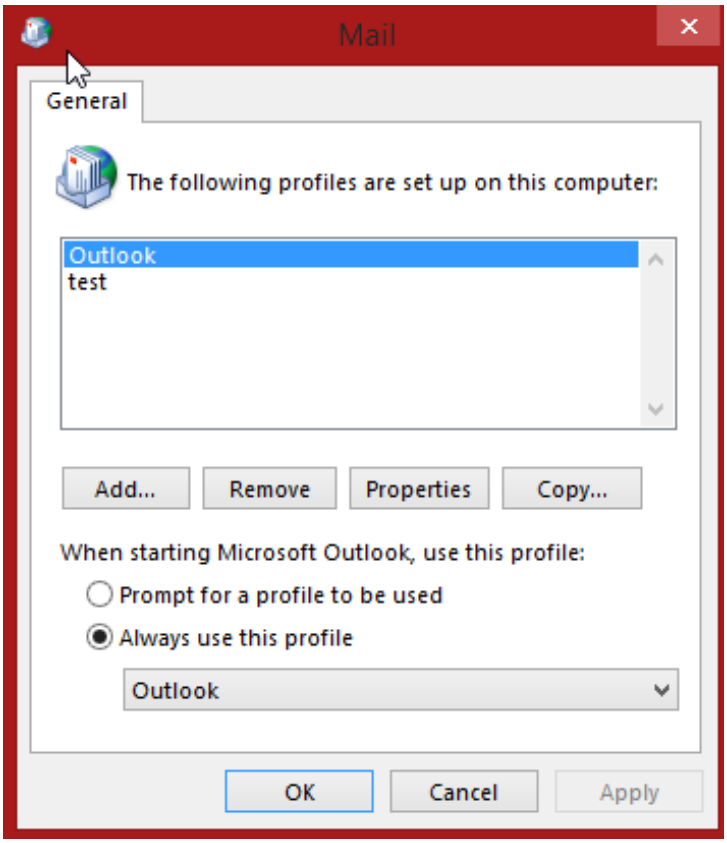
(Office 365 or Any Exchange Server with Auto Discover Configured)

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

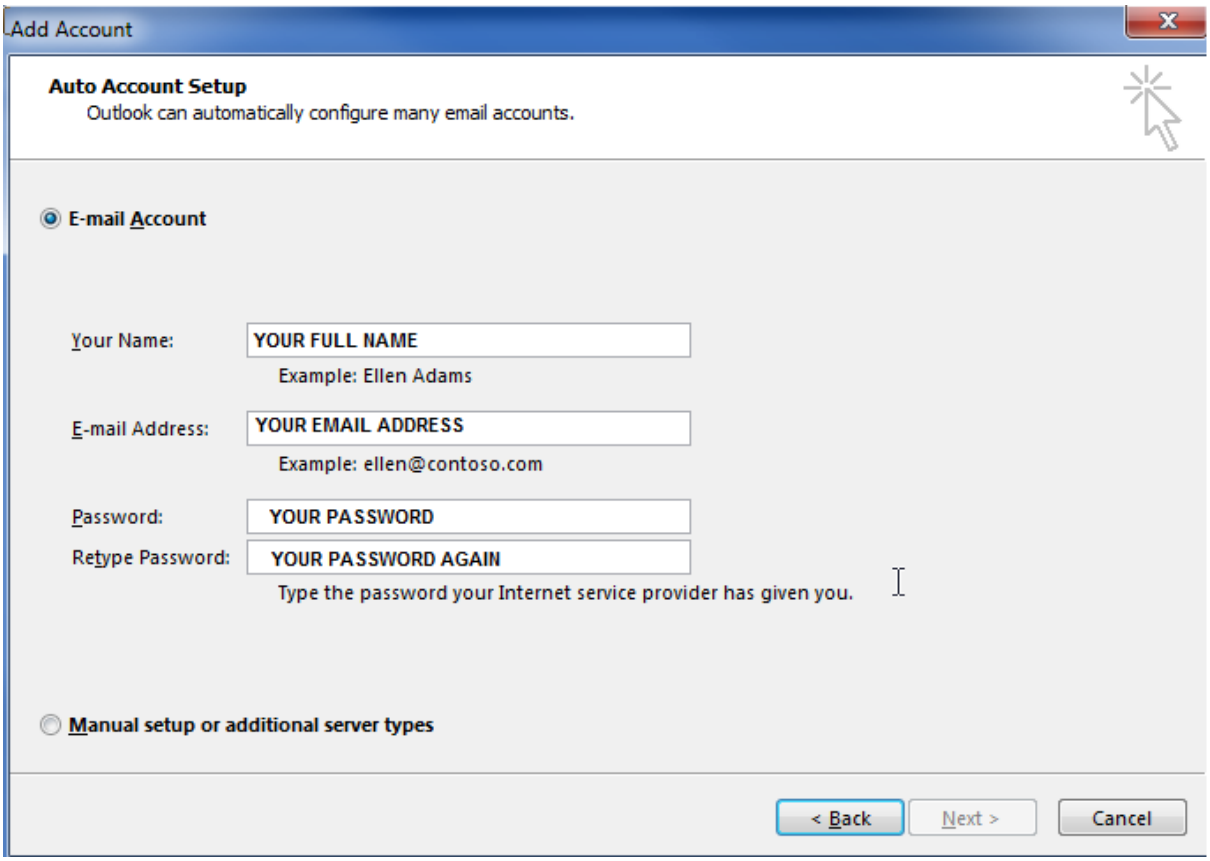
1. Exit Outlook.
2. In Control Panel,
    1. click on **User Accounts**
    2. Then double-click **Mail**.
3. Click **Show Profiles**.



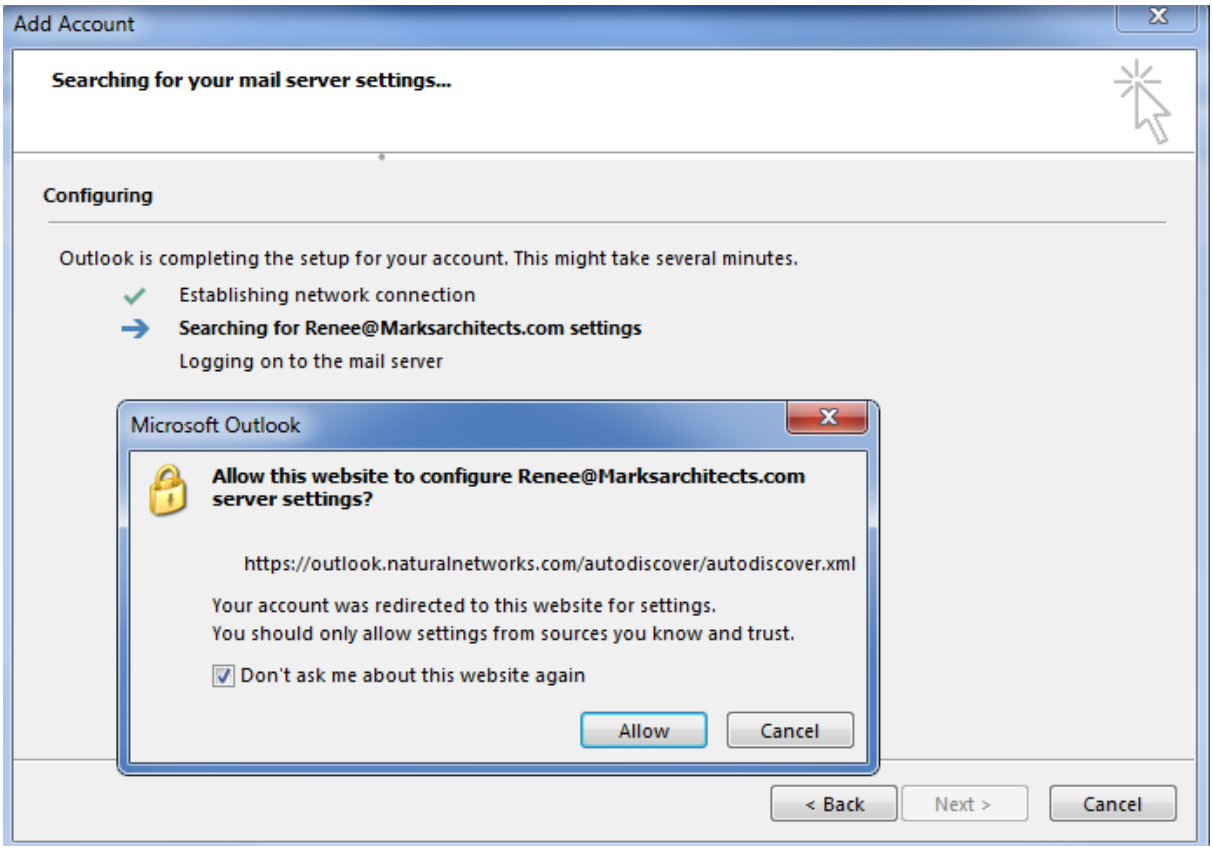
4. Click **Add**.



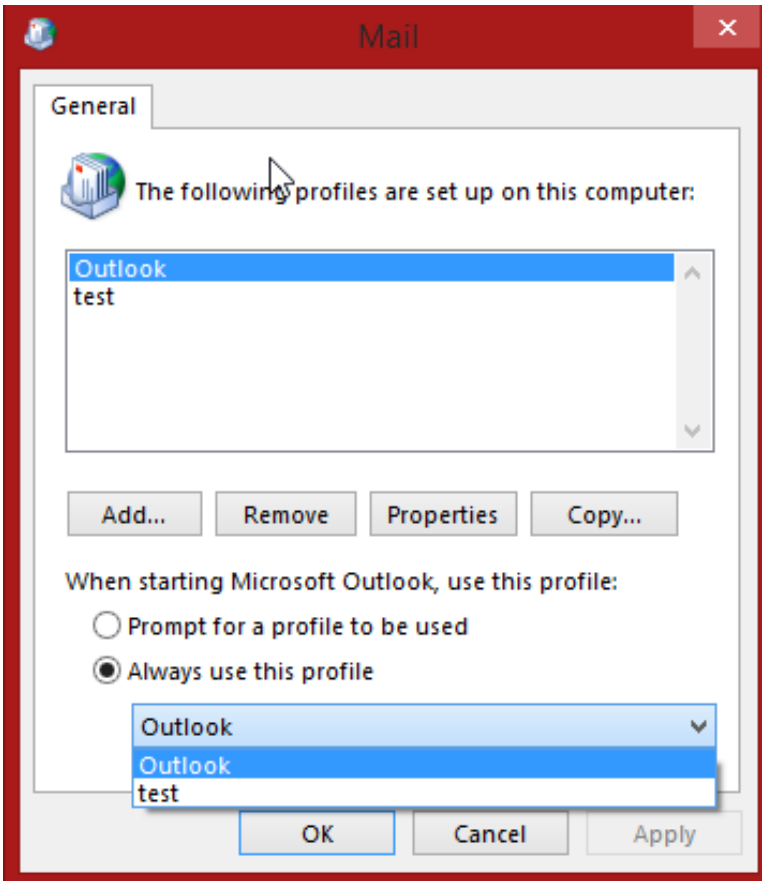
5. Type a name for the **new** profile, and then click **OK**.
6. Fill out the information boxes and then click **next.**



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 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



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