

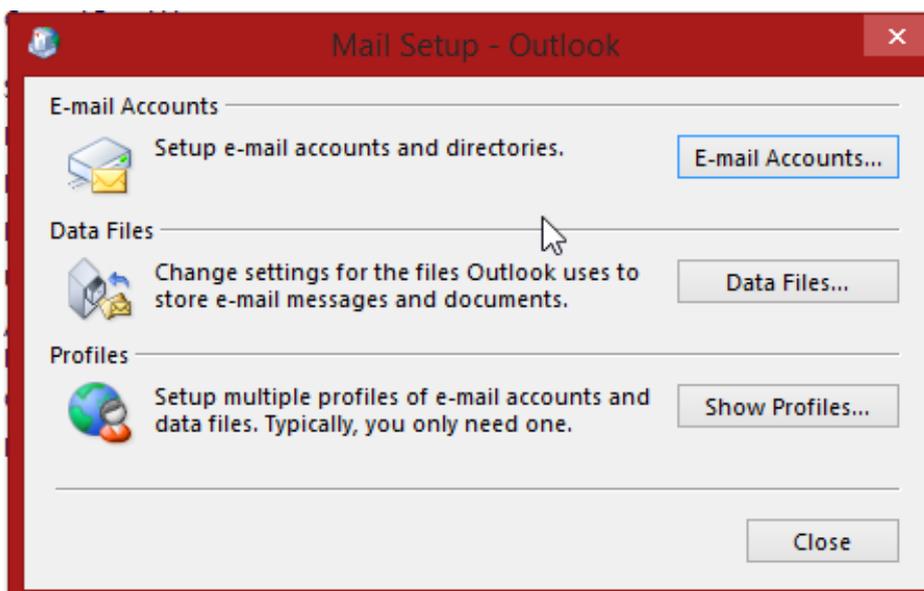
How to Create a New Outlook profile for Hosted Exchange Email

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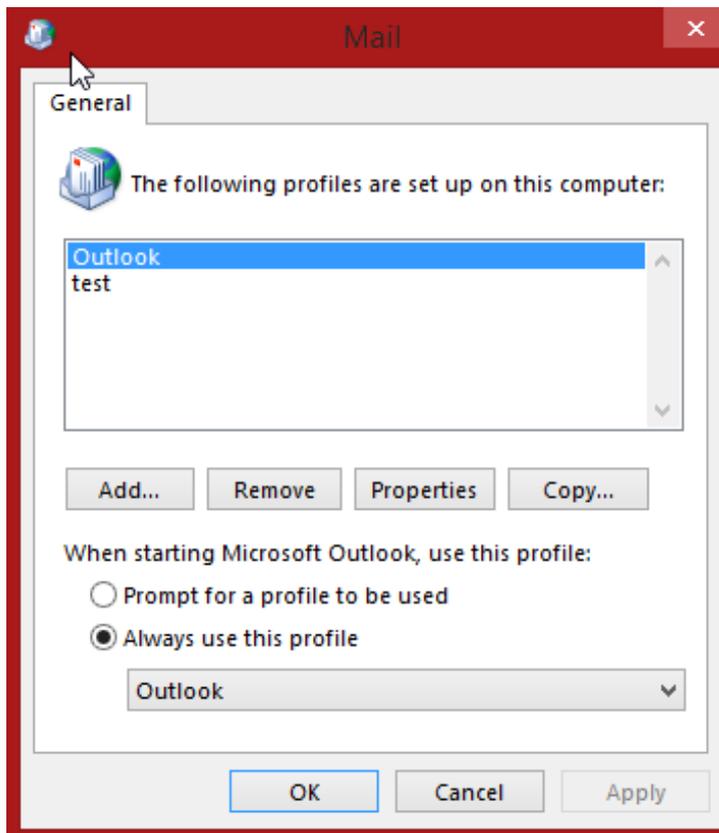
(Office 365 or Any Exchange Server with Auto Discover Configured)

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

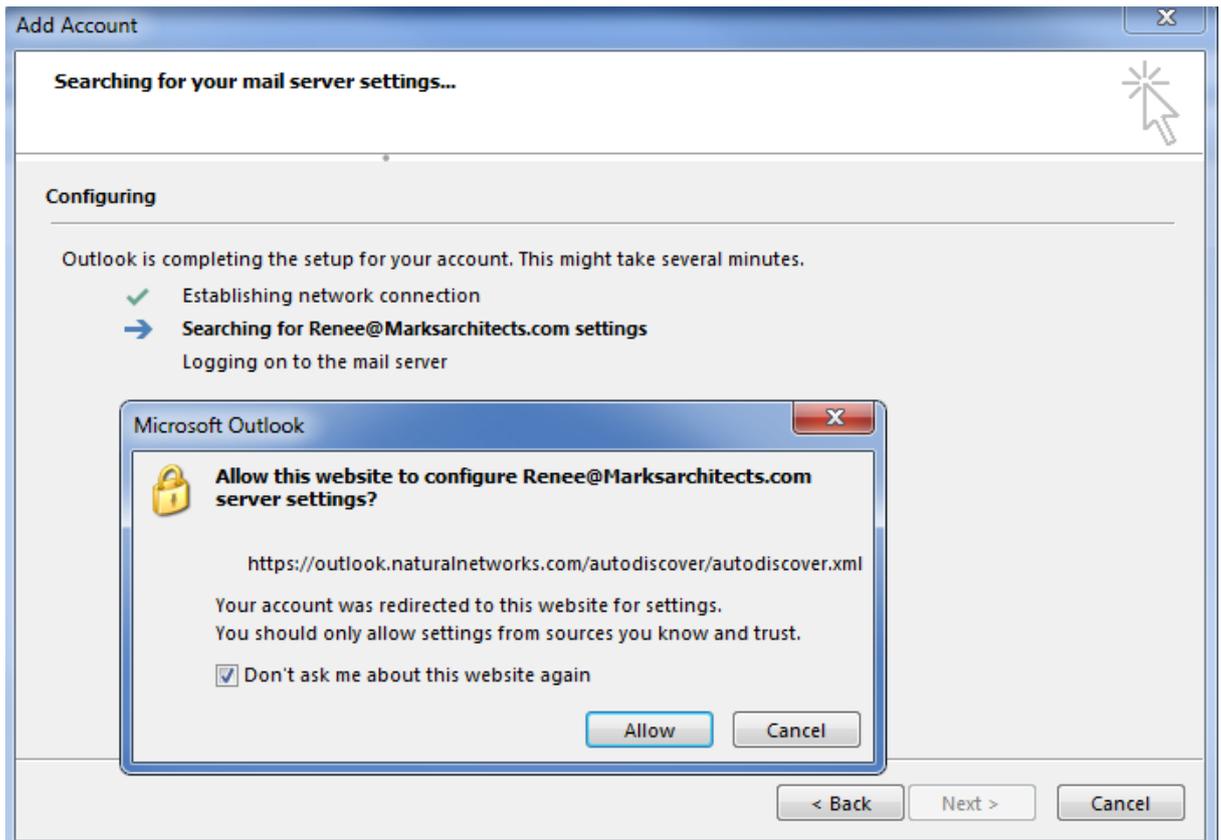
Password:

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

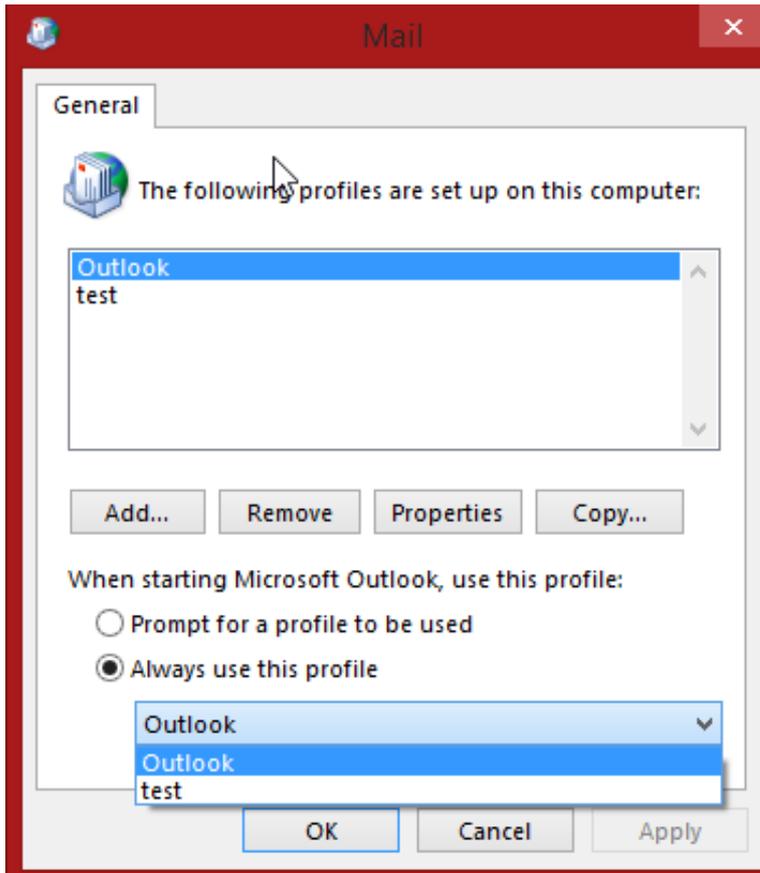
Manual setup or additional server types

< Back Next > Cancel

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; then click **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



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