## Re-create Outlook Profile in Outlook 2016

## Procedures

- 1. Make sure Outlook is closed.
- 2. Open 'Mail' setting in Control Panel.

🖭 mail - Control Panel		
$\leftarrow$ $\rightarrow$ $\checkmark$ $\bigstar$ Control Panel $>$		
Mail (Microsoft Outlook 2016) (32-bit)		

3. Show Profiles.

🕘 Mail	Setup - Outlook	×
Email Ac	counts	
	Setup email accounts and directories.	Email Accounts
Data File	·s	
<b>\$</b>	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

4. Change to 'Prompt for a profile to be used', then click 'Add...'.

<b>0</b>			
🧶 Mail	Х		
General			
The following profiles are set up on this computer:			
Outlook	1		
~			
Add Remove Properties Copy			
When starting Microsoft Outlook, use this profile:			
Prompt for a profile to be used			
Always use this profile			
Outlook			
OK Cancel Apply			

5. Provide name for the new profile.

🥥 New Profile	×
Create New Profile	ОК
Profile <u>N</u> ame:	Cancel
СОНЦ	

6. When prompted for new account information, click 'Cancel'.

Add Account		×
Auto Account Setup Outlook can autom	atically configure many email accounts.	×
Email Account		
Your Name:		
	Example: Ellen Adams	
Email Address:		
	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	
O Manual setup or ad	ditional server types	
	< Back Next > Cancel	Help

## 7. Click 'OK' to confirm create a empty profile.

Ø Microsoft Outlook	×
If you want to create a profile with no email accounts, click OK. If you do not want to create a profile at all, click Cancel.	
Cancel	

8. New profile added, click 'OK' to close Mail setting.

Mail	<		
General			
The following profiles are set up on this computer:			
CUHK A			
×			
Add Remove Properties Copy			
When starting Microsoft Outlook, use this profile:			
Prompt for a profile to be used			
Always use this profile			
Outlook $\sim$			
OK Cancel Apply			

9. Open Outlook, select the newly created profile.

Choose Profile	×
Profile Name: CUHK	✓ New
ОК	Cancel Options >>

10. Profile email address for account setup.

	×
Welcome to Outlook	
Enter an email address to add your account.	
Advanced options v	
Connect	

11. Provide credentials.

Windows Security	×		
Microsoft Outlook			
Connecting to ⊉cuhk.e	edu.hk		
•••••	୍		
Remember my credentials			
More choices			
ОК	Cancel		

12. Wait for auto-configuration.



13. Click 'OK' to continue.

Mail Deli	very Location	×	
1	By adding a Microsoft Exchange account you have changed where some of your new email messages and calendar information is saved. Show Help >>		
ОК			

14. Setup completed. Click 'OK' to start using Outlook.

