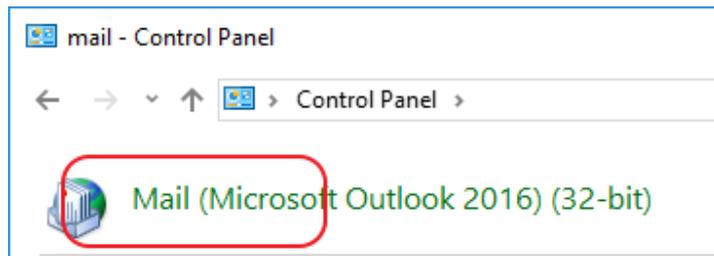


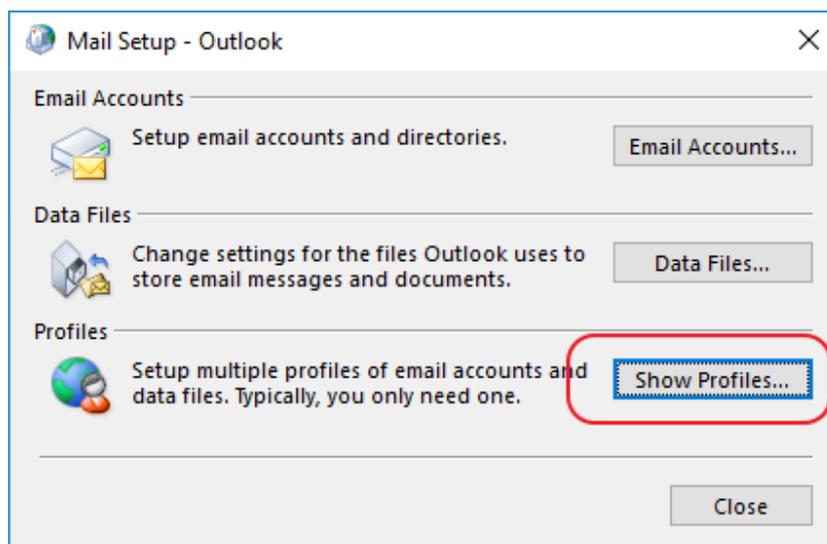
Re-create Outlook Profile in Outlook 2016

Procedures

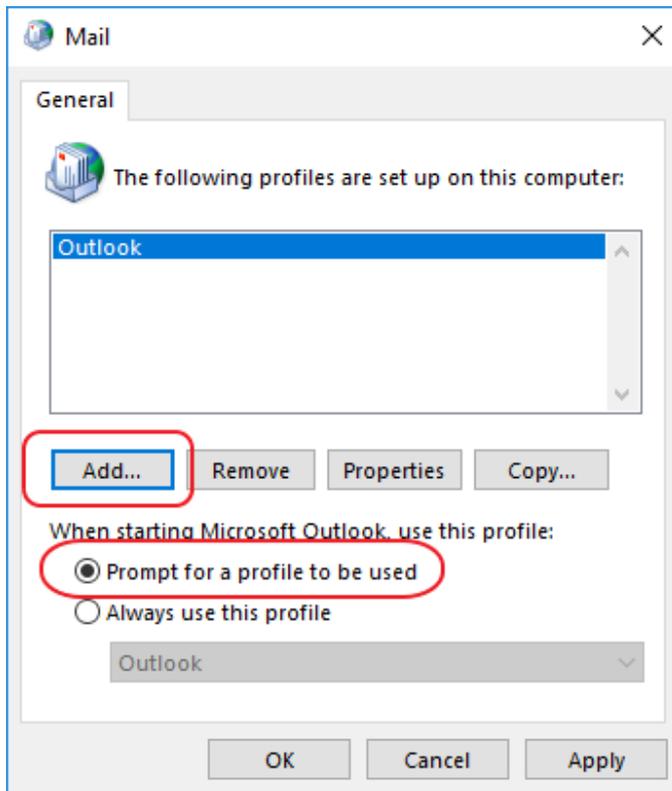
1. Make sure Outlook is closed.
2. Open 'Mail' setting in Control Panel.



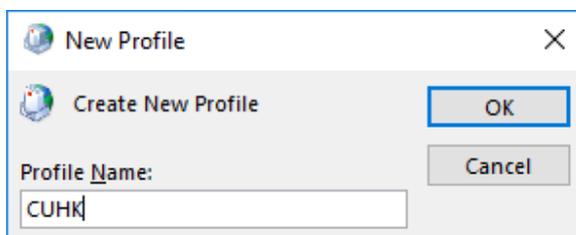
3. Show Profiles.



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



5. Provide name for the new profile.



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

Add Account

Auto Account Setup
Outlook can automatically 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.

Manual setup or additional server types

< Back Next > **Cancel** Help

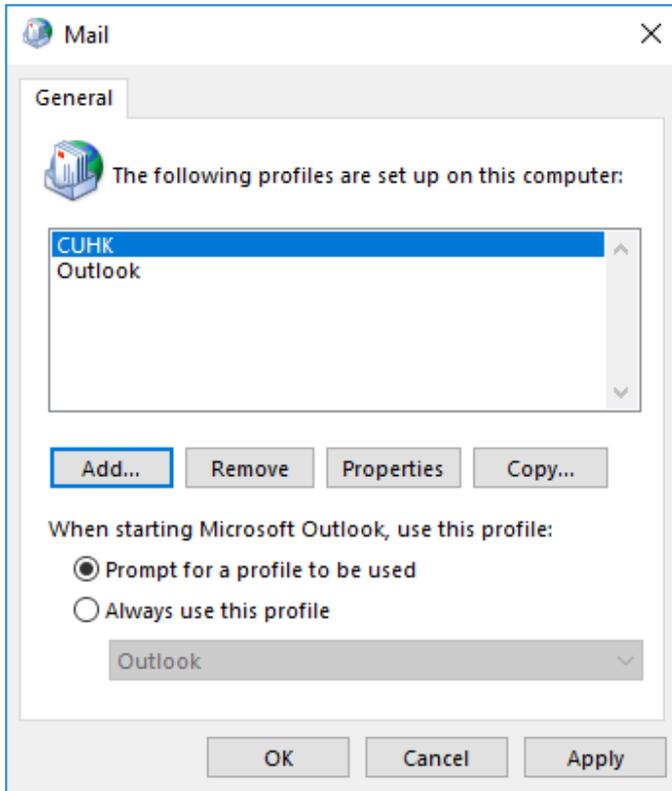
7. Click 'OK' to confirm create a empty profile.

Microsoft Outlook

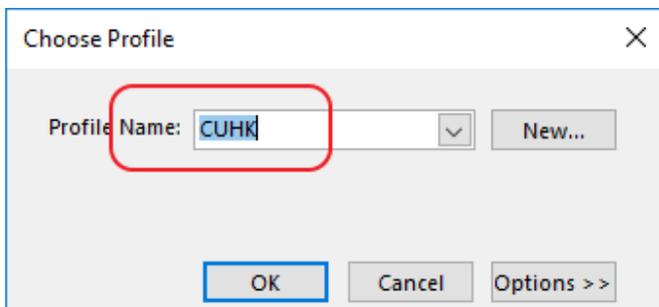
i If you want to create a profile with no email accounts, click OK. If you do not want to create a profile at all, click Cancel.

OK Cancel

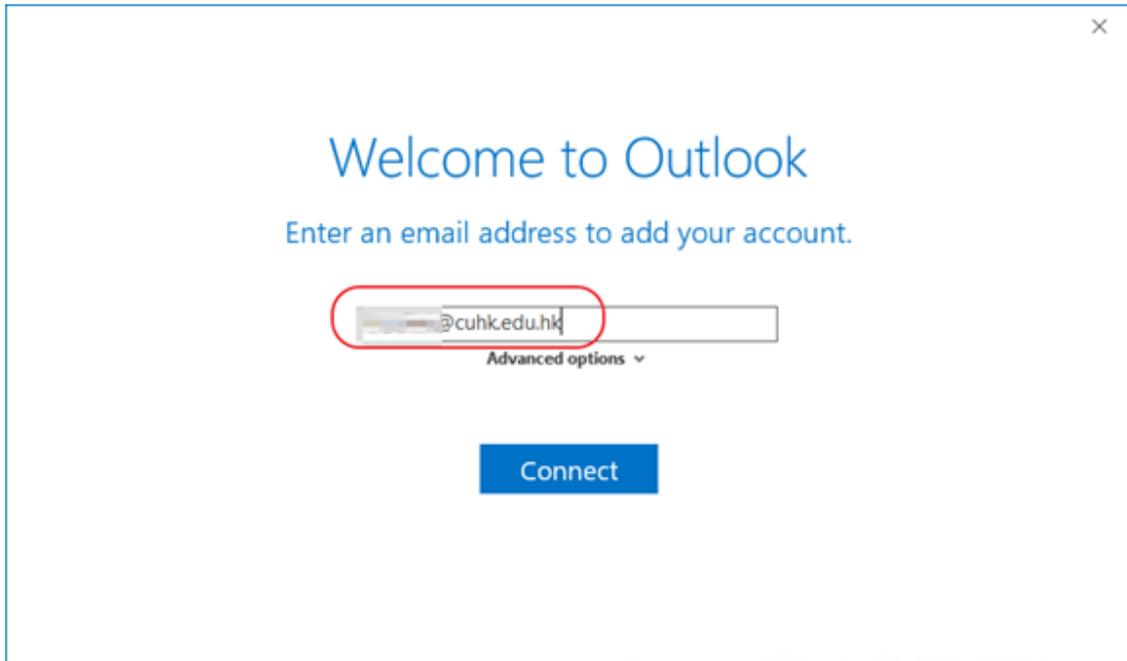
8. New profile added, click 'OK' to close Mail setting.



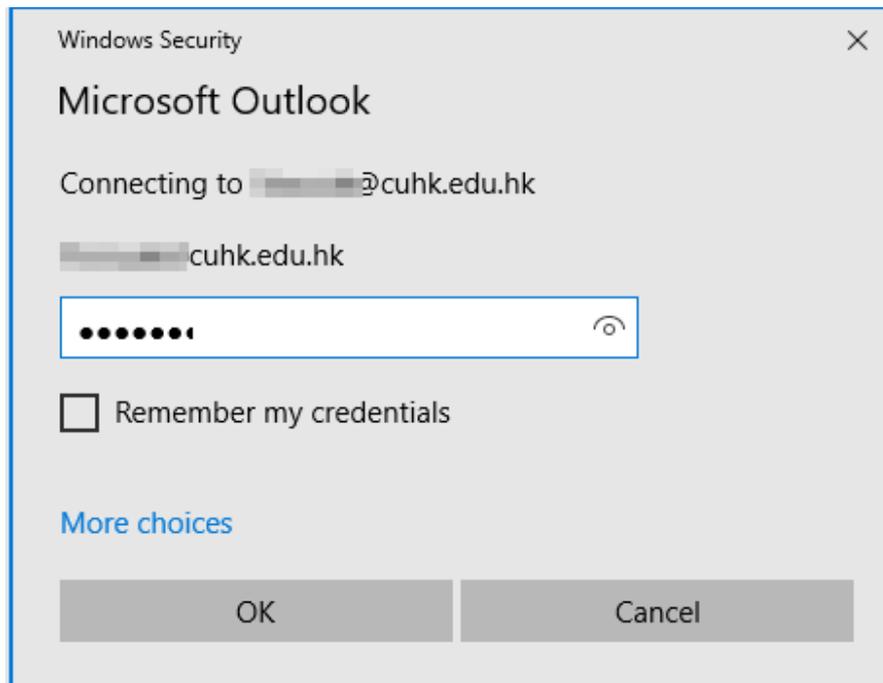
9. Open Outlook, select the newly created profile.



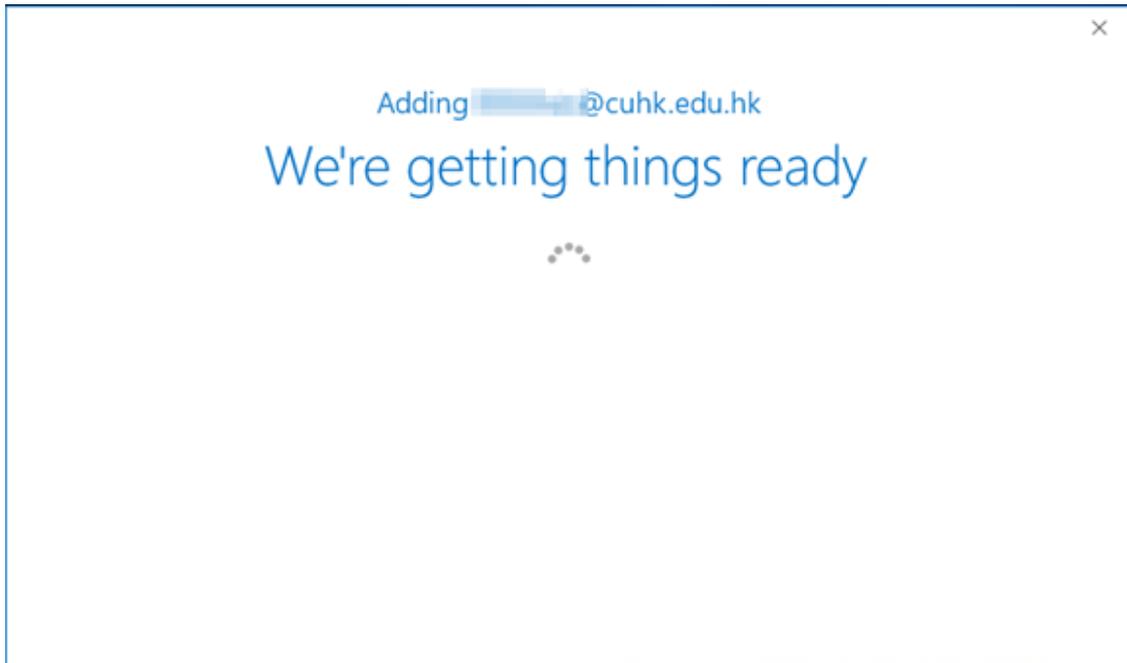
10. Profile email address for account setup.



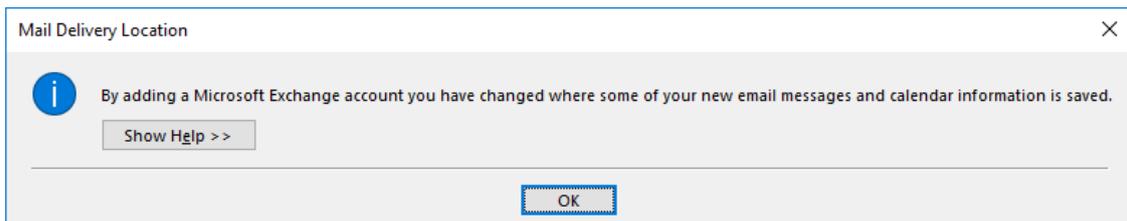
11. Provide credentials.



12. Wait for auto-configuration.



13. Click 'OK' to continue.



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



Adding [redacted]@cuhk.edu.hk

Account setup is complete

OK

Set up Outlook Mobile on my phone, too