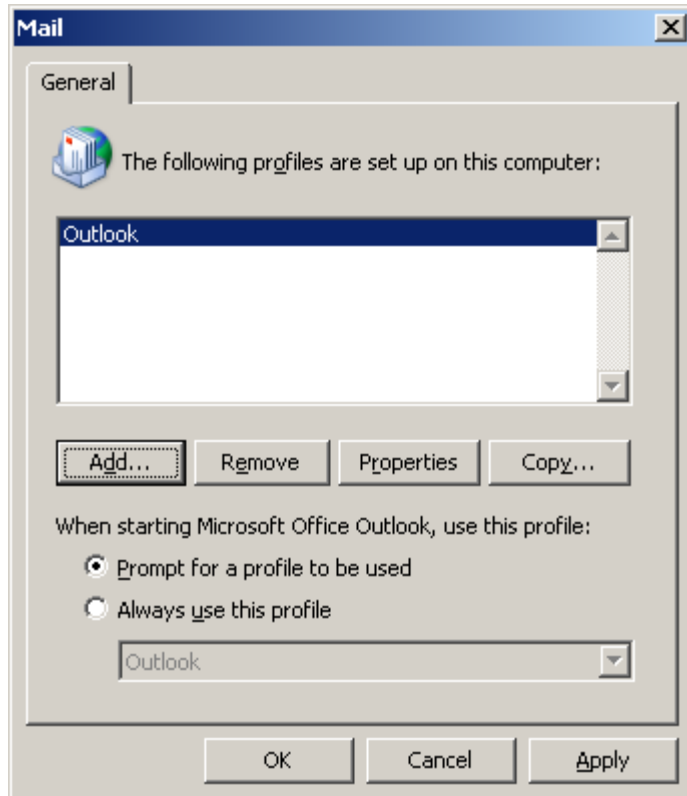




Setting up Profiles in Outlook

Useful if you use a generic computer login but still want to use Outlook to get your mail or if you have more than one Exchange account that you need to access from one computer.

1. Click on **Start -> Control Panel**
2. Double click on **Mail** and click **Show Profiles**
3. You will get the following Window. Make sure the option to **Prompt for a profile to be used** is selected. Click **Add**



4. Type in the Name for your profile and hit **OK**.
5. You then have the option to setup your mail account in Outlook. Please start on **Step 3** [here](#).