CHANGING YOUR OUTLOOK TO A NEW PROFILE

1. Close Outlook and/or Webmail
2. Go to start Menu
3. Click Control Panel

4. In the top right corner you will see “view by” change to large icons
5. Select the “Mail” Icon

6. Click the button “Show Profiles”
7. Click the “Add” button and name the new profile “Outlook New” and click “OK”
8. Your name and email address should automatically appear. Click “Next” and then click “Finish

9. At the bottom of the next window you will see “Always use this profile” with a drop down box. Click the down arrow on the right side of the dropdown box, and choose the “Outlook New” profile. Click “OK”

You may now close the Control Panel windows, and open Outlook. It will take some time to move your mail to the new profile.