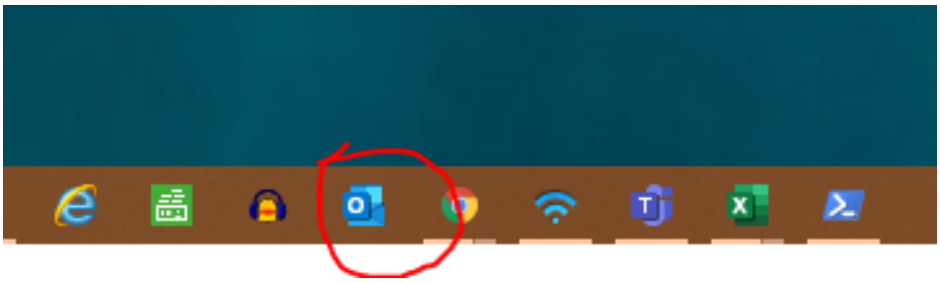
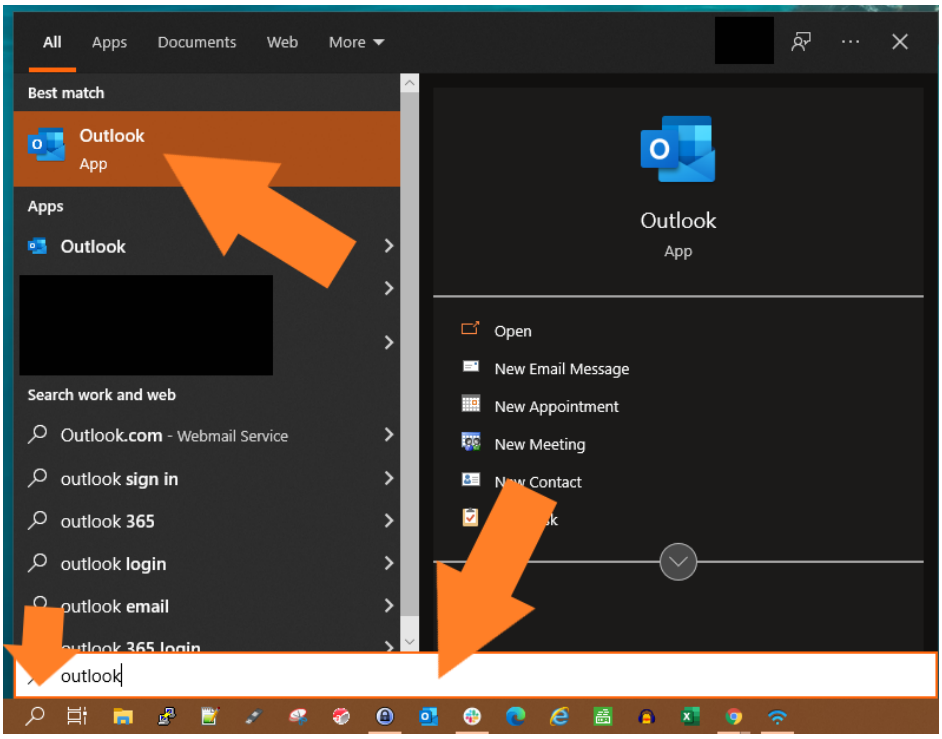
Create a new Outlook profile

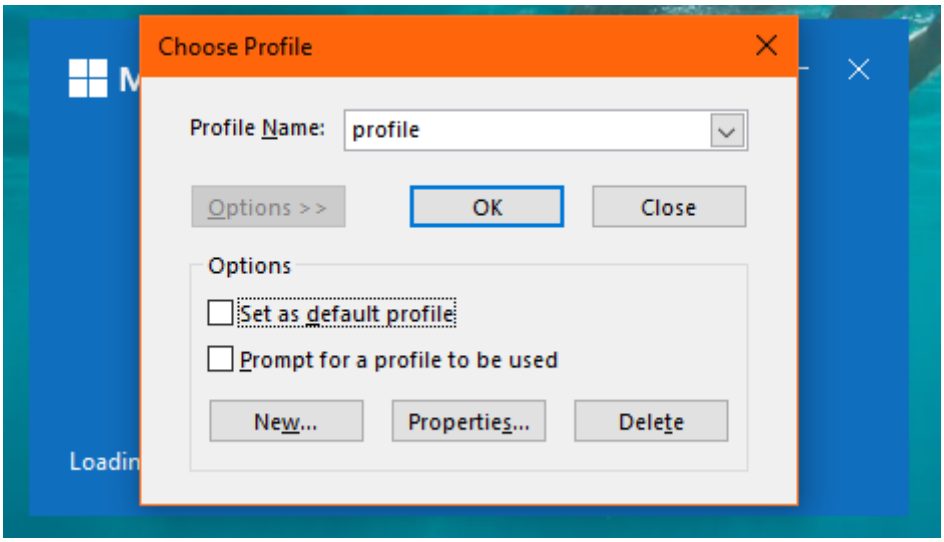
Make sure Outlook is closed

hold **shift** on your keyboard and click the **Outlook** Icon - You can either do this from the **Task bar** or search for it in the **Start Menu**

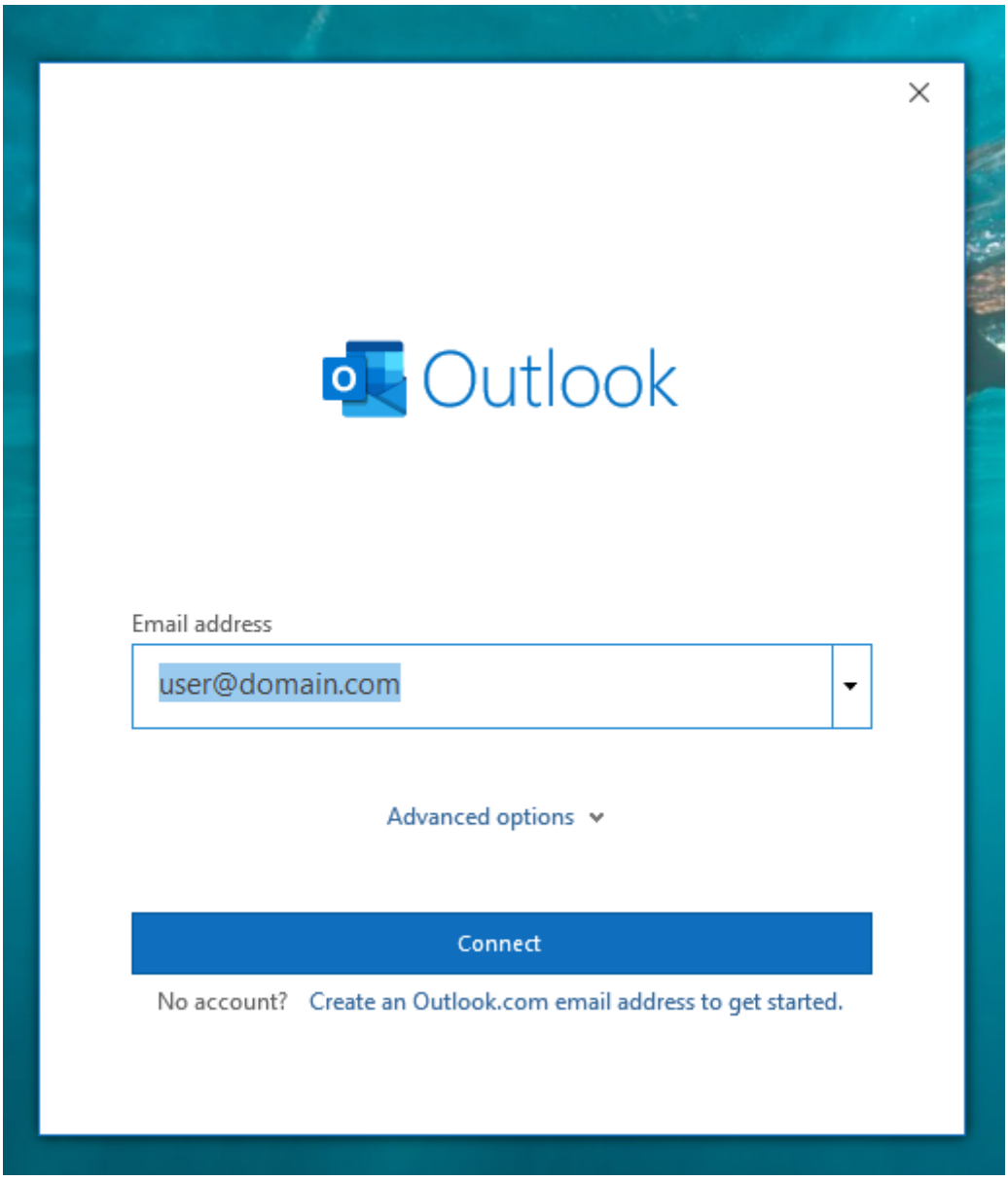




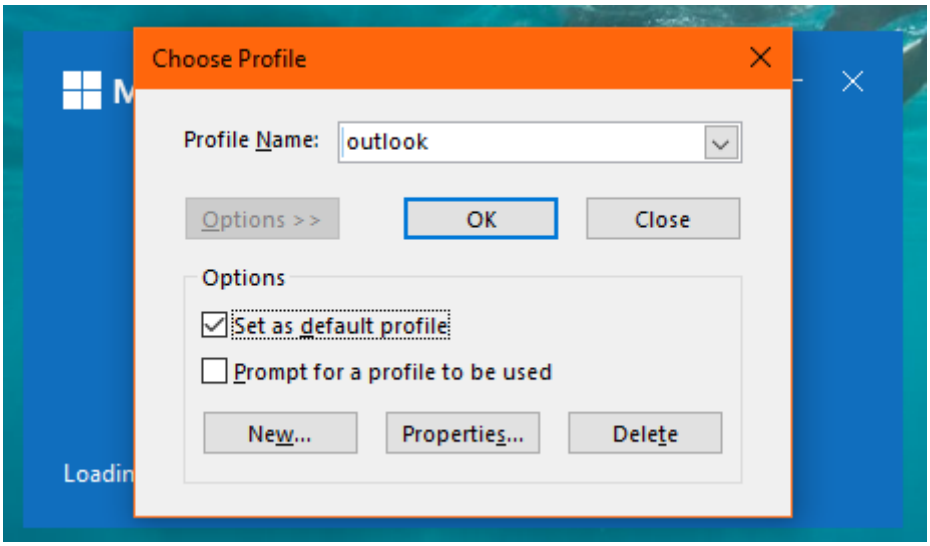
You will then be prompted to create a new profile - Choose **options** then **New...** > Then type in a **profile name**, this can be anything e.g "outlook" or "my email".



Sign in with your email details i.e username/password and choose **connect**



Make sure to choose your new profile from the drop down list and set as the **default profile**, else you will not automatically log into that profile on re-launch outlook.



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