Creating a new profile in Outlook



Summary

Provided below are instructions for creating a new Outlook profile for the new Burrell.edu email address and adding additional email accounts to the new profile.

Notes

- All your inbox folders and calendars will transfer over to the new profile.
- You will need to manually add any additional email accounts you had setup before.
 - Make sure you have the email address and password.
- Your old profile will not be deleted and can easily be accessed.
- You do not need administrator rights to create a new profile.

How to create a new Outlook profile

These steps will guide you through the process of setting up a new Outlook profile for burrell.edu. *This process works with Outlook 2016 or Outlook 365.*

- 1. Close the Outlook client.
- 2. In the search box on the taskbar (bottom left side), type "control panel", and then select "Control Panel".



3. A new window will open, in the search box (top right side), type "mail", and then click the blue arrow or hit the "enter" button on your keyboard to display the results.

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$\leftarrow \rightarrow \land \uparrow \blacksquare$	> Control Panel 🗸 🗸 mail		K	×	\rightarrow	
Adjust	your computer's settings		1 View by: Category			2
%	System and Security Review your computer's status Save backup copies of your files with File History Backup and Restore (Windows 7) Network and Internet View network status and tasks Hardware and Sound	88 V V	User Accounts Change account type Appearance and Personalization Clock and Region Change date, time, or number formats			
	View devices and printers Add a device Adjust commonly used mobility settings Programs Uninstall a program Get programs	¢	Ease of Access Let Windows suggest settings Optimize visual display			

- 4. Click the first search result "Mail (Microsoft Outlook)".
 - a. If you have Office 2016 installed, the search result will be "Mail (Microsoft Outlook 2016)"



5. A new window will open, click the "Show Profiles..." tab under the Profiles section.



6. A new window will open, click the "Add..." tab.

Ø Mail	×
General	
The following profiles are set up on this computer:	
Outlook	
· · · · · · · · · · · · · · · · · · ·	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
O Prompt for a profile to be used	
Always use this profile	
Outlook \checkmark	
OK Cancel Apply	

7. A new window will open, in the Profile Name: box type "Burrell-edu", click "OK".

		🗼 New Profile	×	2
1		Oreate New Profile	ОК	
T	\searrow	Profile Name: Burrell-edu	Cancel	
		burren-edu		

8. A new window will open, your Burrell.edu email address will auto populate, verify the information Is correct, click "Next >".

uto Account Setu Outlook can autom	p atically configure many email accounts.		ť
Email Account			
Your Name:	Autors Remined		
	Example: Ellen Adams		
Email Address:	@burrell.edu		
	Example: ellen@contoso.com		
🔵 Manual setup	or additional server type		
		 _	

- 9. The next window will verify the new email account, if you see green check marks next to the setup, click "Finish"
 - a. If the setup failed, please put in a work order with IT: https://burrellcollege.on.spiceworks.com/portal_registrations

Add Account				×
Congratulations!				×
Configuring				
Outlook is completing the setup for your account. This might take several minutes.				
Establishing network connection				
Searching for aramirez@burrell.edu settings				
Logging on to the mail server				
Congratulations! Your email account was successfully configu	red			
and is ready to use.				
Change account setting			م در در اد اد	ther account
Set up Outlook Mobile on my phone,			Add anot	ther account
	< Back	Finish	Cancel	Help

10. On the Mail window, make sure the bubble for "Always use this profile" is checked and change the dropdown to the newly created profile "Burrell-edu".

	Mail ×
	General
	The following profiles are set up on this computer:
	Burrell-edu A Outlook
	2
1	Add Remove Properties Copy
	When starting Microsoft Outlook, use this profile:
	Prompt for a profile to be used Always use this profile
	Burrell-edu Y
4	OK Cancel Apply

11. Click "Apply" then "OK" to save and close the window.

12. Open your Outlook client, you will now be using the newly created profile with the Burrell.edu email address!

¢	Delete	Respond	Quick Steps	OneNote Move	Assign Unread/ Policy V Read	Groups	Filter Email ~	Read Get Aloud Add-ins Speech Add-ins	Adobe Sign
	Focused Other Today	By Date V 1				item to read			
M		T			All folders	are up to date. Connect	ed to: Microsoft Exchange	— •	· +

NOTE: It will take some time for all the emails, folders, and calendars to populate. You can check the sync status of your account on the bottom right side, varying on the amount of data on the email account will determine how long it will take for everything to populate.

Adding multiple email accounts to the new profile

These steps will guide you through the process of adding additional email accounts to the Burrell-edu profile.

- 1. Open your Outlook client.
- 2. Click the "File" tab located on the top left.



3. Click the " + Add Account" tab on the right-side panel.

		Inbox - @burrell.edu - Outlook
e	Account Information	
nfo Info	@burrell edu	
Open & Export	Microsoft Exchange	•
Save As Save as Adobe PDF Save Attachments	+ Add Account Account Settings Change setting for this account or set up more connections. Access this account on the web. https://outlook.office355.com/owa/burrell.edu/ Genetic the Outlook app for JOS or Android.	a 1
Print		Change

X

4. A new window will appear, enter in the email address you want to add, click "Connect".

💁 Outlook	
Email address @burrell.edu	
Advanced options v	
Connect	

5. You will get a prompt to sign into the account you are adding.

- 6. You will get a successful login window if the email and password are correct, click "Done".
 - a. If the setup failed, please put in a work order with IT: https://burrellcollege.on.spiceworks.com/portal_registrations



- 7. Close and open Outlook for the new email account to appear in the Outlook client.
- 8. The new email account will be listed in the left side panel underneath the Burrell.edu email address.

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File Home Send / Receive	tant	Acrobat Reply Reply Forward C Respond	Helpdesk To Manager Team Email Quick Steps	Move × v v v m Move × m Move × m Nove × m Nove × m Nove × m Nove × m Nove × M Nove × Nove × Nove × M Nove × Nove × Nove × Nove × M Nove × Nove ×	Assign Unread/ Pollow Up ~ Policy ~ Read	뚯 New Group 뚯 Browse Groups Groups	Search People Address Book Filter Email ~ Find	Read Aloud A	Get Add-ins Adobe Sign) Insights
/Favorites Intext Sent Items Deleted Items Deleted Items Demonstration Onmsu.edu	Focused Other	By Date 🗸 ↑				item to read				
M		Ŧ			Updating Ønmsuedu. This folde	risun to date. Connect	red to: Microsoft Exchang	e 🔟 (TI	

NOTE: It will take some time for all the emails, folders, and calendars to populate. You can check the sync status of your account on the bottom right side, varying on the amount of data on the email account will determine how long it will take for everything to populate.