

Set up New Outlook Email Profile in Windows 7

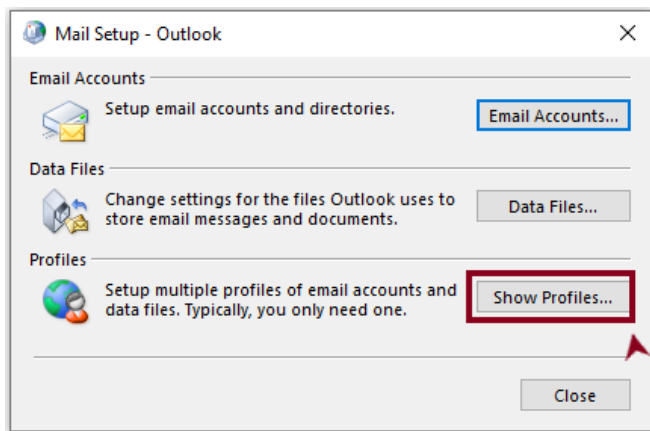
This article is for setting up your email profile in the Outlook 2016 for Windows desktop App installed in your computer

1.

Select the Windows icon, type **Control Panel** in the search box and select it.

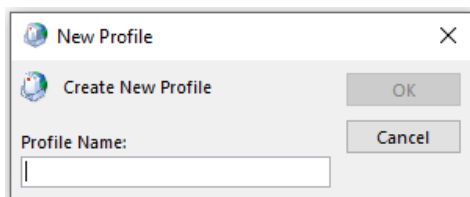
3.

The Mail icon will not appear unless you have Outlook installed and have run the program at least once. The **Mail Setup** dialog box opens. Click Show Profiles.



5.

Type a name for the profile, and then click **OK**.

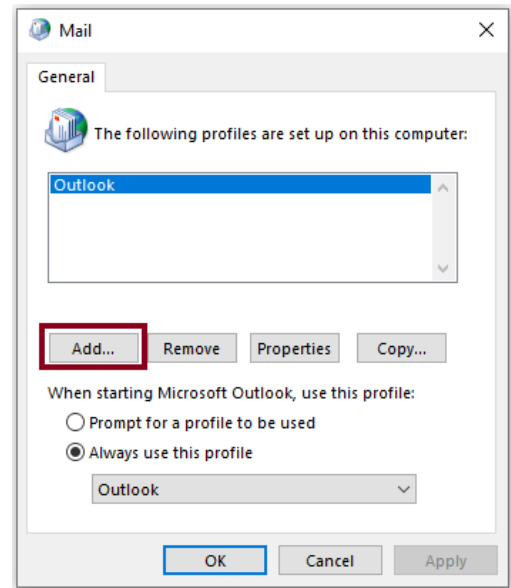


2.

In Control Panel, search **Mail**, and select it.

4.

Click **Add**.



6.

Add your name and e-mail account to use in your profile by following the directions on your screen, then click **Next**.

