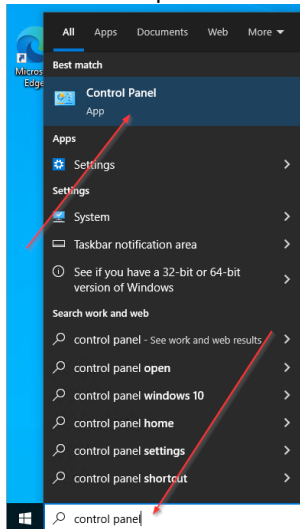
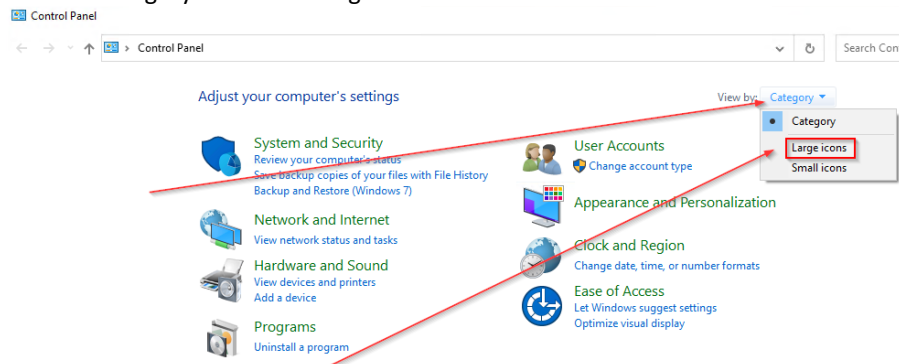


CONFIGURING NEW OUTLOOK PROFILE

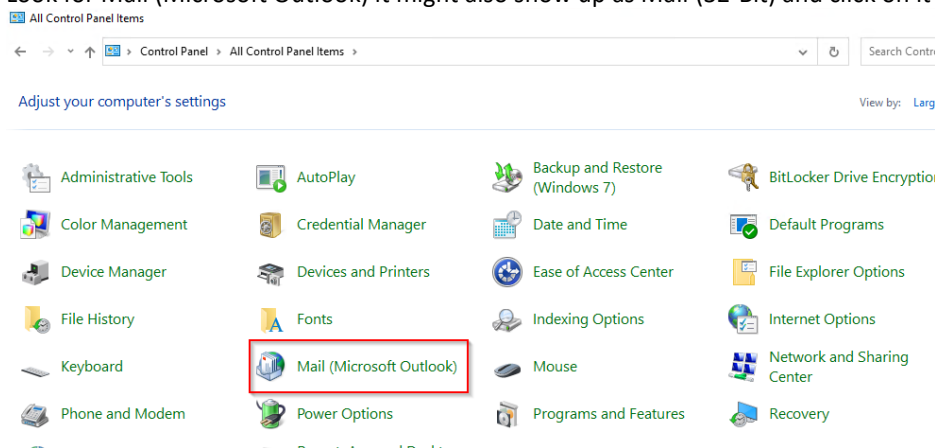
1. At the search panel on the bottom left of the screen, search for “Control Panel” and select Control Panel



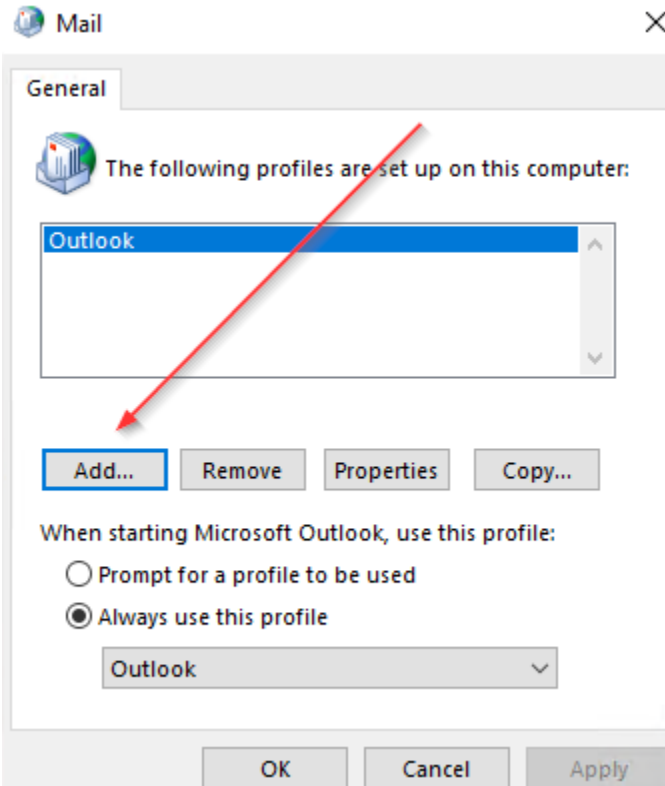
2. Click on Category and select Large icons



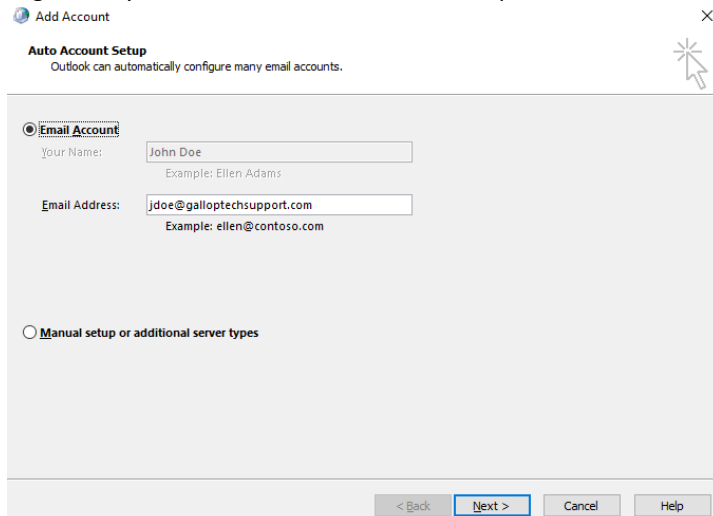
3. Look for Mail (Microsoft Outlook) it might also show up as Mail (32-Bit) and click on it



4. Select Add, write a name for a new profile (you can use 365 as the name) and click ok

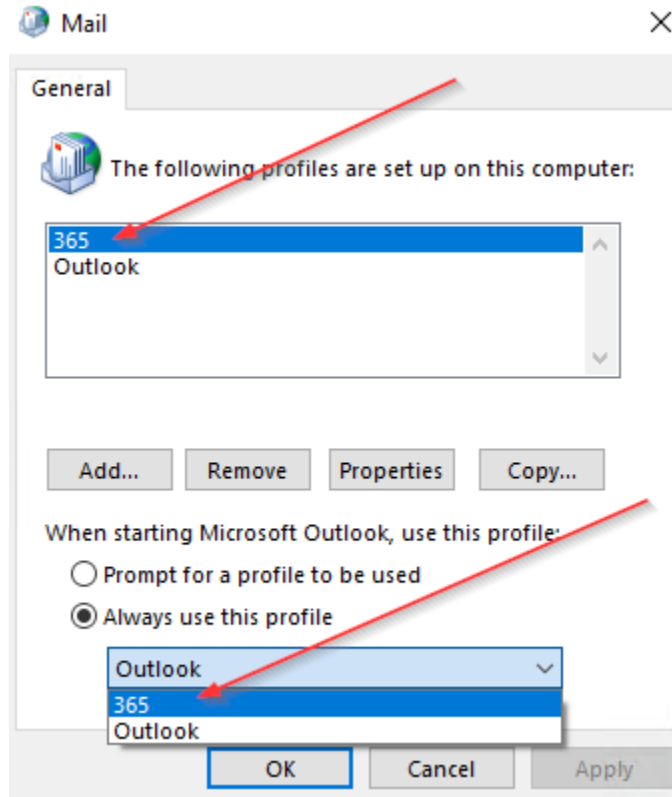


5. Login with your office 365 email account and password and follow the onscreen instructions to complete the sign in





6. After you're done with setting up the account, select the new account and click ok. Then open Outlook normally.



7. Outlook will now open with the new account. And you're done!