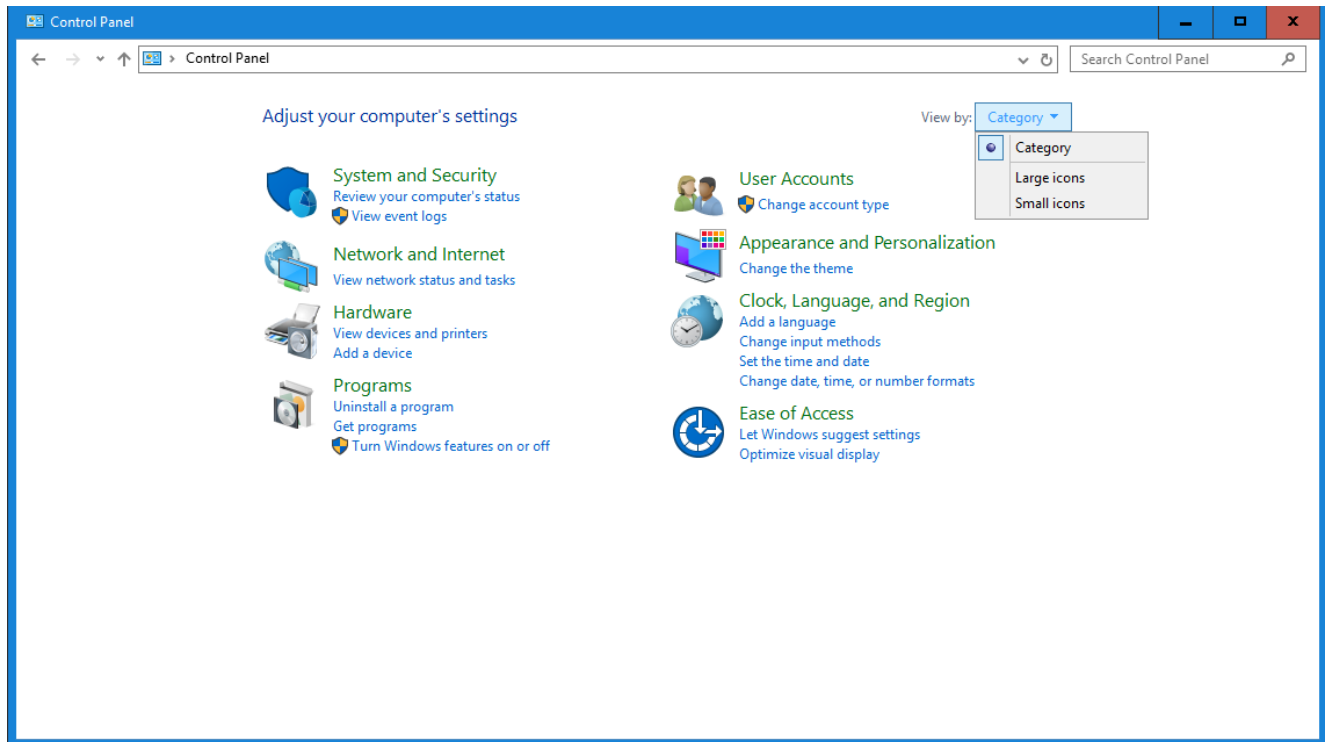


Creating a new profile in Outlook (applicable to 2010,2013,2016)

1. Exit Outlook.
2. Go to your computer's Control Panel (Start Menu, search for Control Panel)
3. Change your view in the top right area of the window from Category to Small icons



4. Select **Mail(32-bit)**.



5. Click **Show Profiles...**
6. Click **Add**.
7. Type a new name for the profile (whatever you wish) and click **OK**.
8. Add your account details (your password is the same one you use now) in the **Add Accounts** windows(**NOTE**: if you are on a hosted remote desktop the page below should auto fill for you).

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

☐ **Manual setup or additional server types**

< Back Next > Cancel

- Click Next through all the prompts, if prompted with a pop up window asking to allow this website to configure settings, click the tickbox "Don't ask me about this website again", and click Allow.

Microsoft Outlook

Allow this website to configure [redacted] server settings?

<https://mail.vdinetworks.com/Autodiscover/Autodiscover.xml>

Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

☒ **Don't ask me about this website again**

Allow Cancel

- Click Finish.

11. Select **Always use this profile** in the Mail window , click on the dropdown menu and select the new profile you created.
12. Click **Apply**
13. Close all the open windows and relauch Outlook, it will now connect you to your profile on the new mail server.