How to manually create a new profile in Outlook

1) Click ‘Start Button’ and click ‘Control Panel’ button to open the control panel

2) Click on ‘User Accounts’

3) Click on ‘Mail’ (32bit)

5) Click ‘Add’

6) Name your profile in the popup window. You can give your profile any name in this box.

8) The server name is ‘VSR107-CLIENT.sccd.edu’

9) Enter your name in the user box. Example: Harriet Wasserman

10) Uncheck the ‘Use Cached Exchange Mode’

11) Click ‘More Settings’

12) Click the ‘Security Tab’ and check that Encryption is checked.

13) Click ‘Apply’ then click ‘OK’

Note: This will take you back to the ‘Add New Account’ window.

14) Click ‘Check Name’

15) You will be prompted to enter your email password. Do so when prompted.

16) Click ‘Next’ when your name is underlined.

17) The configuration may take a while and you may be prompted to enter your password. Enter your email password when prompted and click ‘Ok’.

18) This may take a minute or so, be patient. When this is done click ‘Finish’. You may now login to your email.

Contact NEED at anytime during this process with questions. Ph - 934.6333 or email - need@seattlecolleges.edu