In order to use Outlook 2016 in your EAD Citrix, you must first create a profile. If you have never been into Outlook 2016 in EAD Citrix, this is very simple!

1. Simply double click the Outlook 2016 icon on your desktop:

![Outlook 2016](image)

2. An “Add Account” wizard will begin. You should see your name and email address already filled out on this screen.
3. Just click Next, and your profile will begin to set up.
4. You’ll be prompted for your password. Just type in your EAD password (i.e. the same one you used to log into your Citrix), and wait a few seconds, and you’re off and running!

If you need to re-create your profile, or add any additional profiles, the steps are slightly more complicated. You can get to your list of profiles by going to the Control Panel of your Citrix.

1. Look in the top right corner of the Control Panel screen, and make sure the “View by” drop down is set to “Large Icons” or “Small Icons” (NOT “Category”).
2. Click the “Mail (32-bit)” Icon:

![Mail (32-bit)](image)

3. Press the 3rd button down, “Show Profiles”.
4. Here, you can add additional profiles. (You can also remove your profile, if instructed to by NEED!)
5. When you choose “Add”, the same wizard as described above starts.
6. If you’re trying to create your own profile, your name will already be filled out.
7. If you’re adding an additional profile, you can clear out your email address, and type in a different email address here. The “Your Name” field doesn’t matter; it’s ok to leave your name in that field. Once you type a different email address in the “Email address” field, two additional fields will appear, both of which require the account’s password.

8. Click Next, and it will set up the profile! Click Finish, and you’ll be back on your profile screen. If you have more than one profile, you can change it to “Prompt for a profile to be used”, so you can freely change between your profiles when starting Outlook.