How to 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)

4) Click ‘Add’

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

6) Type your name. ‘Last name, First name’

7) Type in your email address.
   ‘First name.Last name@seattlecolleges.edu’

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

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

Note: If you run into trouble connecting to the Exchange server, go to the ‘How to manually create a new profile in Outlook’ directions or contact NEED for help.

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