Outlook New Profile

Please make sure Outlook application is not running.

In Microsoft Windows, click the **Start** button, and then click **Control Panel**.

In Control Panel, click **Mail (32-bit)** icon.
Click **Show Profiles**.

Click **Add**, type **Office365** for the profile name and then click **OK**.

Under **When starting Microsoft Outlook, use this profile**, click **Always use this profile**, and then click the profile **Office365**.
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Click Next.

Delete username and type your e-mail in username box.

Enter your password in password box.

Click OK. Click Next.
New profile is set. You can start to use Outlook. Old Emails will receive in a couple days. New mails will receive immediately.