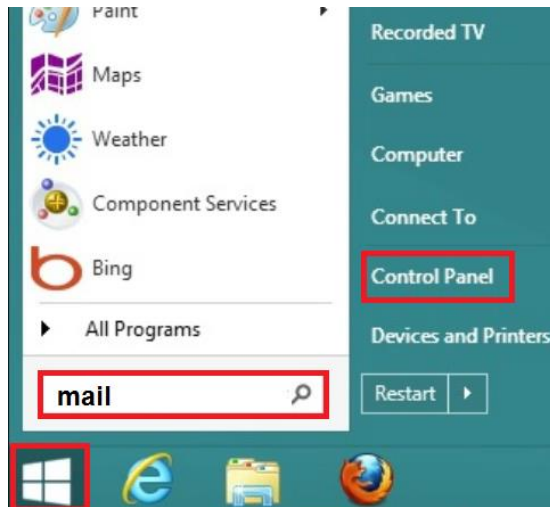


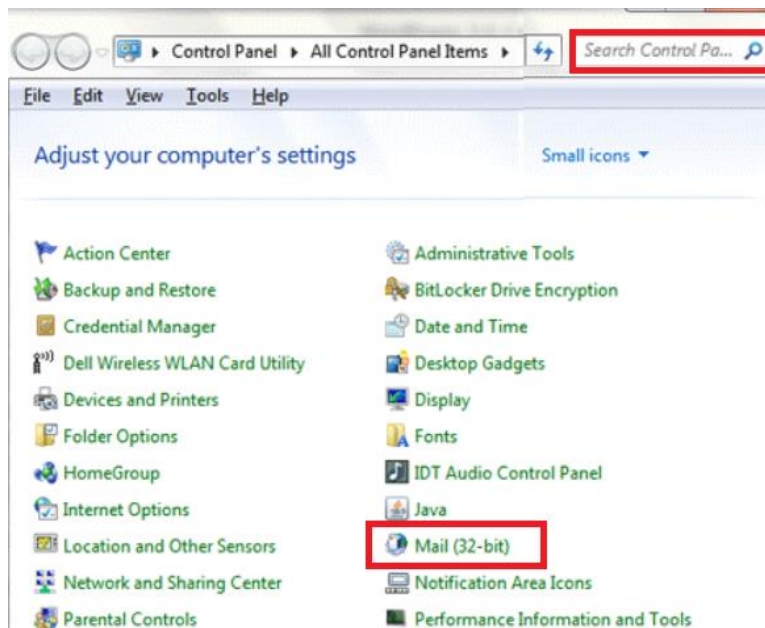
Outlook New Profile



Please make sure Outlook application is not running.

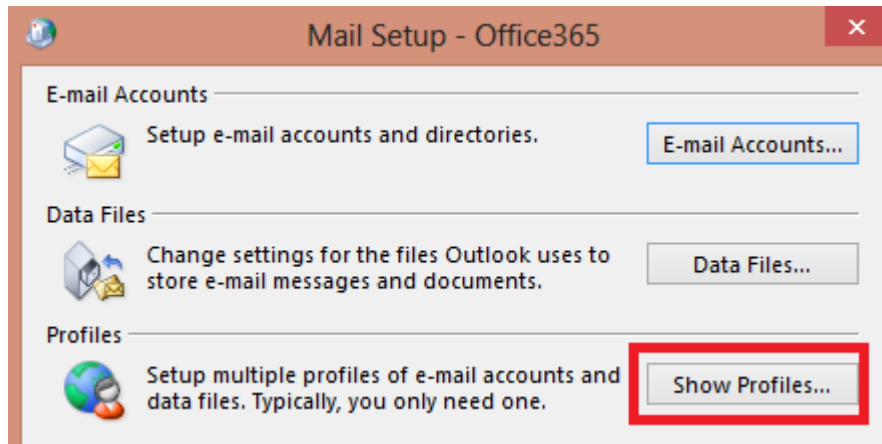


In Microsoft Windows, click the **Start** button, and then click **Control Panel**.

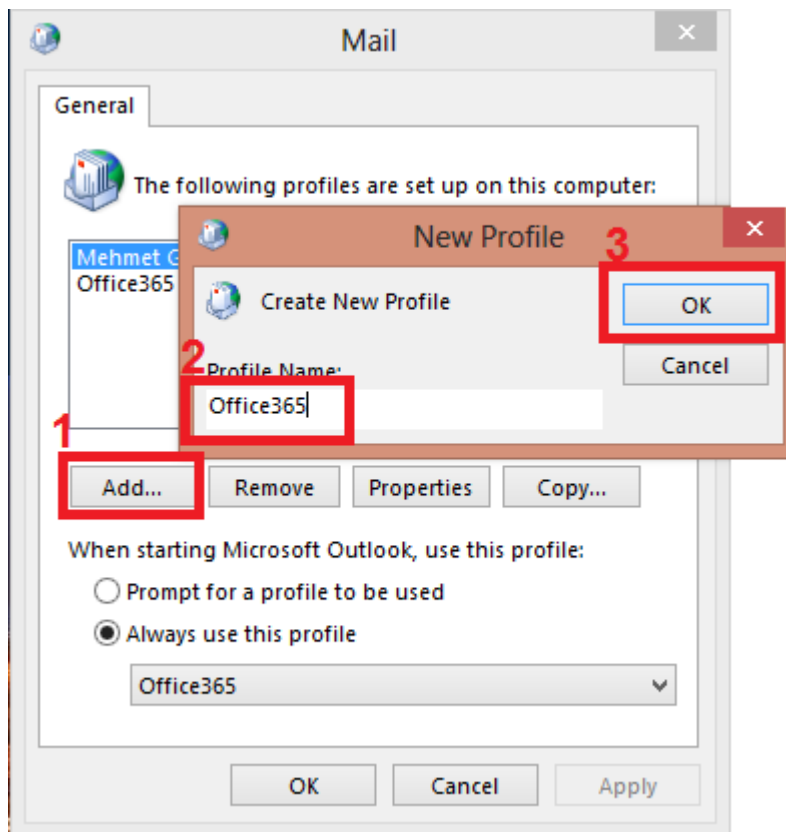


In Control Panel, click **Mail (32-bit)** icon.

Outlook New Profile



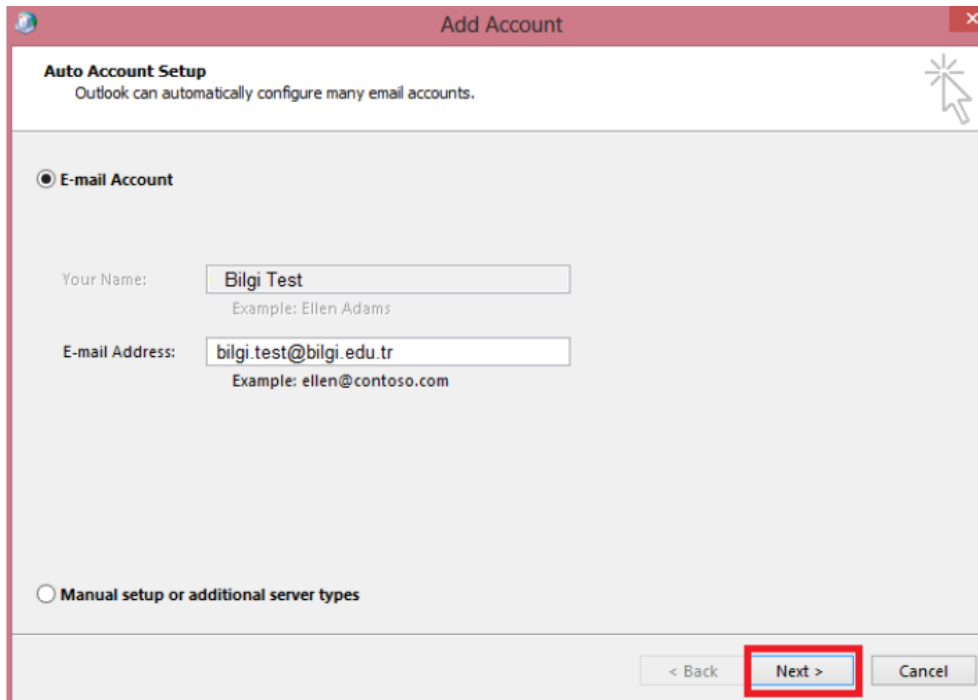
Click **Show Profiles**.



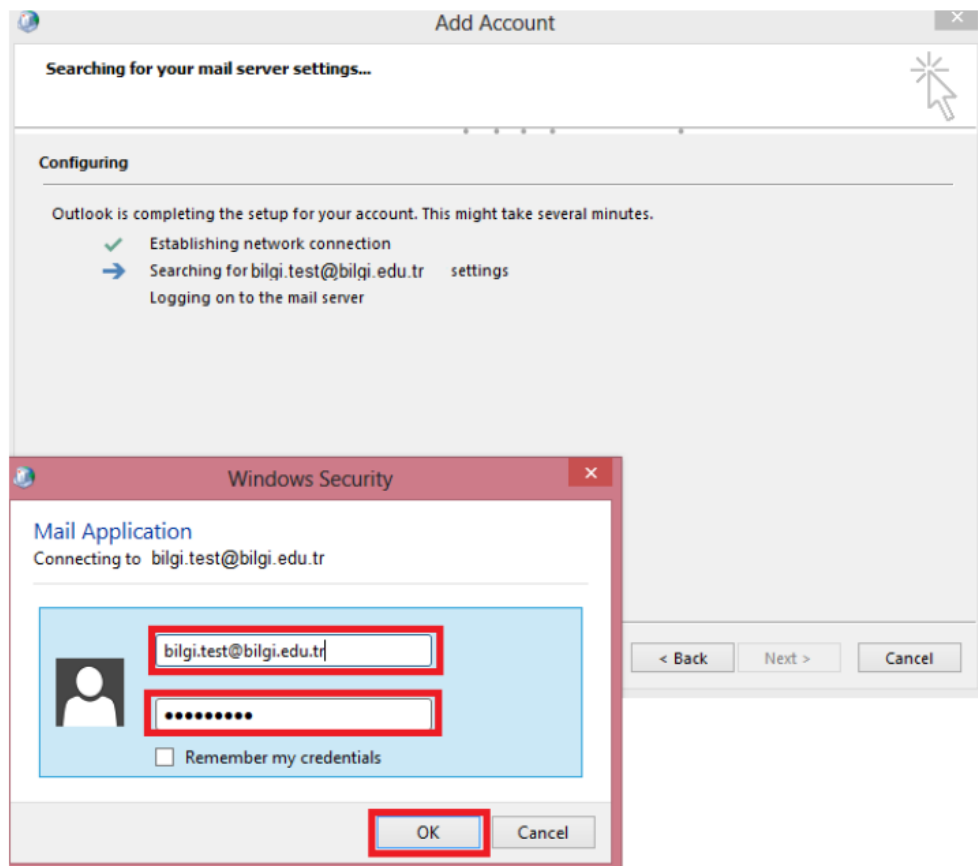
Click **Add**, type Office365 for the profile name and then click **OK**.

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

Outlook New Profile



Click **Next**.

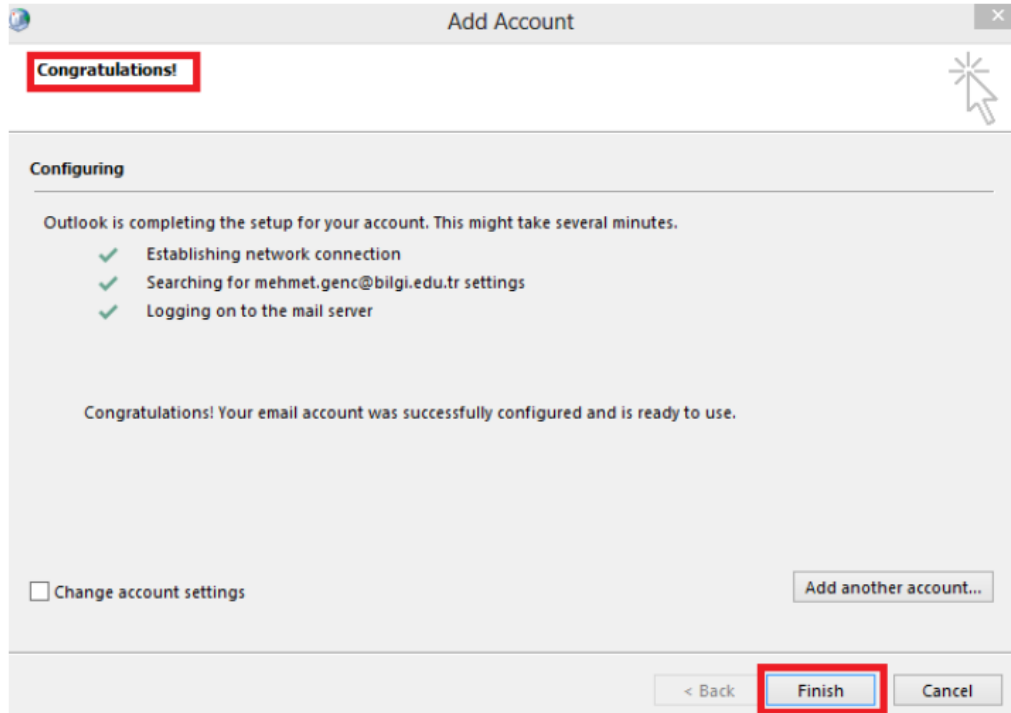


Delete username and type your e-mail in username box.

Enter your password in password box.

Click **OK**. Click **Next**

Outlook New Profile



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