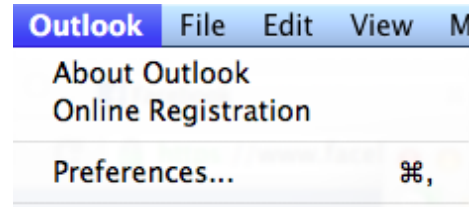


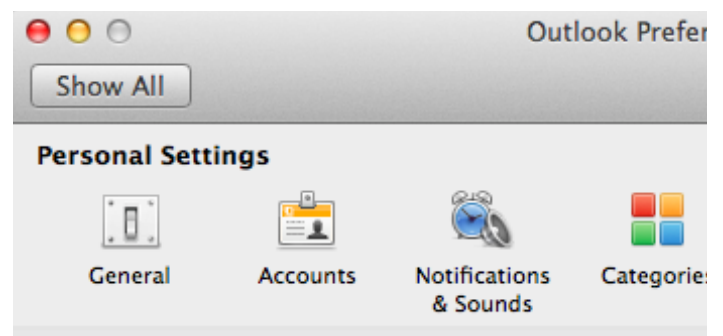
# NEW PROFILE FOR OUTLOOK MAC

Start Outlook.

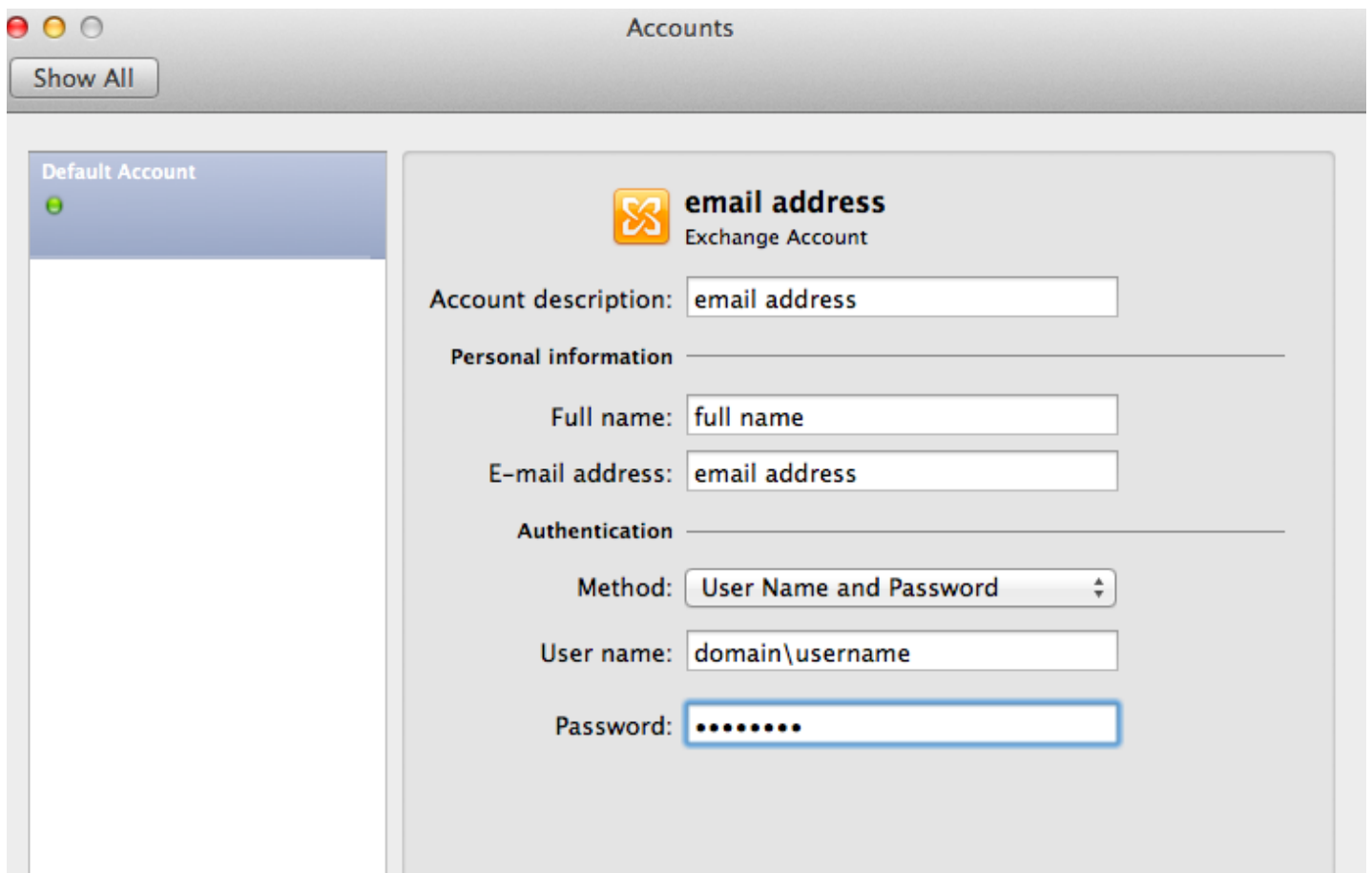
In the menu, at left most, choose "Outlook" and then "Preferences".



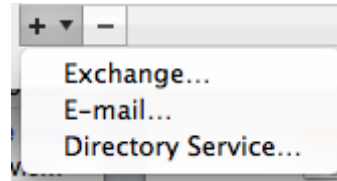
At Outlook Preferences select "Accounts".



In the "Accounts" screen select your profile from the list at left, then click "-" at the bottom of the window to delete your profile.



Now click "+" to the right to create a new profile. In the rolldown menu choose "Exchange..."



From the new window you have to fill these fields:

- "E-mail address"
- "User name"
- "Password"

"Configure automatically" must be ticked.

Click "Add Account" and restart Outlook.

