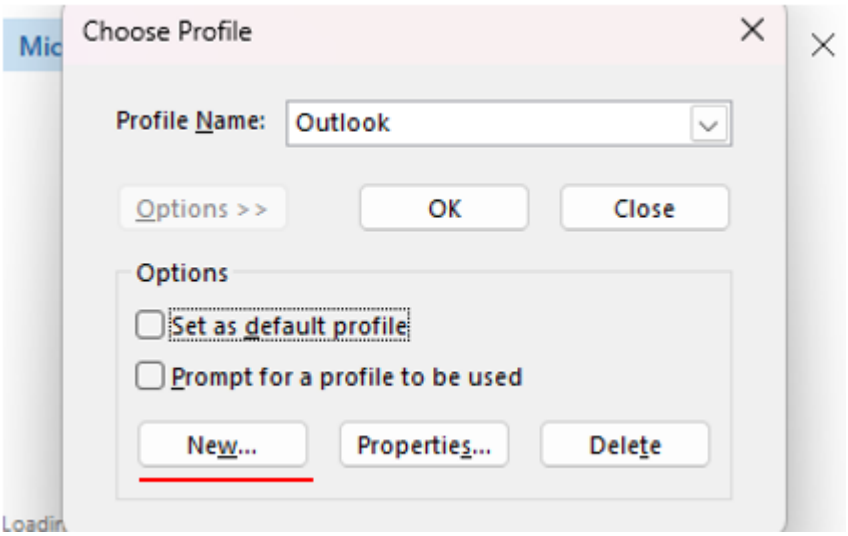
Create new Outlook Profile

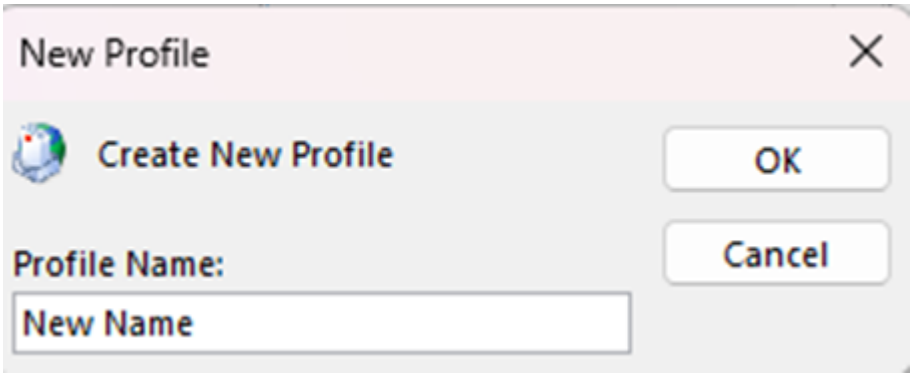
Brian - 2026-03-27 - Email and Collaboration

Creating a new Profile for Outlook.

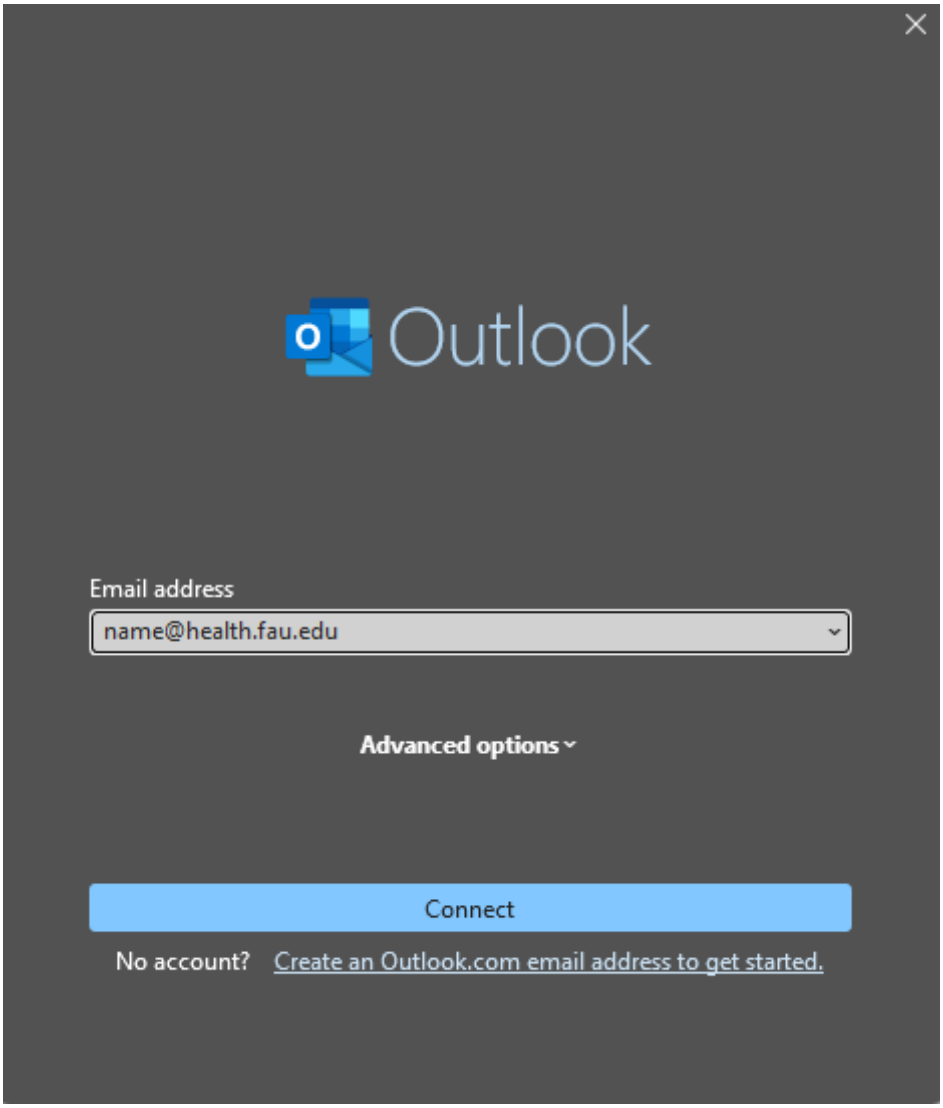
1. Close any open Outlook windows.
2. Hold the Shift key and open Outlook.
3. The Choose Profile window will appear, click Options and select New.



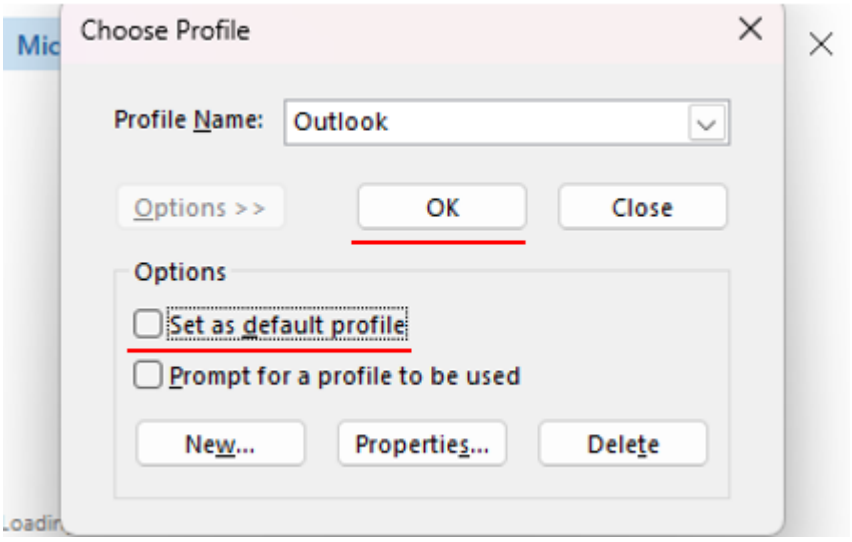
4. Enter a new name and click OK.



5. Go through the setup process for initial Outlook.



6. Check ‘Set as default profile’ and click OK to finish.



7. Outlook will open and download emails. It may take a while if you have a lot of email. Any customizations will be reset to the defaults, including signatures and rules.