Deletion and Creation of a Profile in Outlook 2016 on PC

1. To Delete your existing (@mailbox.sc.edu, @email.sc.edu, etc..) email profile, Go to the Search area on Task Bar. Type Control Panel. Select Control Panel.

2. Click on Mail (Microsoft Outlook 2016).

- If this screen doesn’t automatically show, make sure view by is Large icons or Small icons.
3. Click on **Show Profiles**. Select the profile associated with your current account. Click **Remove**. Click **Apply**. Click **OK**.

4. To Create your email profile, Go to the Search area on Task Bar. Type **Control Panel**. Select **Control Panel**.
5. Click on **Mail (Microsoft Outlook 2016)**.

   ![Control Panel with Mail selected]

   - If this screen doesn’t automatically show, make sure view by is **Large icons or Small icons**.

6. Click **Add**. Give your new account a **name**. Click **OK**.

   ![Mail dialog with Add profile]

7. Type in your **chosen primary account** and click **Next**.
8. The following window will appear. Click **finish**.

9. The following window will show your new profile by the name you gave it. Click **OK**.
10. Open Outlook and it will be showing/using your new email profile.

   • **NOTE:** *Depending on the size of your profile, it may take a while to load. Please be patient!*