

# USER GUIDE

PC

Laptop



IT | Cloud | Workplace Recovery

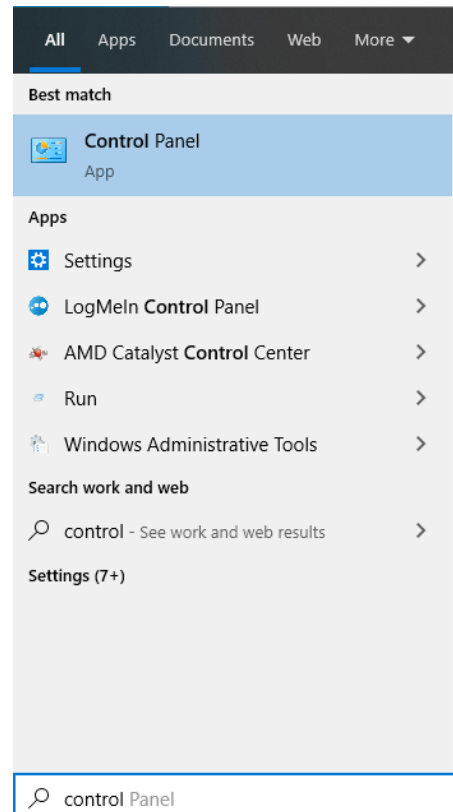
Unit 1  
9 Wentworth Road  
Ipswich, IP3 9SY

Tel: 01473 241515  
Web: [www.corbel.co.uk](http://www.corbel.co.uk)

Creating a New  
Email Profile

### Step 1.

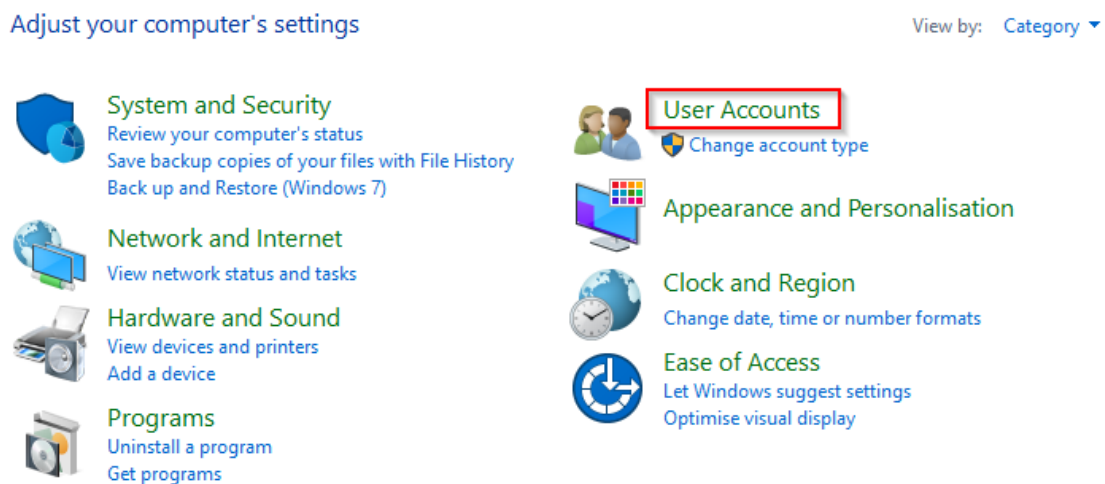
Firstly, left click on the start button and type “control”. This should open the Control Panel. Left click on Control Panel to open it.



### Step 2.

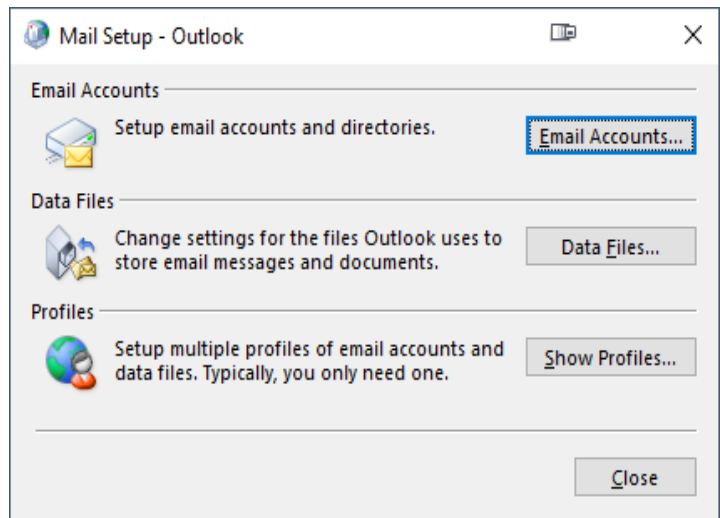
On the Control Panel screen, click “User Accounts” and then choose “(Mail Microsoft Outlook)”

If you do not see the view below, either change the “View By” in the top right hand corner, or just look for mail in the list



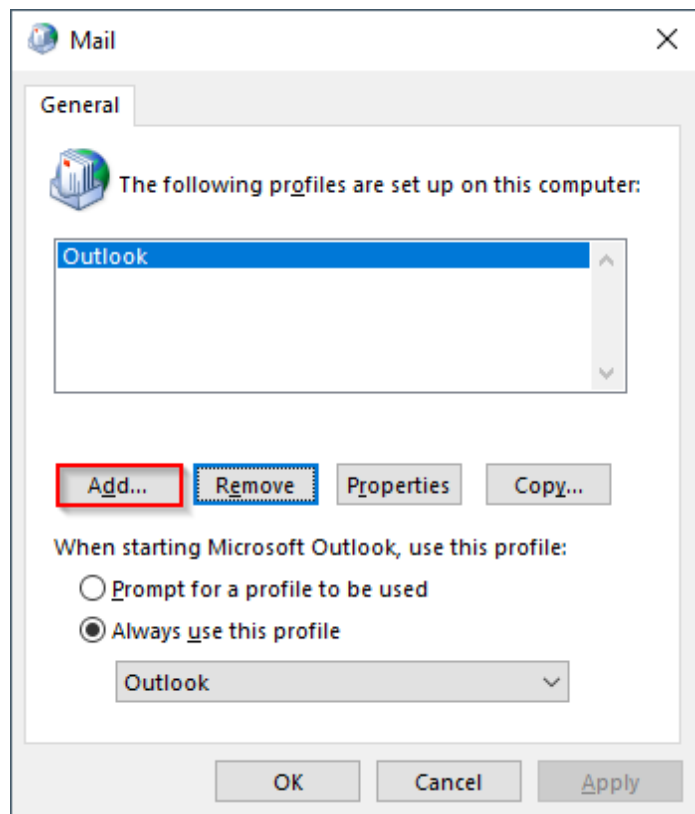
### Step 3.

This will bring up the following screen. Here you can select the 3<sup>rd</sup> option, "Show Profiles"



### Step 4.

Choose "Add..." and enter a name, for instance 'Office 365' to identify the email server. Then press OK.

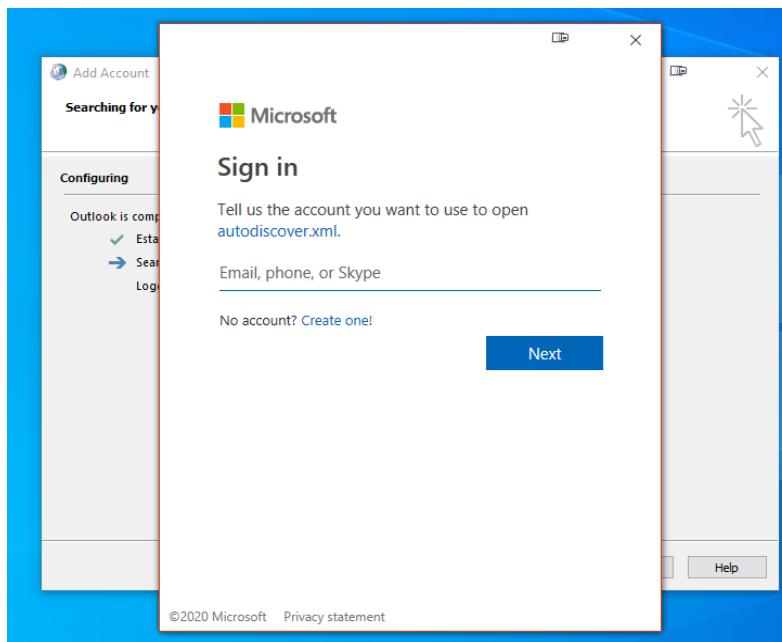


### Step 5.

On the next screen, enter your email address and new email password, then click "Next"

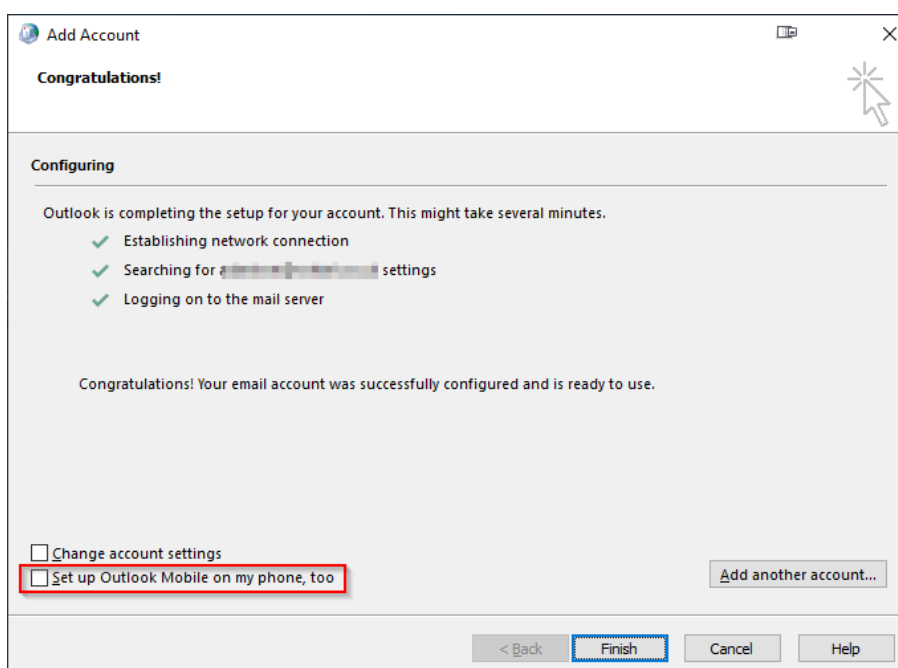
### Step 6.

You should now see some activity and a Microsoft sign in screen should pop up. Enter your email address again into this box.



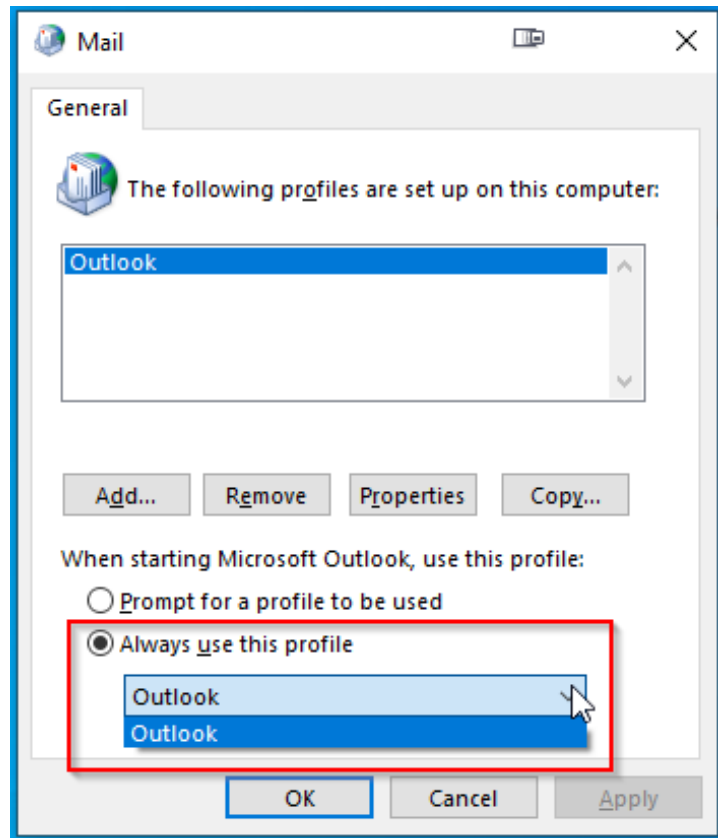
### Step 7.

This should again show some activity before completing and showing the “Congratulations!” page. At this point you can optionally tick the “Set up Outlook Mobile on my phone, too” tick box, which loads a website to help with this process. Then click Finish.



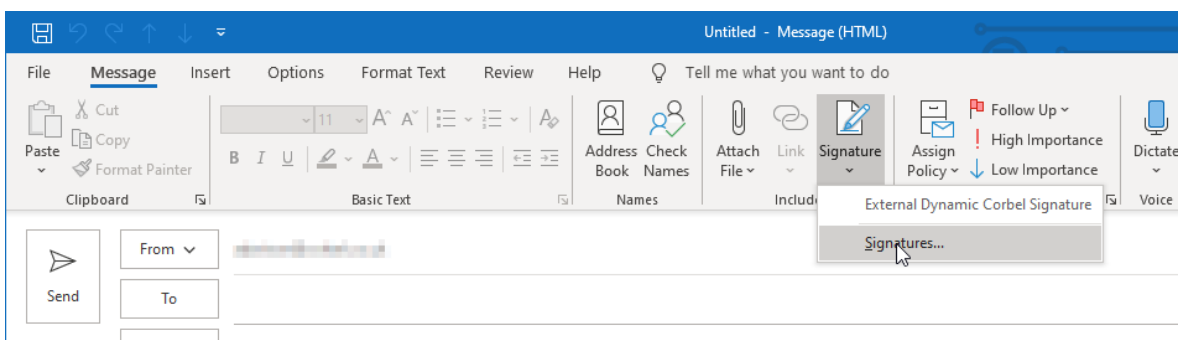
### Step 8.

Now you need to change the profile that is being used. Change the “Always use this profile” drop down to your newly created profile. Click “OK” and then when you launch Outlook you will be connecting to your new mailbox in Office 365.



### Step 9.

Once in Outlook you will need to re set your signature, the easiest way to do this is to start a new email, then choose Signatures (Layout may vary, depending on Outlook version).



### Step 10.

On the right-hand side select your signature for New messages and Replies/forwards as required.

