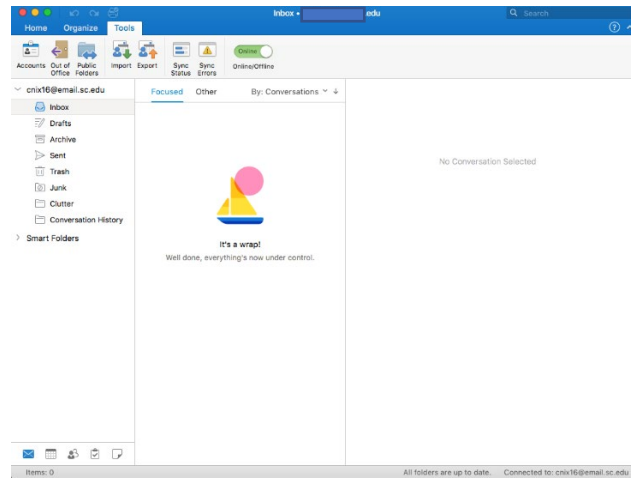
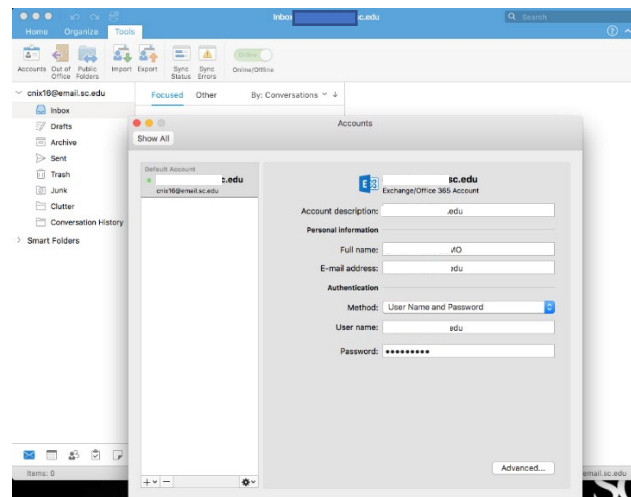


Deletion and Creation of an Outlook Profile on a MAC

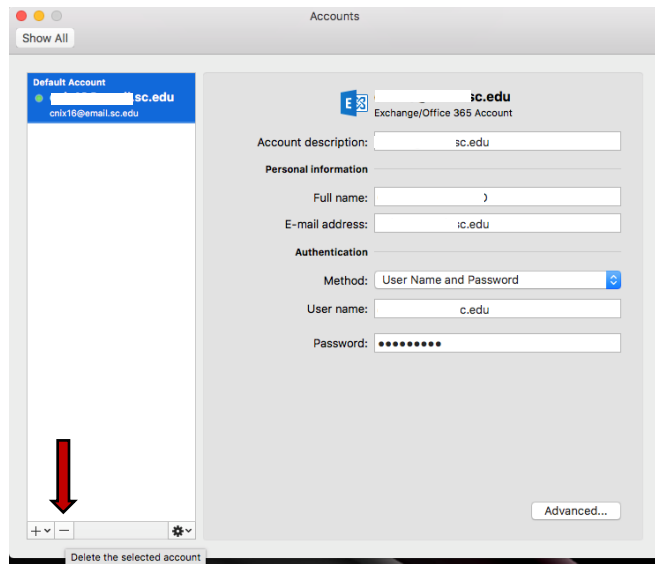
1. Open Outlook and select the **Tools** tab.



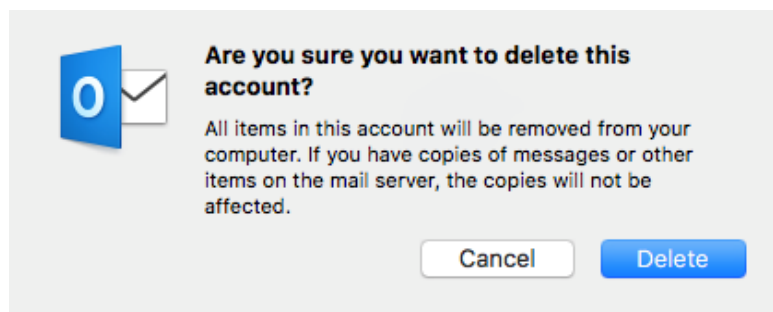
2. Select **Accounts**.



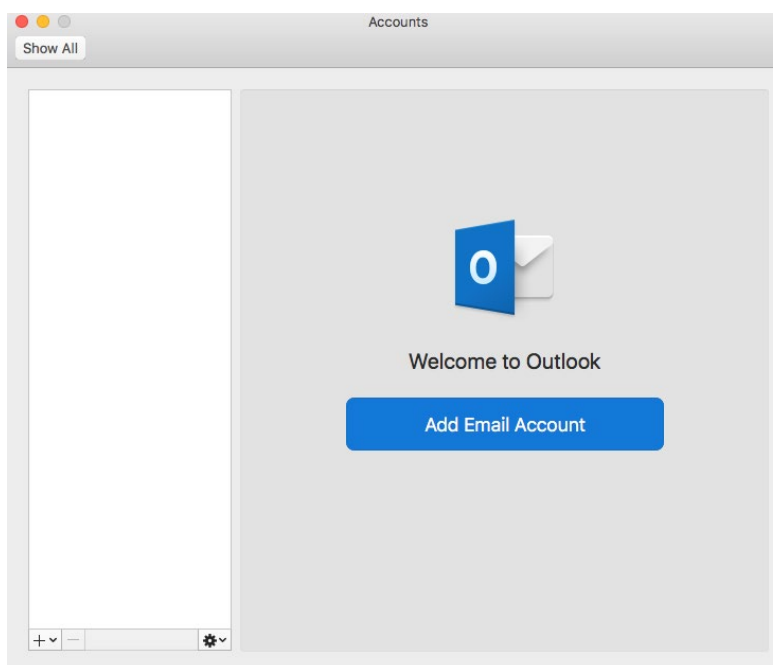
3. Select the email profile you would like to delete and click the “-” symbol.



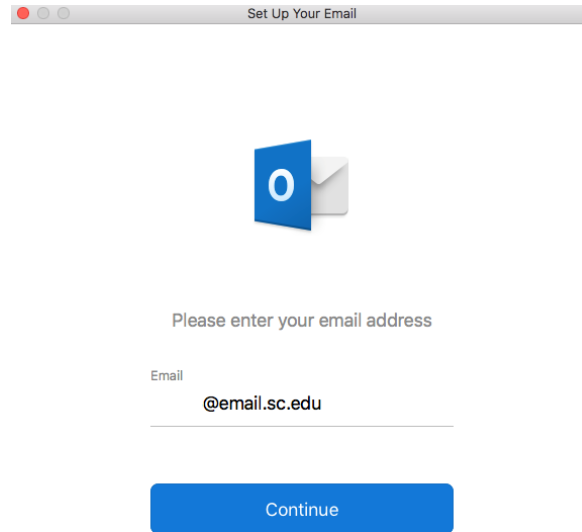
4. A window will pop up and ask if you are sure you want to delete the account. Click **Delete**.




5. The following screen will appear confirming account is deleted.



6. To add preferred account, select **Add Email Account**.



Set Up Your Email



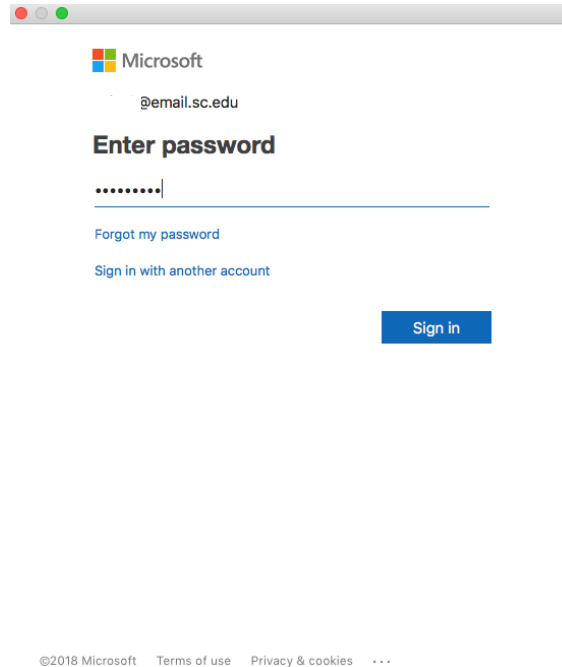
Please enter your email address

Email

@email.sc.edu

Continue

7. Enter your full preferred email address and click **Continue**.



Microsoft

@email.sc.edu

Enter password

.....

[Forgot my password](#)

[Sign in with another account](#)

Sign in

©2018 Microsoft Terms of use Privacy & cookies ...

8. Type your **Network password** and click **Sign in**.



@email.sc.edu
has been added

Did you know?
Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done

[Get Outlook for iOS & Android](#)

9. The above screen will verify that the new account has been added. Click **Done**.