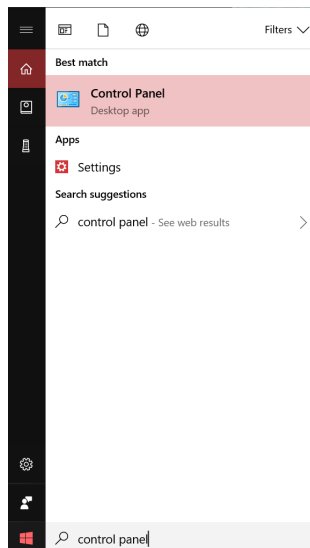
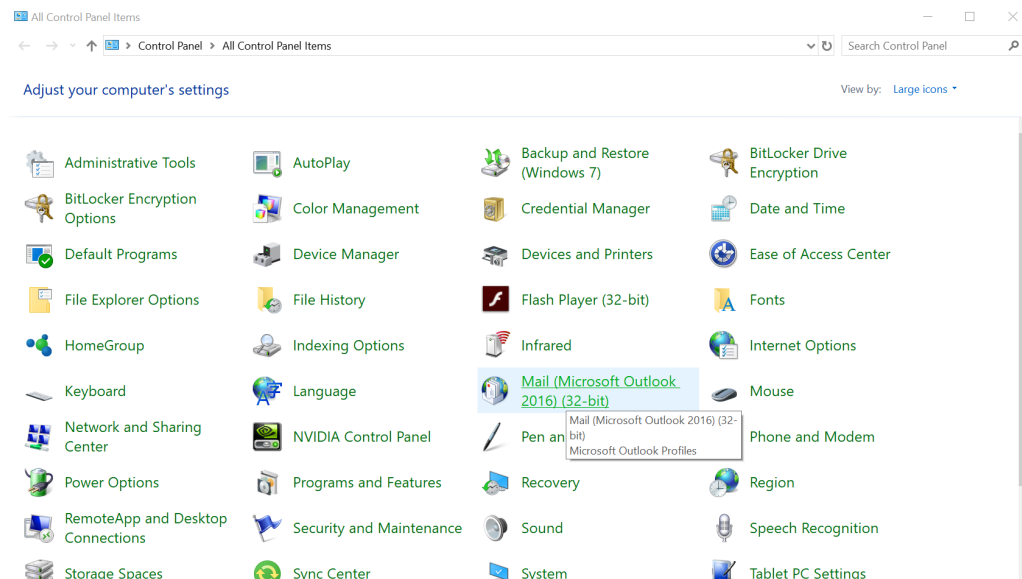


## Deletion and Creation of a Profile in Outlook 2016 on PC

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**.

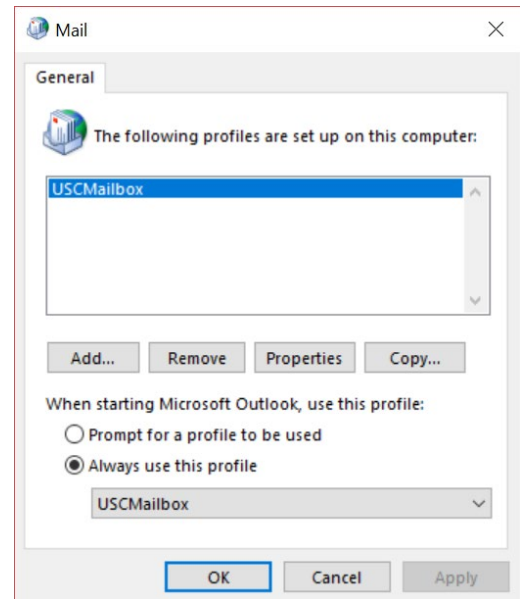
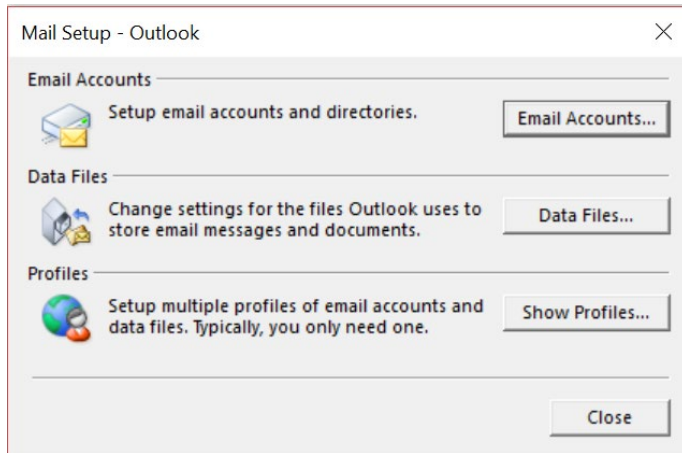


2. Click on **Mail (Microsoft Outlook 2016)**.

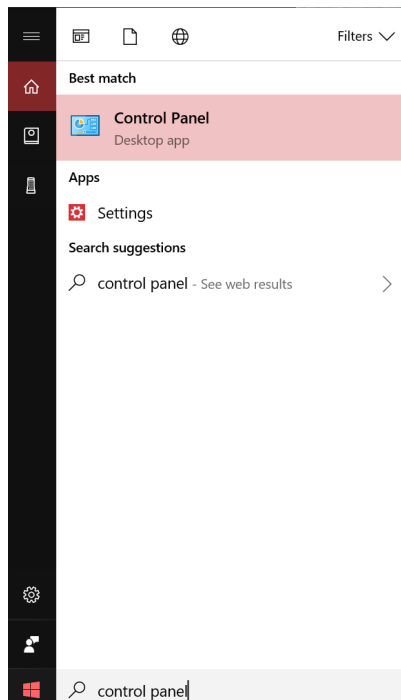


- *If this screen doesn't automatically show, make sure **view by** is **Large icons** or **Small icons**.*

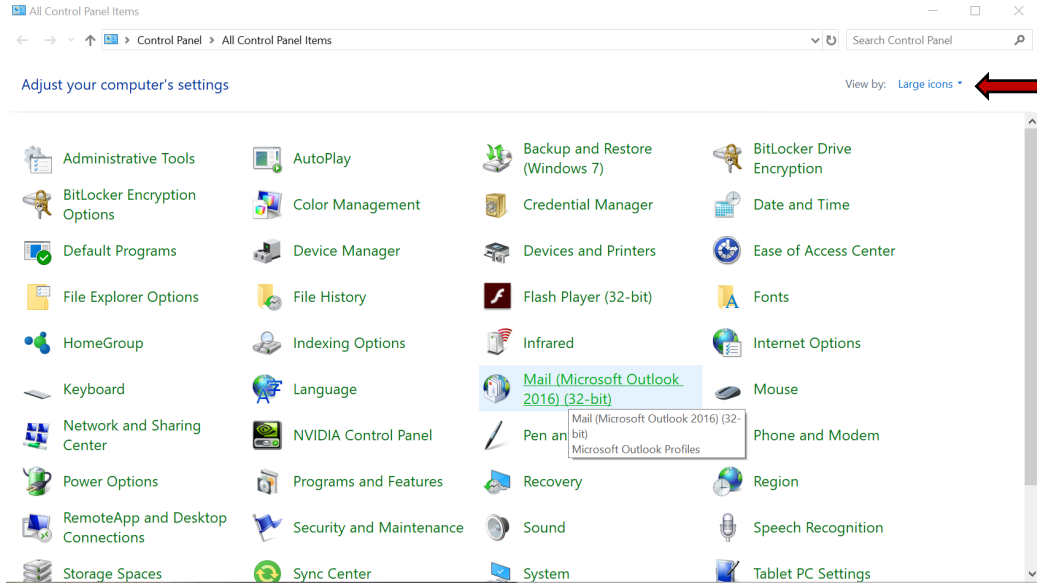
3. Click on **Show Profiles**. Select the profile associated with **your current** account. Click **Remove**. Click **Apply**. Click **OK**.



4. To Create your email profile, Go to the Search area on Task Bar. Type **Control Panel**. Select **Control Panel**.

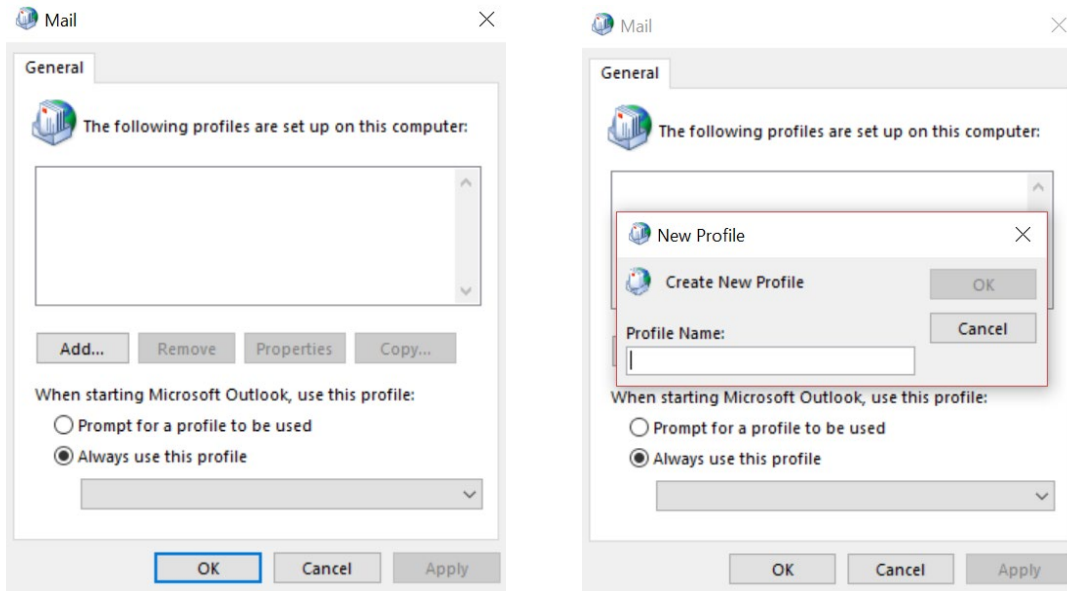


5. Click on **Mail (Microsoft Outlook 2016)**.

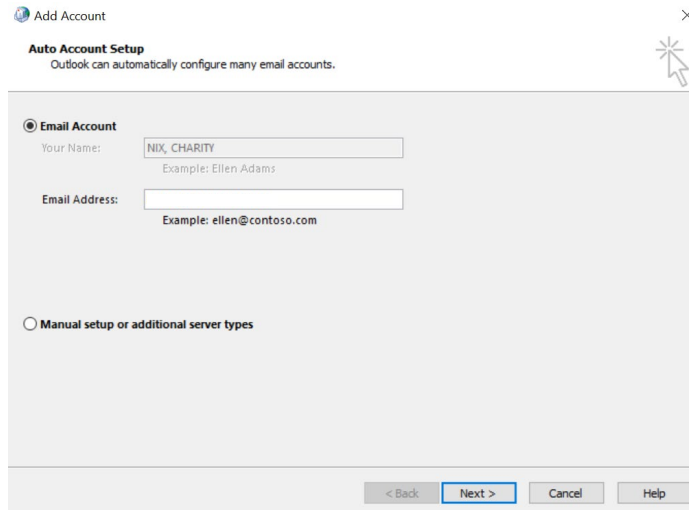


- If this screen doesn't automatically show, make sure **view by** is **Large icons** or **Small icons**.

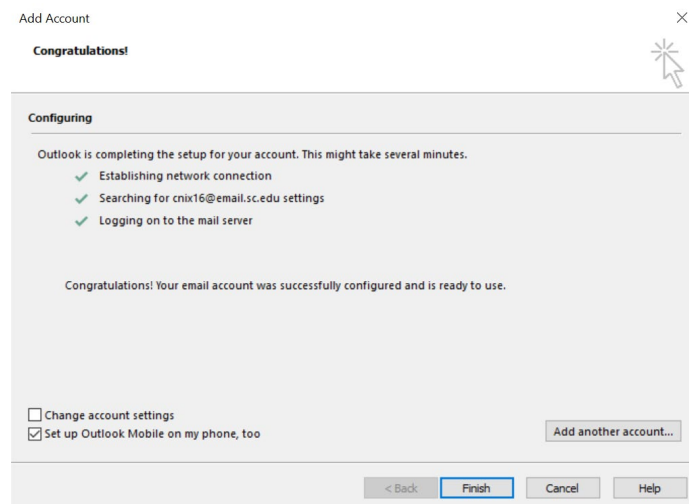
6. Click **Add**. Give your new account a **name**. Click **OK**.



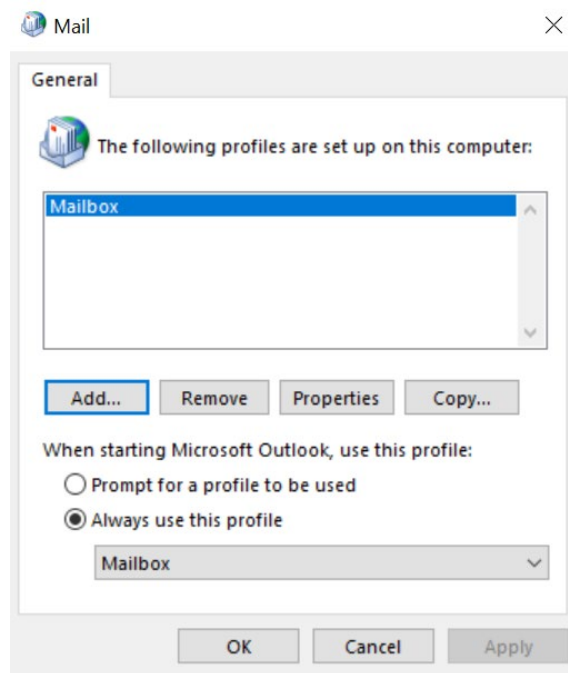
7. Type in your **chosen primary account** and click **Next**.



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!*

