Deletion and Creation of an Outlook Profile on a MAC

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

![Open Outlook and select the Tools tab](image1.png)

2. Select **Accounts**.

![Select Accounts](image2.png)

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

![Select the email profile to delete](image3.png)
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**.

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

8. Type your **Network password** and click **Sign in**.
9. The above screen will verify that the new account has been added. Click **Done**.