Deletion and Creation of a Profile in Outlook 2016 on PC

1. To Delete your @mailbox.sc.edu 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 @mailbox.sc.edu account. Click **Remove**. Click **Apply**. Click **OK**.

4. To Create your @email.sc.edu 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 @email.sc.edu account a name. Click OK.

7. Type in your “username”@email.sc.edu 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.sc.edu profile.

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