Deletion and Creation of an Outlook Profile on a MAC

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

2. Select **Accounts**.

3. Select the `@mailbox.sc.edu` 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 @email.sc.edu account, select **Add Email Account**.

7. Enter your “username”@email.sc.edu 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.