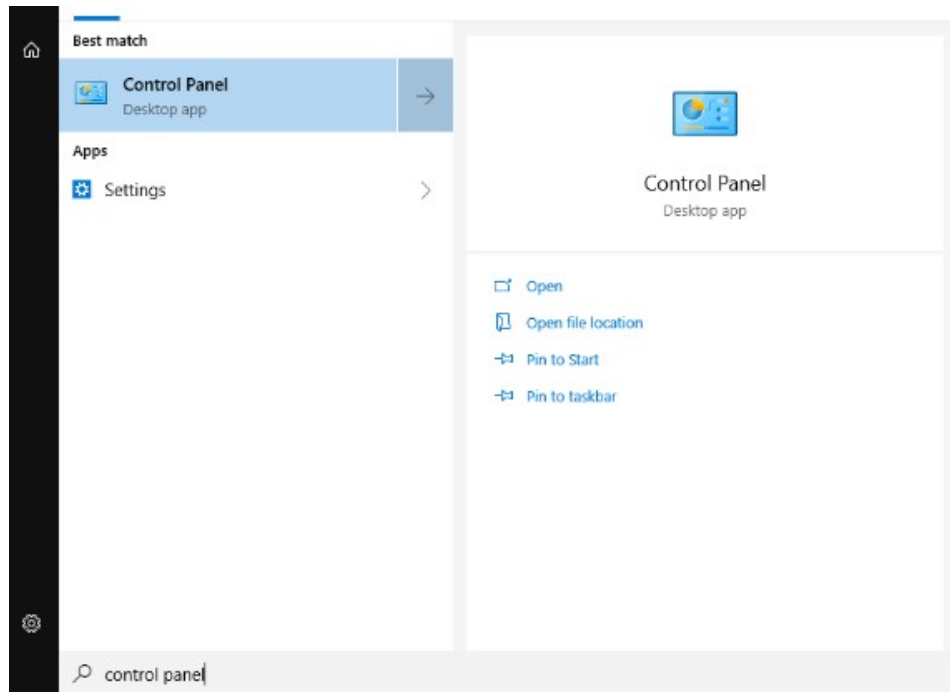


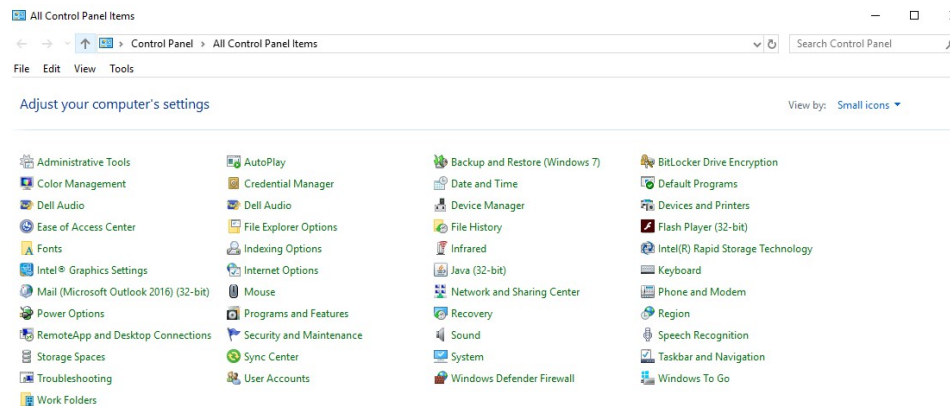
# How to set up Microsoft Outlook 2019 Profiles on Windows 10



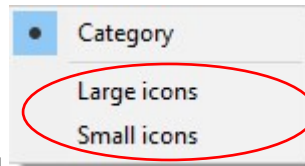
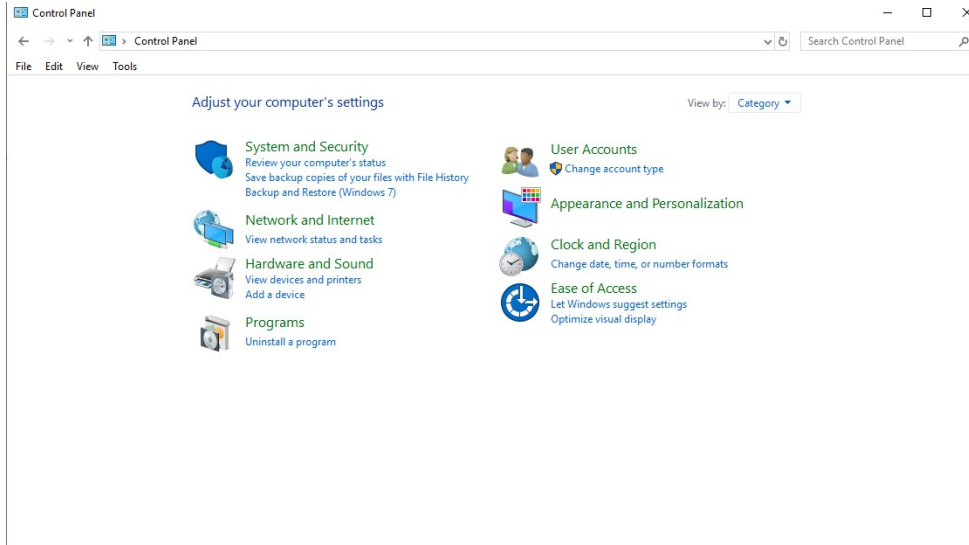
1. Open start menu



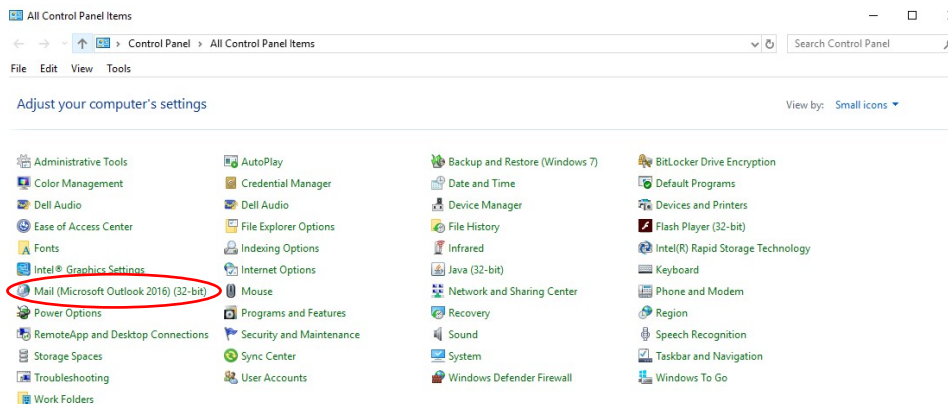
2. Type **“Control Panel”**.




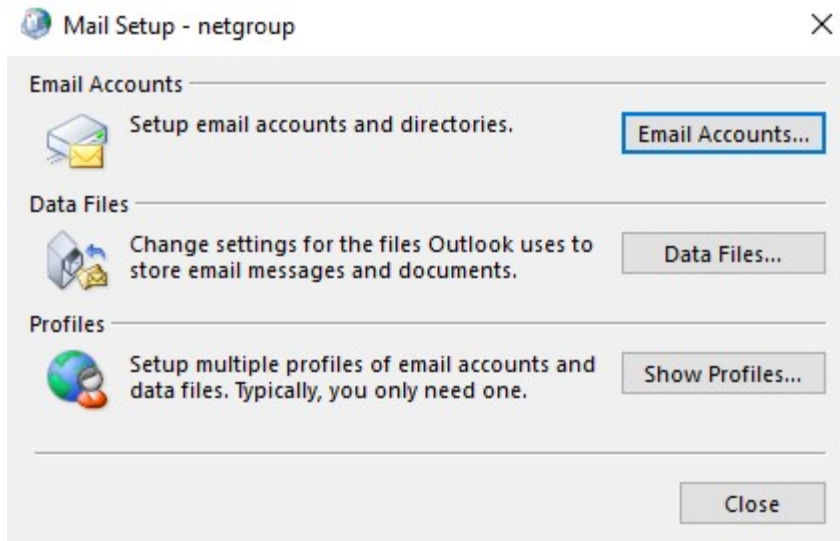
3. Open Control Panel.  
*This is the program that opens up.*



If this shows up, select  and either “Large icons” or “Small icons.”

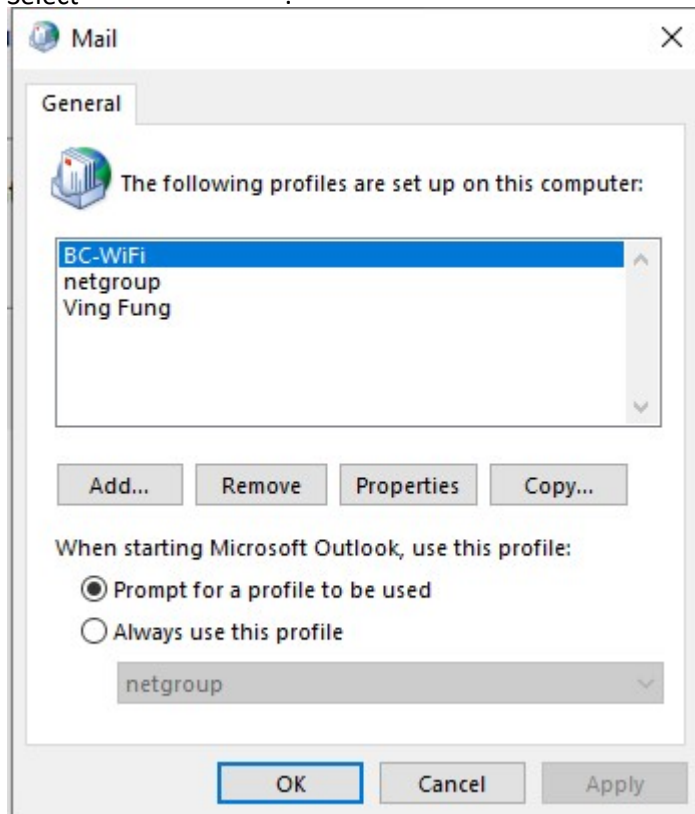


4. Select  Mail (Microsoft Outlook 2016) (32-bit)



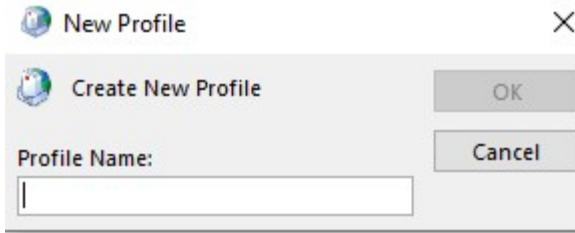
*This is what pop-up.*

5. Select **Show Profiles...**



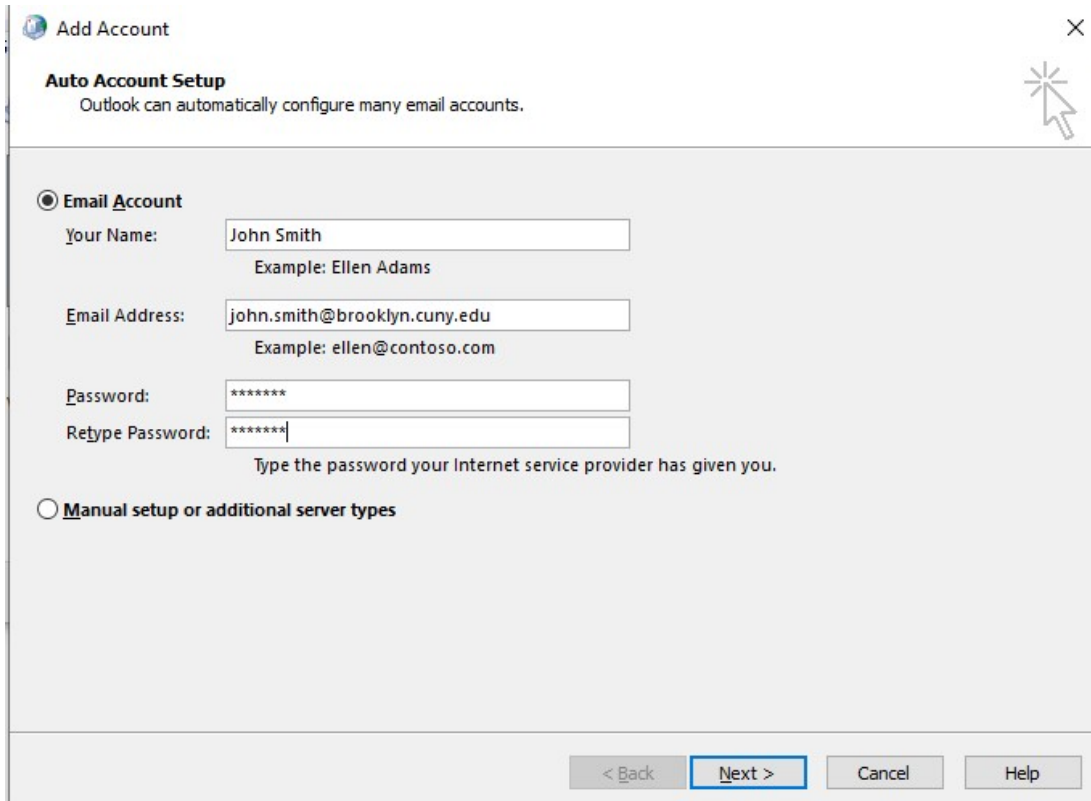
*This is what pops up.*

6. Select **Add...**



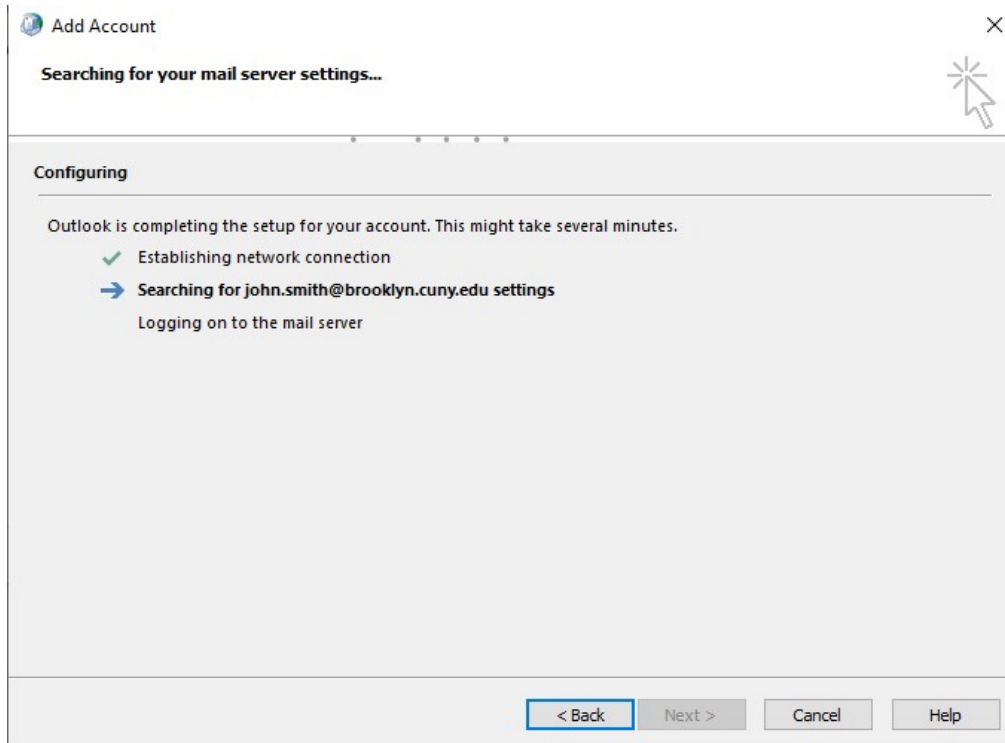
The image shows a 'New Profile' dialog box with a close button (X) in the top right corner. Below the title bar, there is a 'Create New Profile' button and an 'OK' button. A 'Profile Name:' label is followed by an empty text input field and a 'Cancel' button.

7. Enter a Profile Name. You can just put your name.

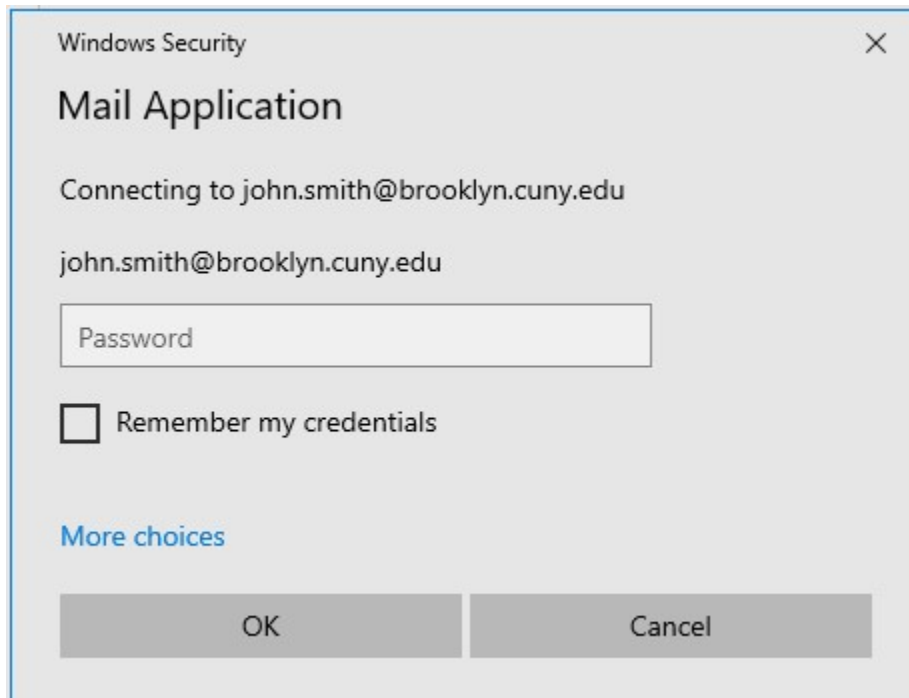


The image shows an 'Add Account' dialog box with a close button (X) in the top right corner. Below the title bar, there is a section titled 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' and a mouse cursor icon. Below this, there are two radio button options: 'Email Account' (selected) and 'Manual setup or additional server types'. Under 'Email Account', there are four text input fields: 'Your Name:' (containing 'John Smith', with 'Example: Ellen Adams' below it), 'Email Address:' (containing 'john.smith@brooklyn.cuny.edu', with 'Example: ellen@contoso.com' below it), 'Password:' (containing '\*\*\*\*\*'), and 'Retype Password:' (containing '\*\*\*\*\*'). Below the password fields is the text 'Type the password your Internet service provider has given you.' At the bottom of the dialog box, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

8. In this menu, enter your name, your Brooklyn College E-Mail and corresponding password.

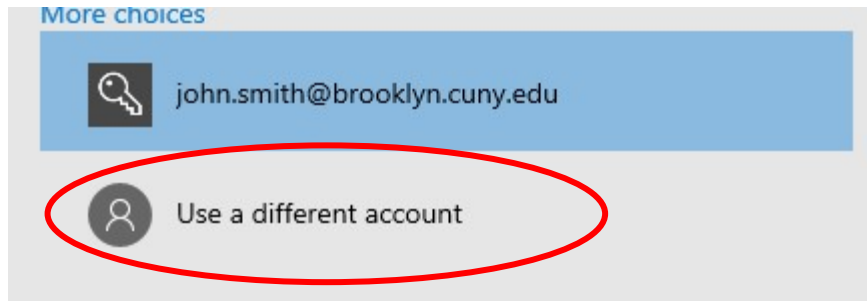


*This is the next menu.*



This will pop up after.

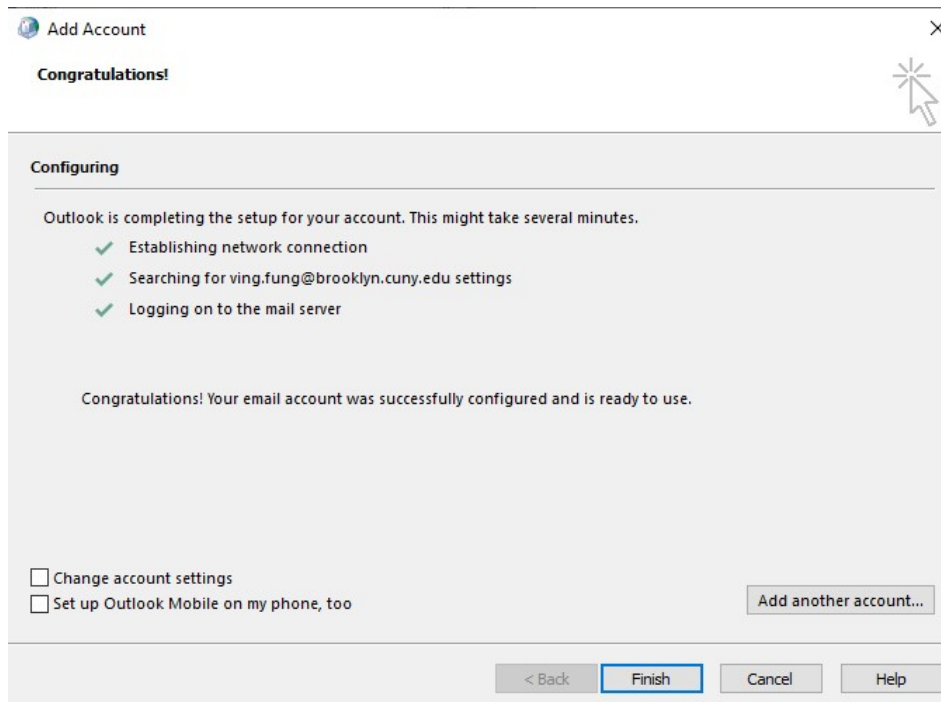
9. Select **More choices**.



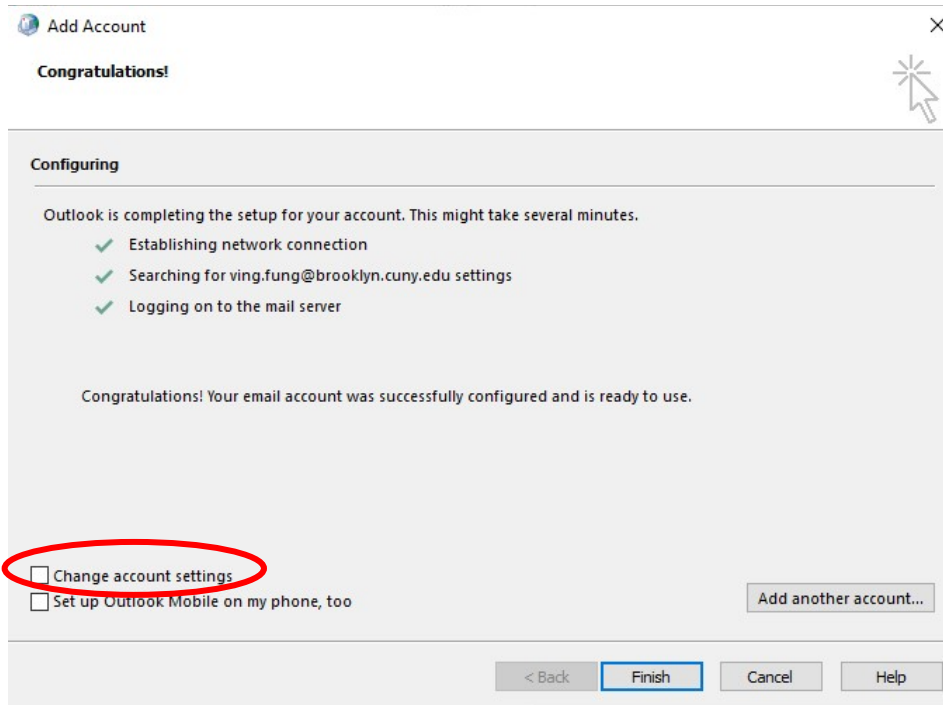
10. Select

*This will pop-up.*

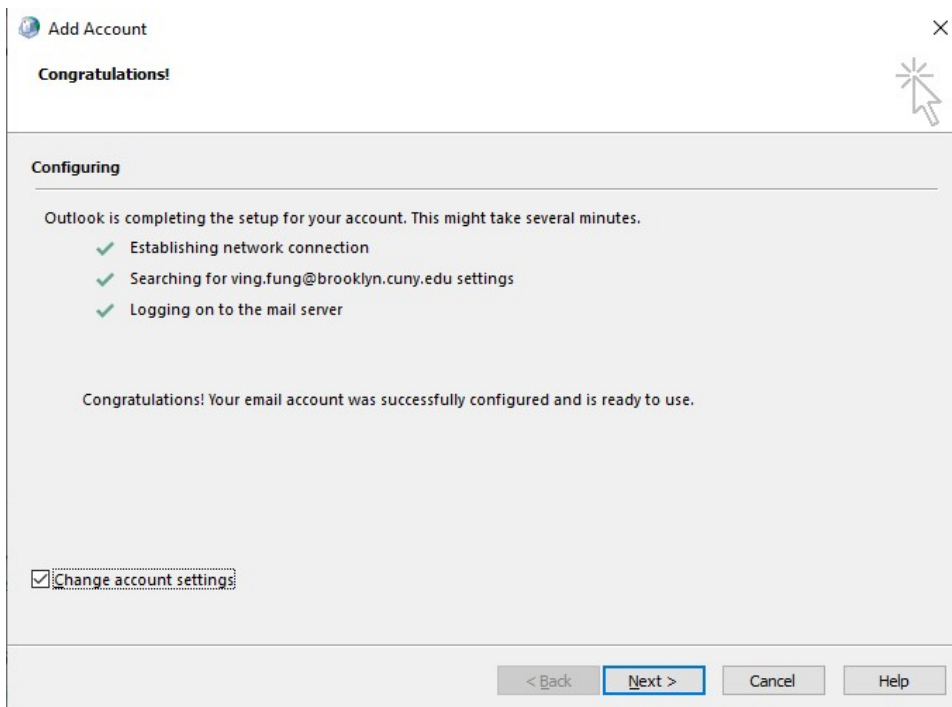
11. Type “brooklyncollege\”, your username then enter your password.



*If connected successfully this will pop up.*



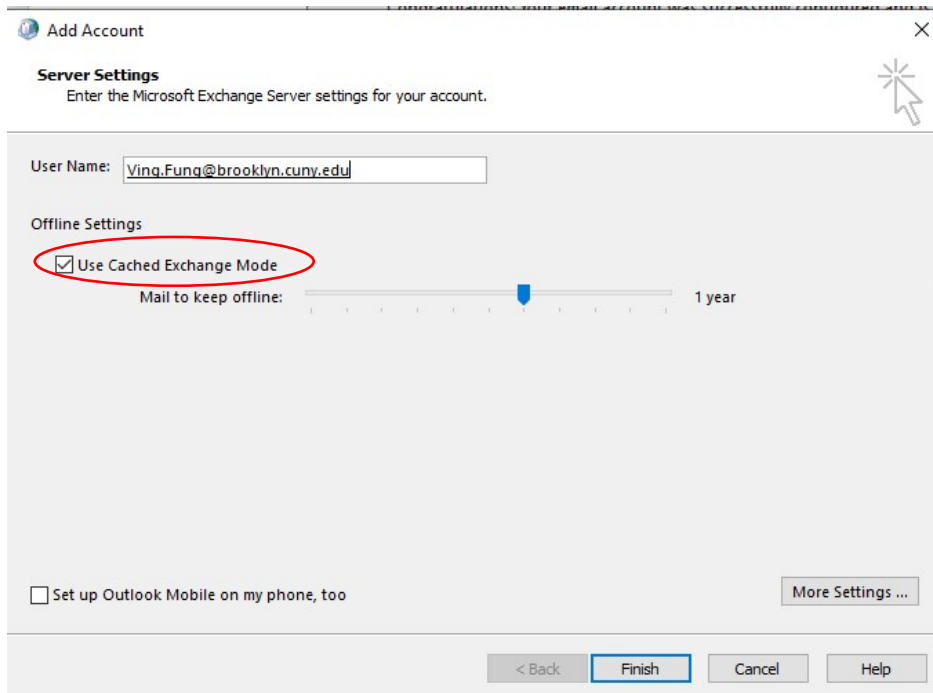
12. Select 



*This will change.*

13. Click

**Next >**



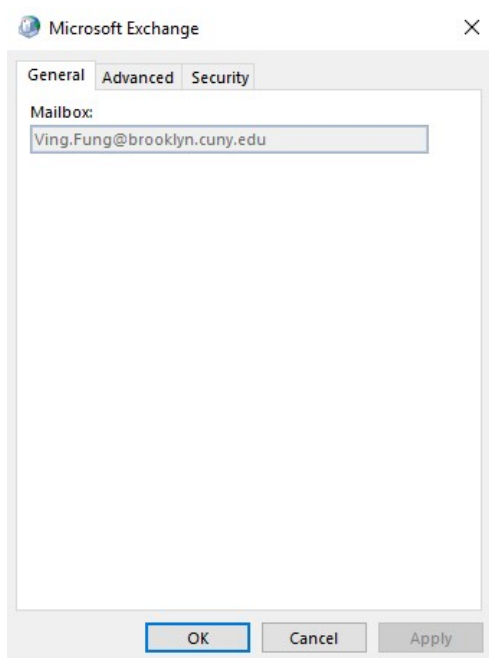
*This will pop-up next.*

14. Uncheck

Use Cached Exchange Mode

then click

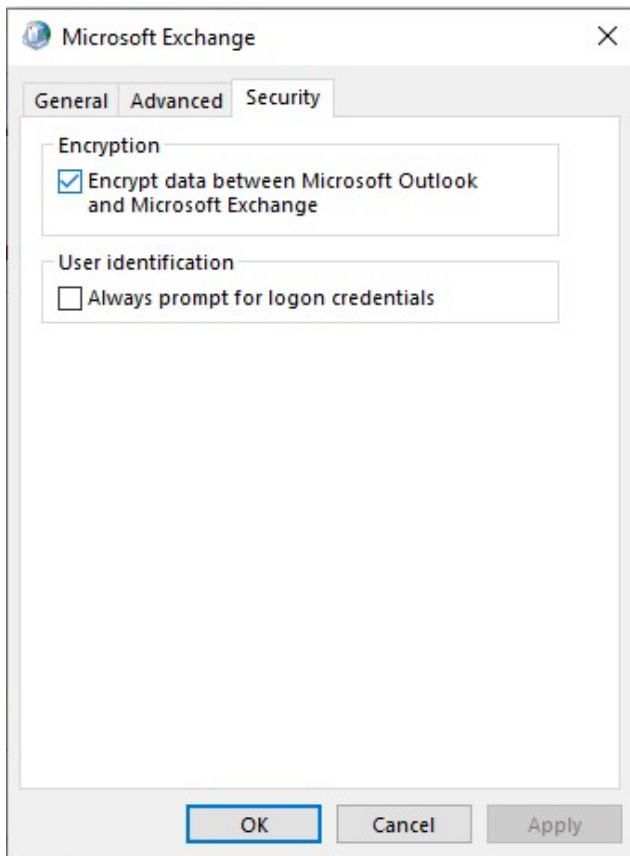
**More Settings ...**



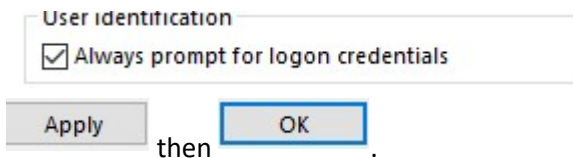
*This will pop-up next.*



15. Select **Security** .

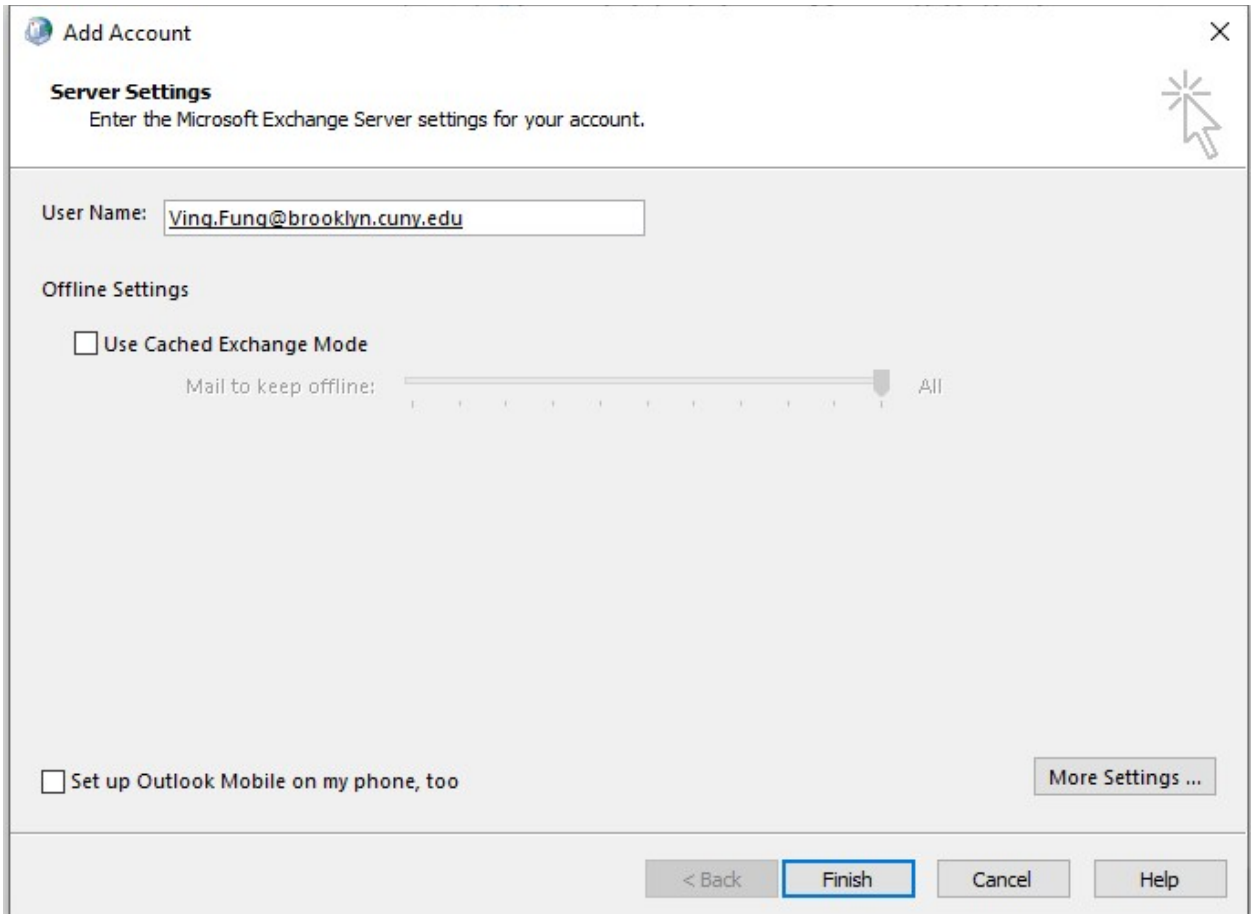


*This will pop-up.*



16. Check .

17. Click

The image shows a Windows 'Add Account' dialog box. At the top, it says 'Add Account' with a close button (X) in the top right corner. Below that is the 'Server Settings' section with the instruction 'Enter the Microsoft Exchange Server settings for your account.' and a magnifying glass icon. The 'User Name' field contains 'Ving.Fung@brooklyn.cuny.edu'. Under 'Offline Settings', there is a checkbox for 'Use Cached Exchange Mode' which is unchecked. Below it is a slider for 'Mail to keep offline:' with a handle positioned near the 'All' end. At the bottom left, there is a checkbox for 'Set up Outlook Mobile on my phone, too' which is also unchecked. A 'More Settings ...' button is located at the bottom right. The bottom of the dialog features four buttons: '< Back', 'Finish' (highlighted with a blue border), 'Cancel', and 'Help'.

*You will go back to this pop-up.*

18. Now click .

19. You can now open Outlook and select your profile.