Creating a new profile in Outlook

Summary

Provided below are instructions for creating a new Outlook profile for the new Burrell.edu email address and adding additional email accounts to the new profile.

Notes

- All your inbox folders and calendars will transfer over to the new profile.
- ***You will need to manually add any additional email accounts you had setup before.***
  - ***Make sure you have the email address and password.***
- Your old profile will not be deleted and can easily be accessed.
- You do not need administrator rights to create a new profile.

How to create a new Outlook profile

These steps will guide you through the process of setting up a new Outlook profile for burrell.edu. ***This process works with Outlook 2016 or Outlook 365.***

1. Close the Outlook client.
2. In the search box on the taskbar (bottom left side), type "control panel", and then select "Control Panel".
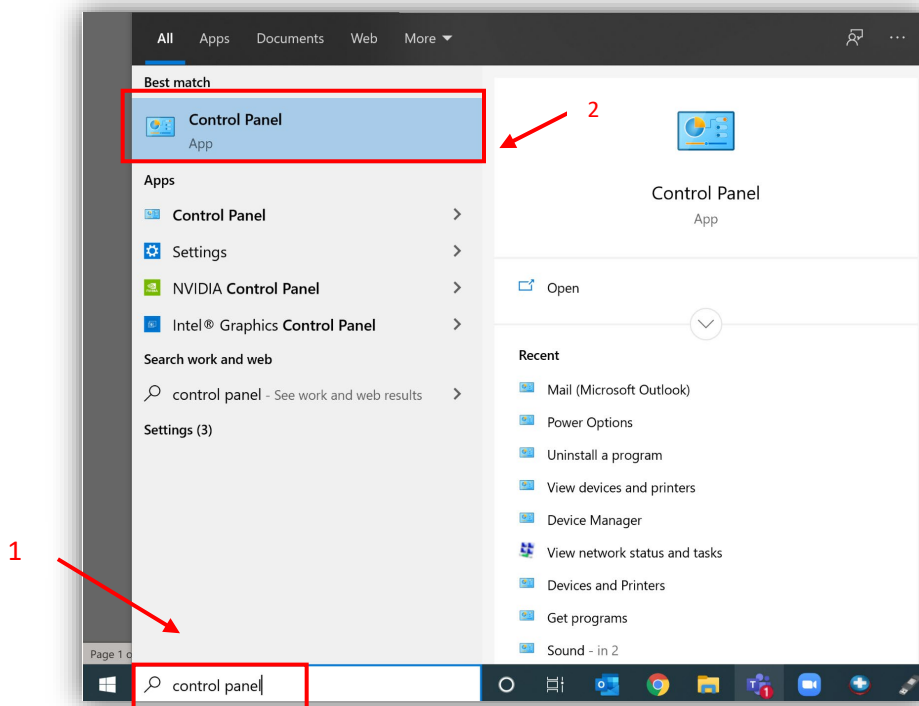
3. A new window will open, in the search box (top right side), type "mail", and then click the blue arrow or hit the "enter" button on your keyboard to display the results.
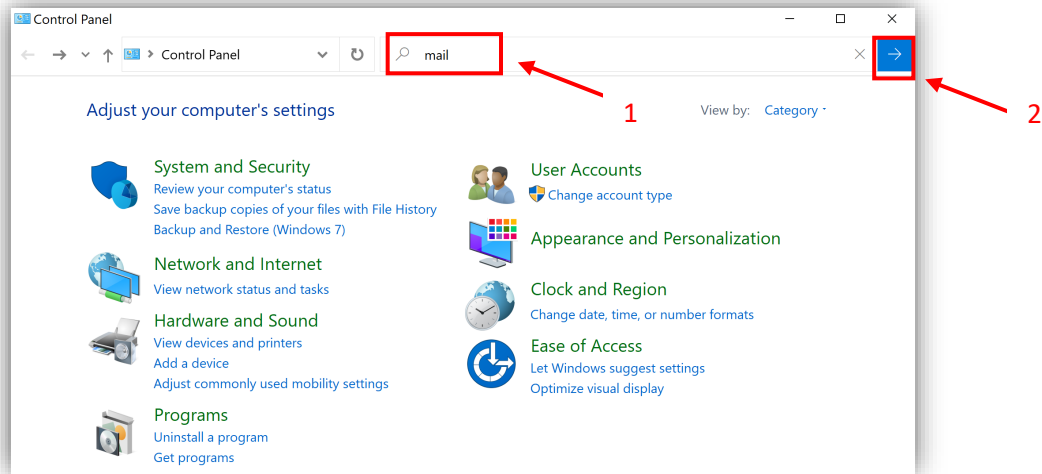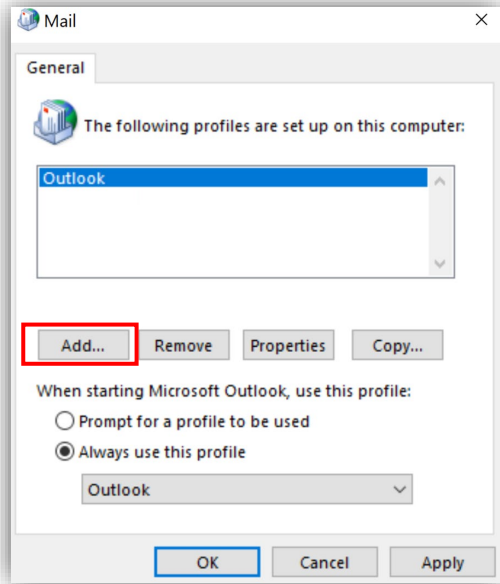

4. Click the first search result "Mail (Microsoft Outlook)".
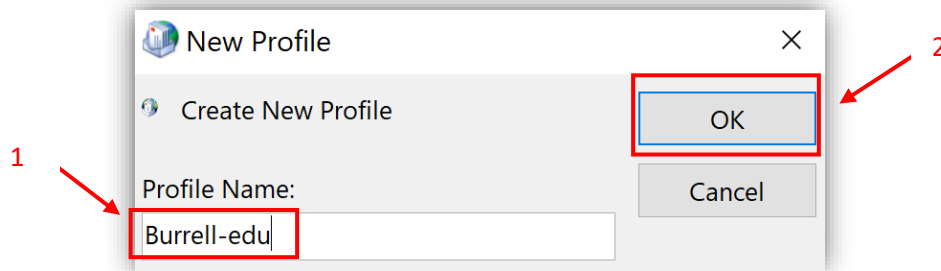   a. If you have Office 2016 installed, the search result will be "Mail (Microsoft Outlook 2016)"
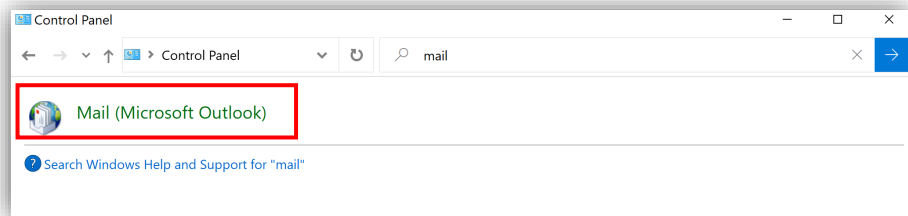
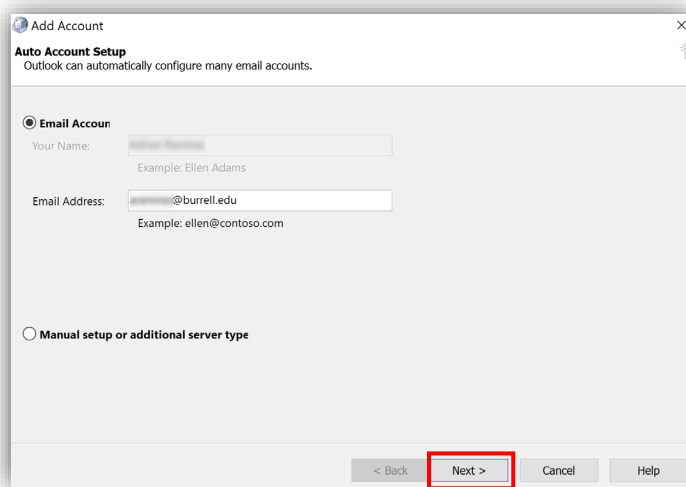5. A new window will open, click the "Show Profiles…" tab under the Profiles section.
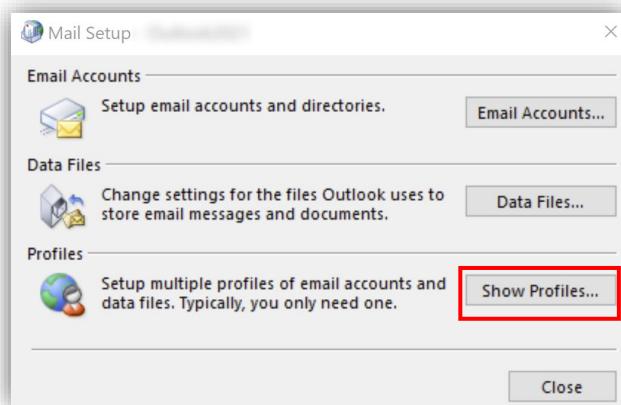
6. A new window will open, click the "Add…" tab.

7. A new window will open, in the Profile Name: box type "Burrell-edu", click "OK".
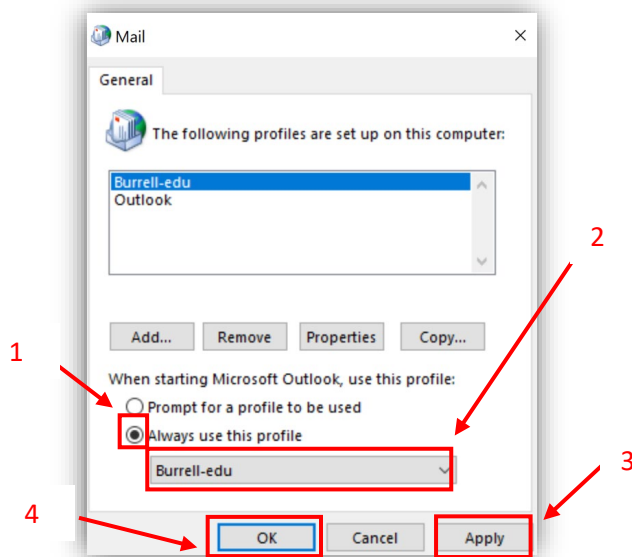

8. A new window will open, your Burrell.edu email address will auto populate, verify the information Is correct, click "Next >".

9. The next window will verify the new email account, if you see green check marks next to the setup, click "Finish"
    a. If the setup failed, please put in a work order with IT: https://burrellcollege.on.spiceworks.com/portal_registrations
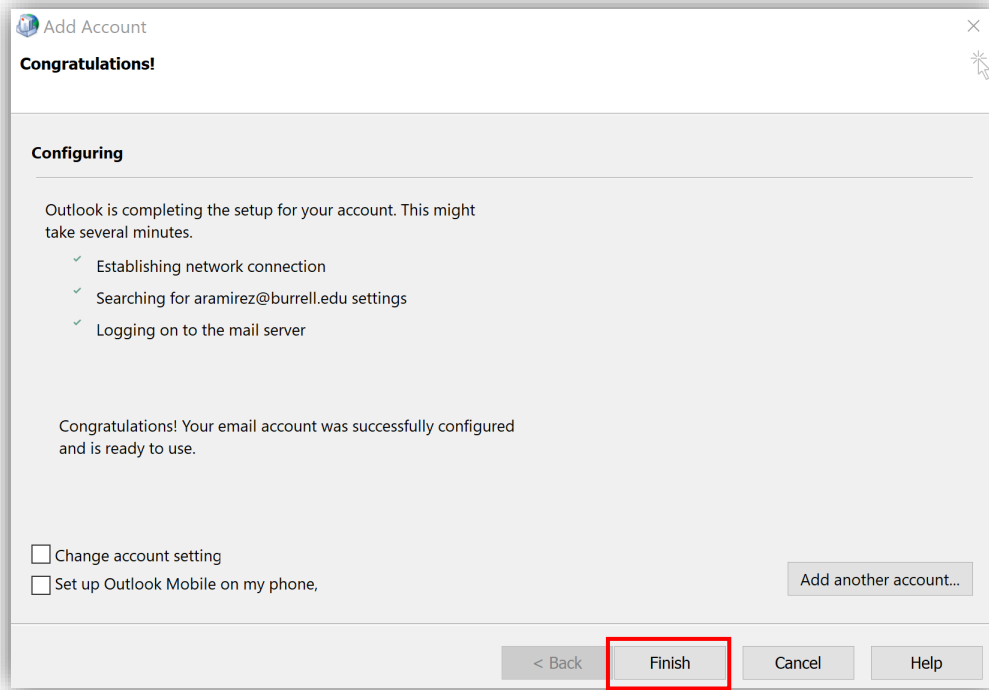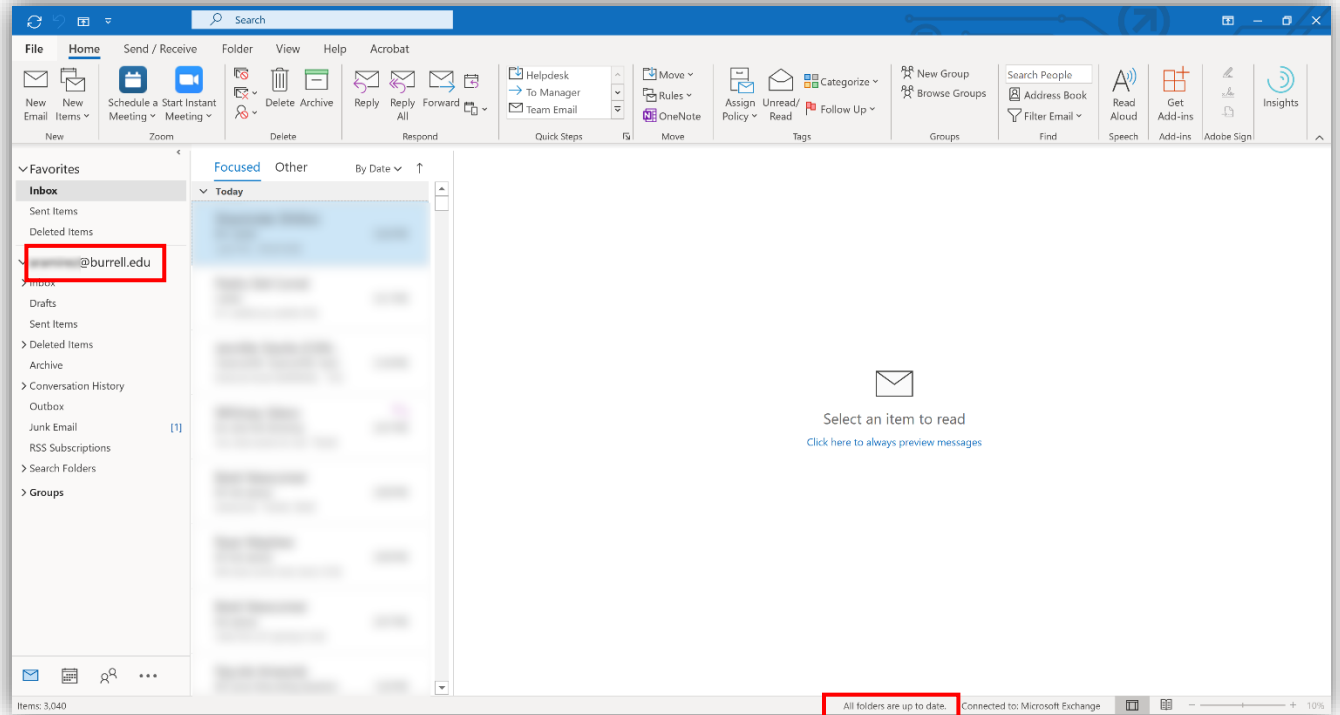

10. On the Mail window, make sure the bubble for "Always use this profile" is checked and change the dropdown to the newly created profile "Burrell-edu".

11. Click "Apply" then "OK" to save and close the window.

12. Open your Outlook client, you will now be using the newly created profile with the Burrell.edu email address!


NOTE: It will take some time for all the emails, folders, and calendars to populate. You can check the sync status of your account on the bottom right side, varying on the amount of data on the email account will determine how long it will take for everything to populate.
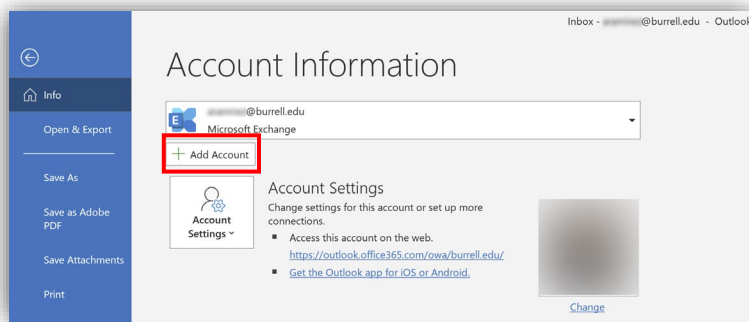
Adding multiple email accounts to the new profile

These steps will guide you through the process of adding additional email accounts to the Burrell-edu profile.

1. Open your Outlook client.
2. Click the "File" tab located on the top left.
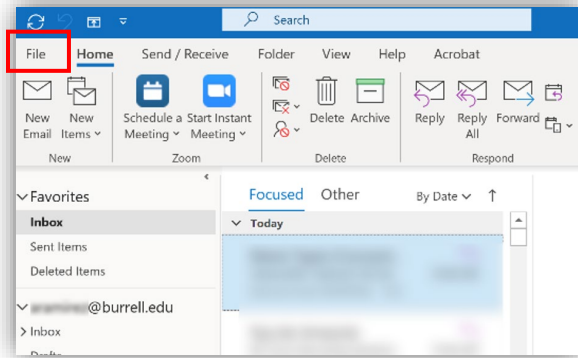
3. Click the " + Add Account" tab on the right-side panel.

4. A new window will appear, enter in the email address you want to add, click "Connect".
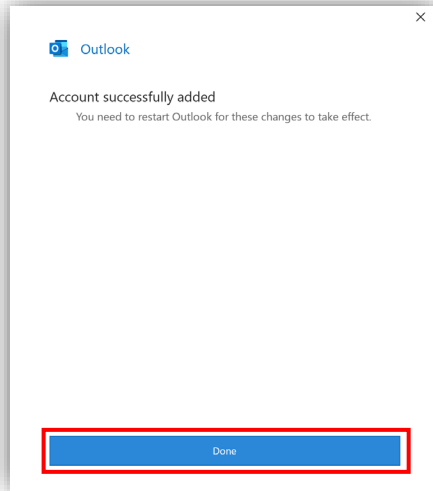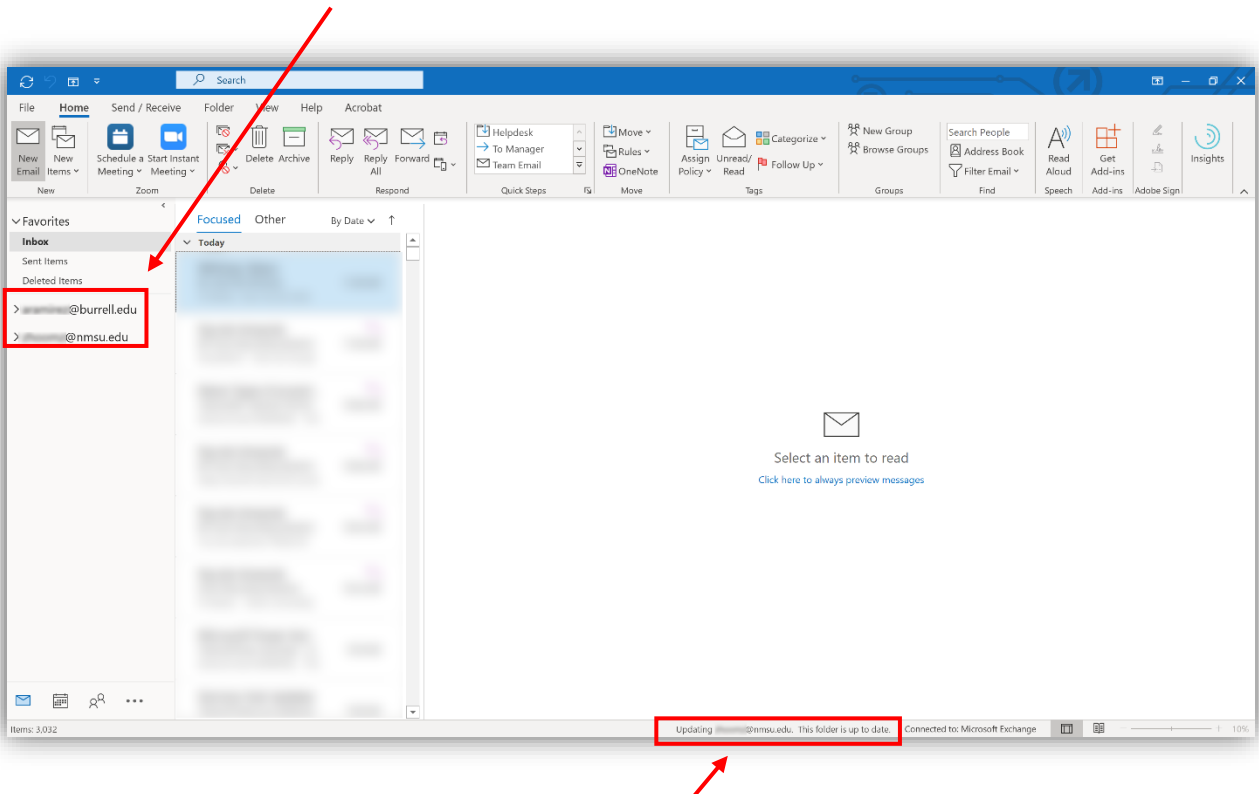

5. You will get a prompt to sign into the account you are adding.

6. You will get a successful login window if the email and password are correct, click "Done".
   a. If the setup failed, please put in a work order with IT:
      https://burrellcollege.on.spiceworks.com/portal_registrations

7. Close and open Outlook for the new email account to appear in the Outlook client.
8. The new email account will be listed in the left side panel underneath the Burrell.edu email address.

NOTE: It will take some time for all the emails, folders, and calendars to populate. You can check the sync status of your account on the bottom right side, varying on the amount of data on the email account will determine how long it will take for everything to populate.