How to set up Microsoft Outlook 2019 Profiles on Windows 10

1. Open start menu Best match ŵ Control Panel \rightarrow Desktop app Apps Control Panel Settings > Desktop app 🗂 Open D Open file location -t= Pin to Start -Din to taskbar ۲ 2. Type "Control Panel". 📰 All Control Panel Items – 🗆 🛛 マ ひ Search Control Panel ク File Edit View Tools Adjust your computer's settings View by: Small icons 🔻 AutoPlay
 Credential Manager 🛞 Backup and Restore (Windows 7) 🛛 😽 BitLocker Drive Encryption Administrative Tools Date and Time 💶 Color Management 🐻 Default Programs Devices and Printers
 Flash Player (32-bit) 🔯 Dell Audio 😎 Dell Audio 🛃 Device Manager E Den Auuro Sase of Access Center 🕢 File History A Fonts 🖉 Infrared 😥 Intel(R) Rapid Storage Technology

🔬 Java (32-bit)

Recovery

Sound

🔛 System

🕎 Network and Sharing Center

Windows Defender Firewall

📟 Keyboard

🔗 Region

📰 Phone and Modem

Speech Recognition

🏪 Windows To Go

🖳 Taskbar and Navigation

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

🛃 Intel® Graphics Settings

Storage Spaces

Troubleshooting

Work Folders

Power Options

Mail (Microsoft Outlook 2016) (32-bit)

🐻 RemoteApp and Desktop Connections 🛛 🏲 Security and Maintenance

Programs and Features

Sync Center

& User Accounts



4. Select

Mail (Microsoft Outlook 2016) (32-bit)

Mail Setup - netgroup

Email Acc	counts	
	Setup email accounts and directories.	Email Accounts
Data File	s	
6	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

 \times

This is what pop-up.

5 Select Show Profiles...

General				
The following profiles are set up on this computer:				
BC-WiFi netgroup Ving Fung				
Add Remove Properties Copy When starting Microsoft Outlook, use this profile: Prompt for a profile to be used Always use this profile 				
netgroup ~				
OK Cancel Apply				

6. Select Add...



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

Add Account				×
Auto Account Setup Outlook can autom	atically configure many email accounts.			× ×
• Email <u>A</u> ccount				
Your Name:	John Smith]		
	Example: Ellen Adams	-		
Email Address:	john.smith@brooklyn.cuny.edu]		
	Example: ellen@contoso.com	-		
Password:	****]		
Retype Password:	****]		
	Type the password your Internet service prov	ider has given you.		
◯ <u>M</u> anual setup or ac	lditional server types			
	< [<u>ack</u> <u>N</u> ext >	Cancel	Help

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

Add Account	×
Searching for your mail server settings	×
Configuring	
 Outlook is completing the setup for your account. This might take several minutes. ✓ Establishing network connection → Searching for john.smith@brooklyn.cuny.edu settings Logging on to the mail server 	
< Back Next > Cancel	Help

This is the next menu.

Windows Security	>
Mail Application	
Connecting to john.smith@brook	dyn.cuny.edu
john.smith@brooklyn.cuny.edu	
Password	
Remember my credentials	
More choices	
ОК	Cancel

This will pop up after.

9. Select More choices

More cho	DICES
ଦ୍ଭ	john.smith@brooklyn.cuny.edu
(8)	Use a different account

10. Select

User name	
Password	

This will pop-up.

brooklyncollege\john.smith	×
Password	

11. Type "brooklyncollege\", your username then enter your password.

Add Account	×
Congratulations!	***
Configuring	
Outlook is completing the setup for your account. This might take several minutes.	
 Establishing network connection 	
Searching for ving.fung@brooklyn.cuny.edu settings	
 Logging on to the mail server 	
Congratulations! Your email account was successfully configured and is ready to use.	
Set up Outlook Mobile op my phone too	Add another account
< Back Finish	Cancel Help

If connected successfully this will pop up.

Add Account	×
Congratulations!	×
Configuring	
Outlook is completing the setup for your account. This might take several minutes.	
 Establishing network connection 	
Searching for ving.fung@brooklyn.cuny.edu settings	
 Logging on to the mail server 	
Congratulations! Your email account was successfully configured and is ready to use.	Add another account
< Back Finish	Cancel Help

12. Select Change account settings

Add Acco	unt X
Congratula	ations!
Configuring	
Outlook is	completing the setup for your account. This might take several minutes.
~	Establishing network connection
~	Searching for ving.fung@brooklyn.cuny.edu settings
~	Logging on to the mail server
Cong Vi <u>C</u> hange a	ratulations! Your email account was successfully configured and is ready to use.
	< Back Next > Cancel Help

This will change.

13. Click	Next >	
	Add Account	×
	Server Settings Enter the Microsoft Exchange Server settings for your account.	×
	User Name: Ving.Fung@brooklyn.cuny.edu	
	Offline Settings	
	Use Cached Exchange Mode	
	Mail to keep offline:	
	Set up Outlook Mobile on my phone, too	More Settings
	< Back Finish Can	cel Help

This will pop-up next.

14.	Uncheo	ck	Use Cach	ed Exchange	e Mode	then click	More Settings
	Ø Micros	oft Excha	nge		×	:	
	General Mailbox: Ving.Fur	Advanced	d Security				
		2	, , , , , , , , , , , , , , , , , , , ,				
		_					
			ОК	Cancel	Apply	i	

This will pop-up next.

15. Select Security

Ø Microsoft Exchange	×
General Advanced Security	
Encryption Encrypt data between Microsoft Outlook and Microsoft Exchange	
User identification Always prompt for logon credentials	
OK Cancel	Apply

This will pop-up.

User identification									
10. CHECK	Apply		OK	1	•				
17. Click	Click t	then	UK.	l.					

Add Account	×
Server Settings Enter the Microsoft Exchange Server settings for your account.	×
User Name: Ving.Fung@brooklyn.cuny.edu	
Offline Settings	
Use Cached Exchange Mode	
Mail to keep offline:	
Set up Outlook Mobile on my phone, too	Settings
< Back Finish Cancel	Help
You will go back to this pop-up.	

- 18. Now click Finish .
- 19. You can now open Outlook and select your profile.