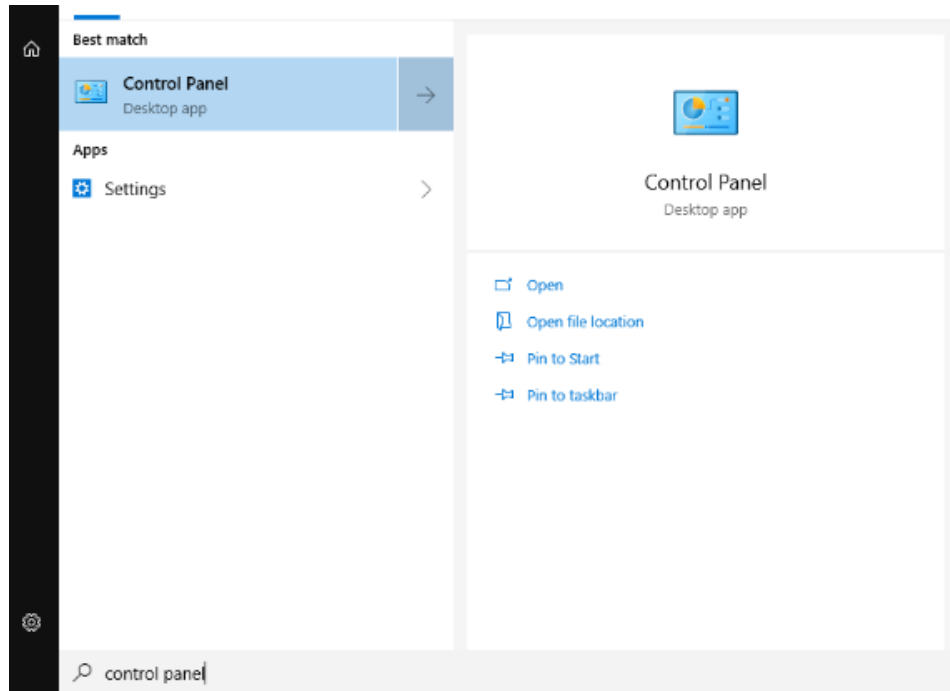
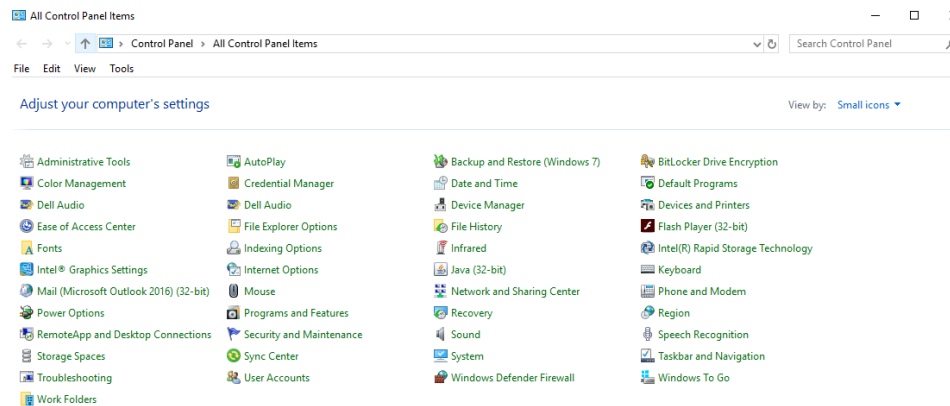


How to set up Microsoft Outlook 2019 Profiles on Windows 10

1. Open start menu

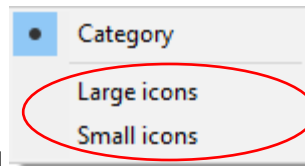
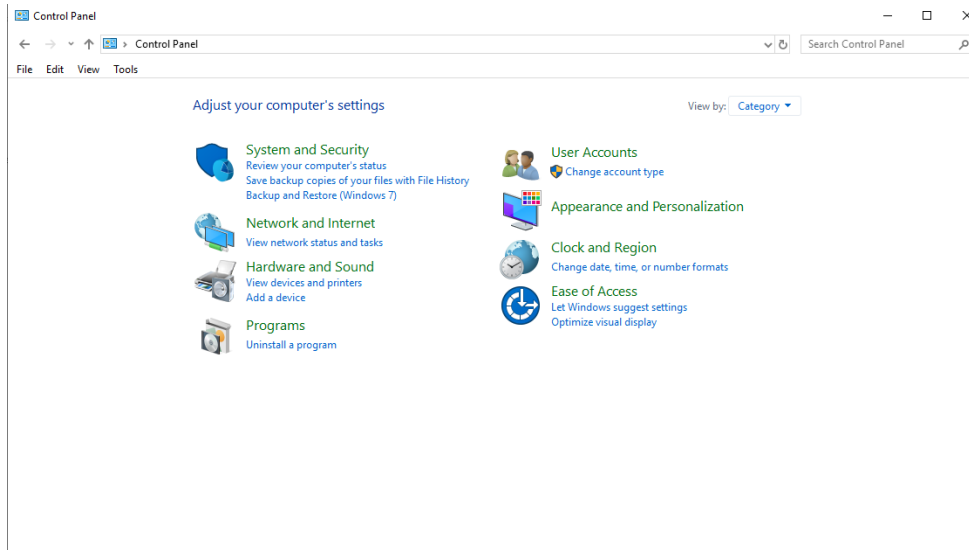


2. Type "Control Panel".

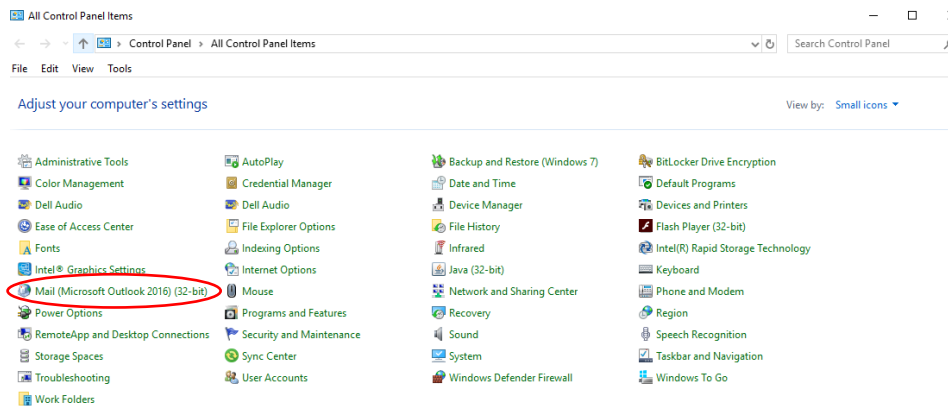



3. Open Control Panel.

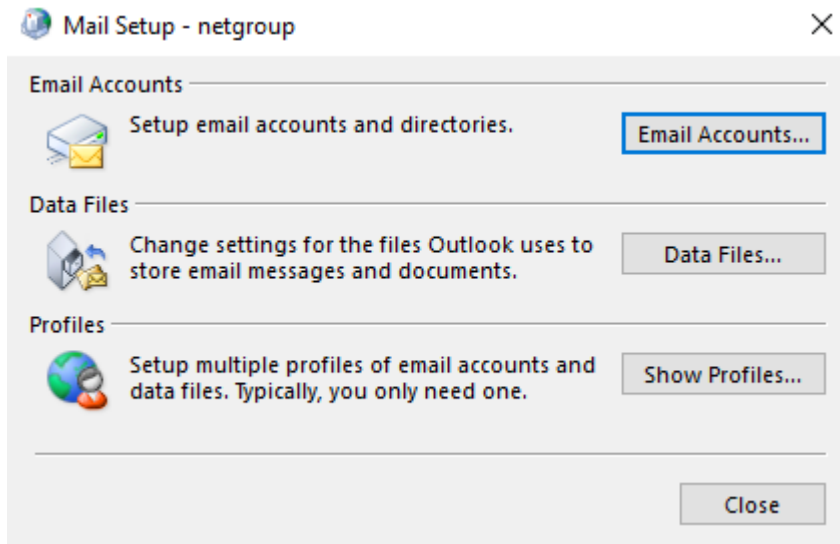
This is the program that opens up.



If this shows up, select **Category** and either "Large icons" or "Small icons."

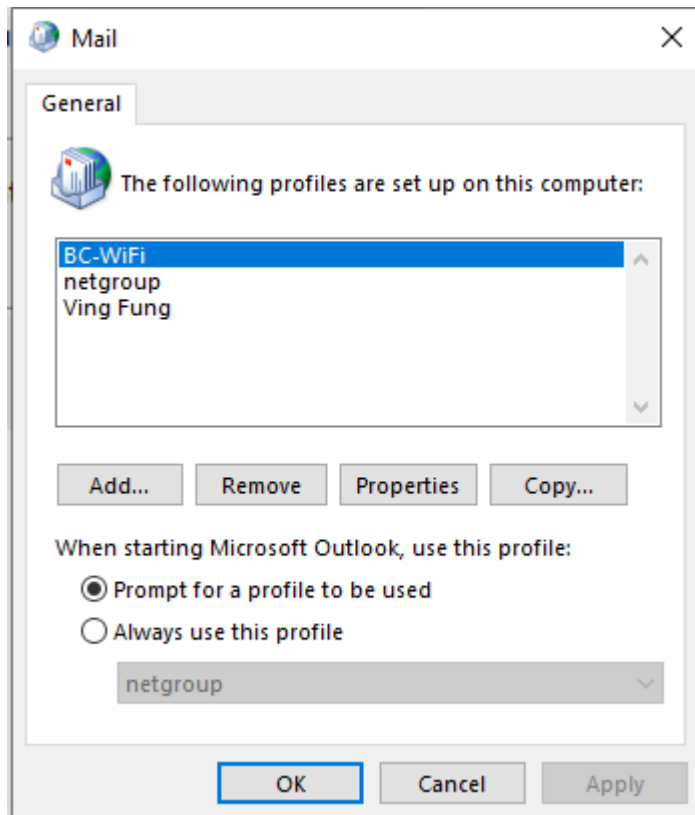


4. Select  Mail (Microsoft Outlook 2016) (32-bit)



This is what pop-up.

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



This is what pops up.

6. Select **Add...**.

New Profile

Create New Profile OK

Profile Name: Cancel

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

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

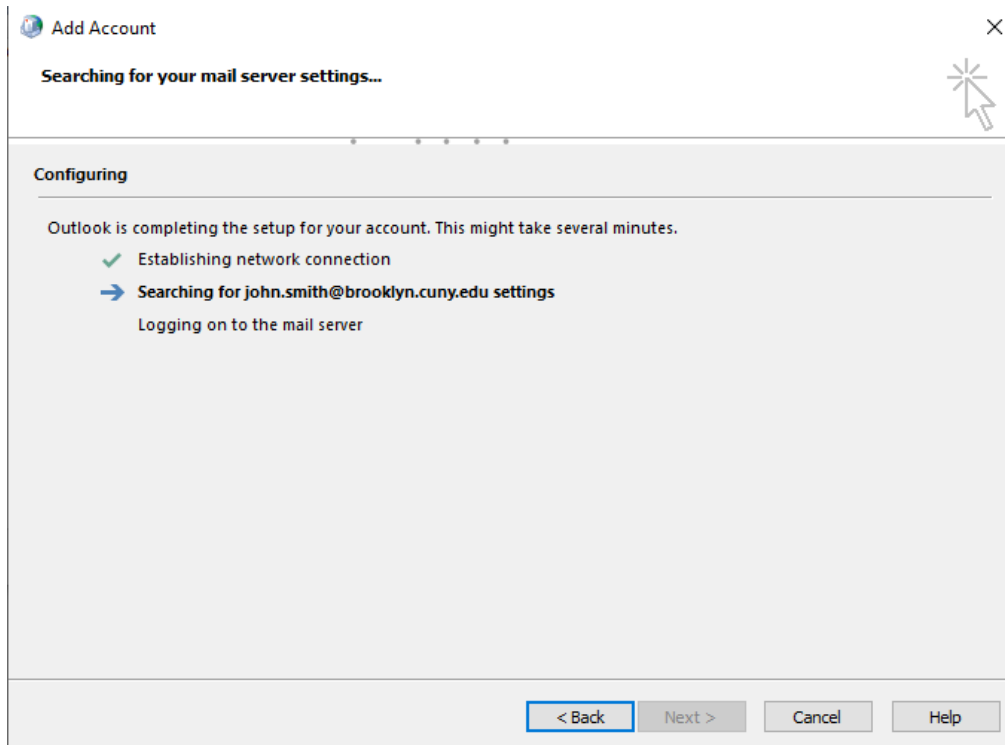
Password:

Retype Password:
Type the password your Internet service provider has given you.

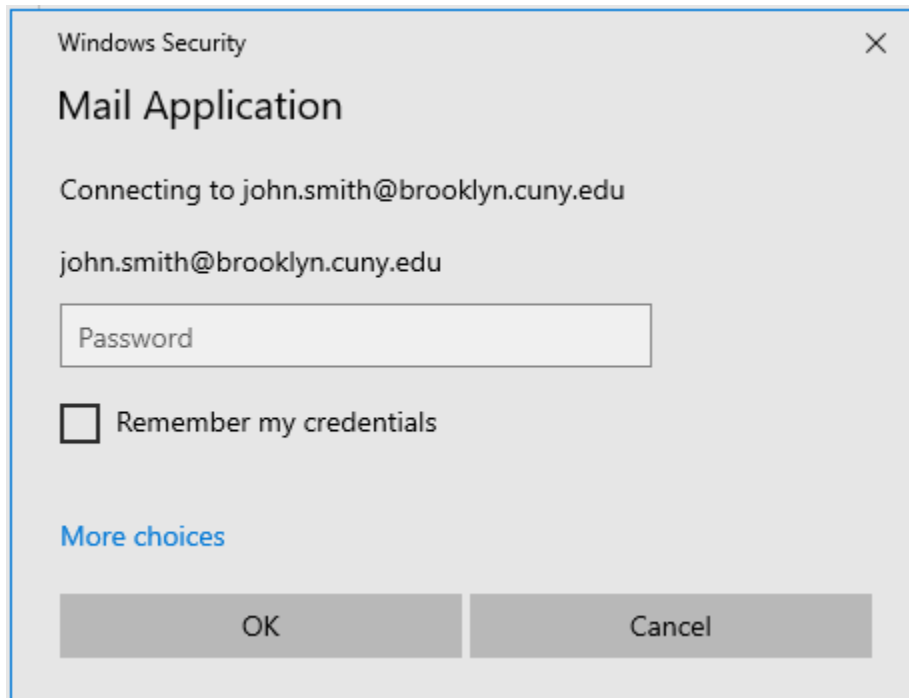
Manual setup or additional server types

< Back Next > Cancel Help

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

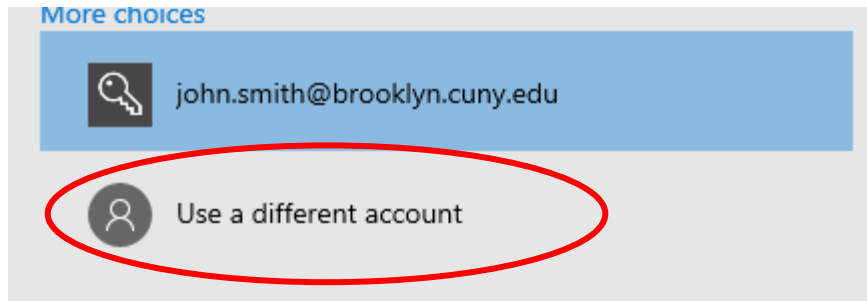


This is the next menu.



This will pop up after.

9. Select **More choices**.



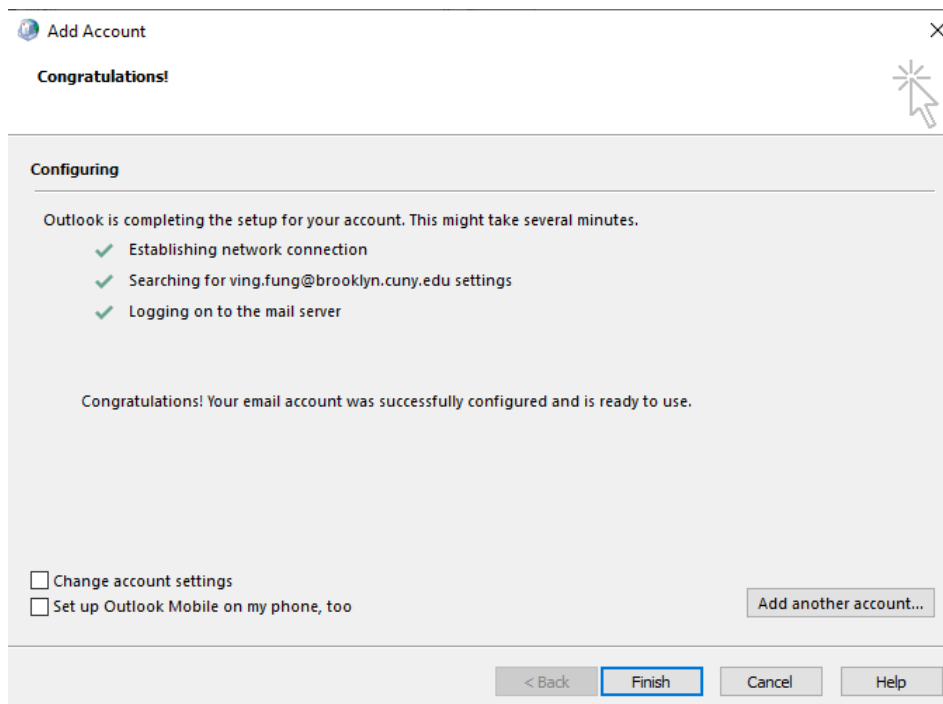
10. Select

A screenshot of a login form. It consists of two text input fields. The top field is labeled 'User name' and is currently empty. The bottom field is labeled 'Password' and is also empty. The form has a light grey background.

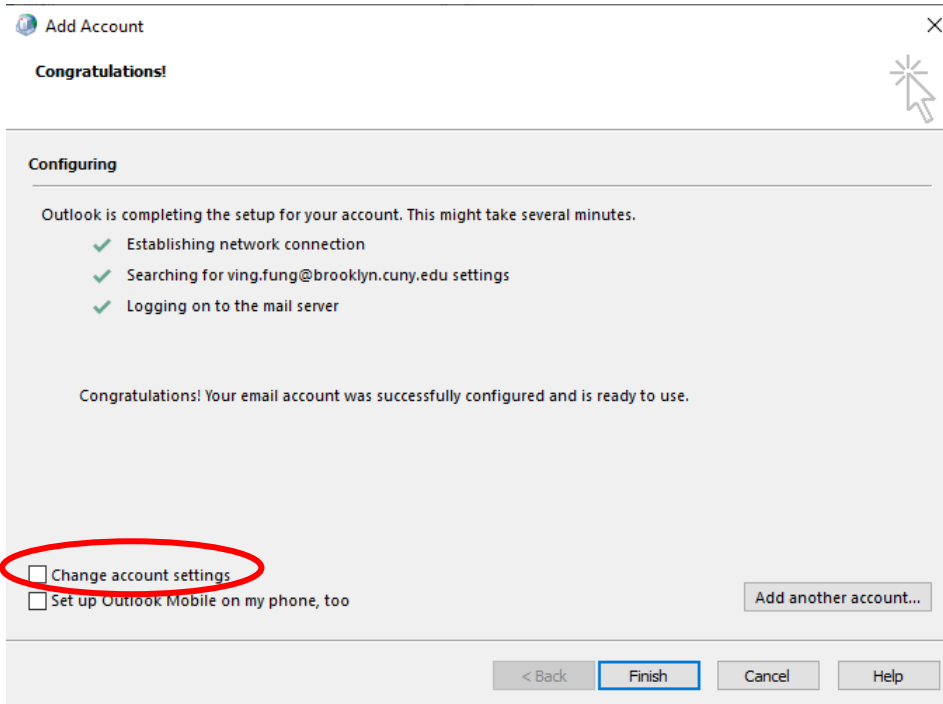
This will pop-up.

A screenshot of a login form, similar to the previous one. The 'User name' field now contains the text 'brooklyncollege\john.smith'. The 'Password' field remains empty. The form has a light grey background.

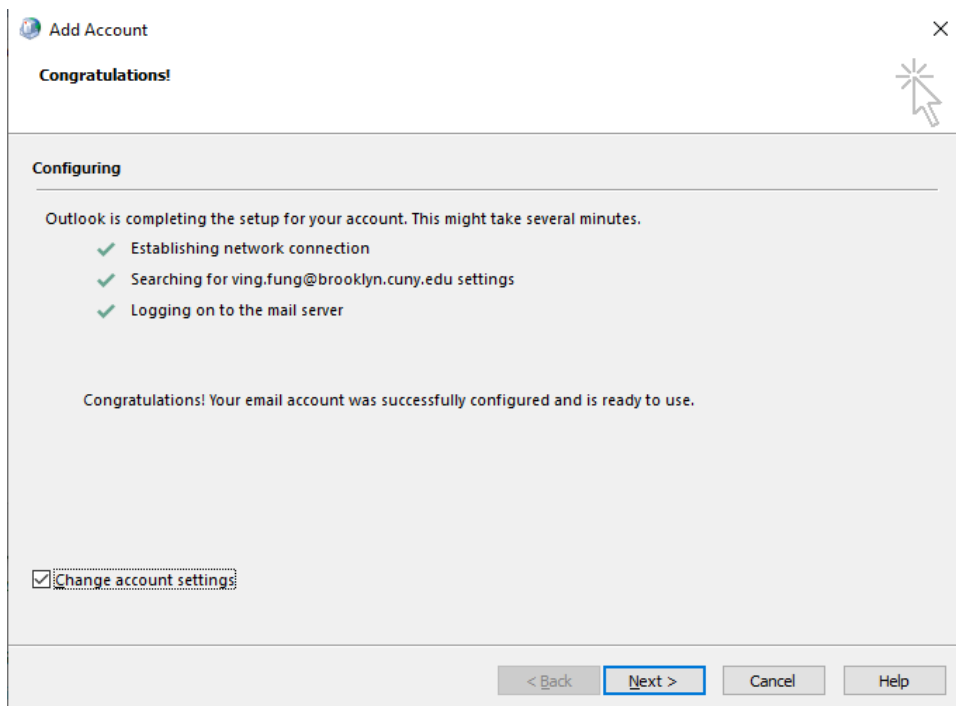
11. Type "brooklyncollege", your username then enter your password.



If connected successfully this will pop up.



12. Select Change account settings.



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: 1 year

Set up Outlook Mobile on my phone, too

More Settings ...

< Back Finish Cancel Help

This will pop-up next.

14. Uncheck

Use Cached Exchange Mode

then click

More Settings ...

Microsoft Exchange

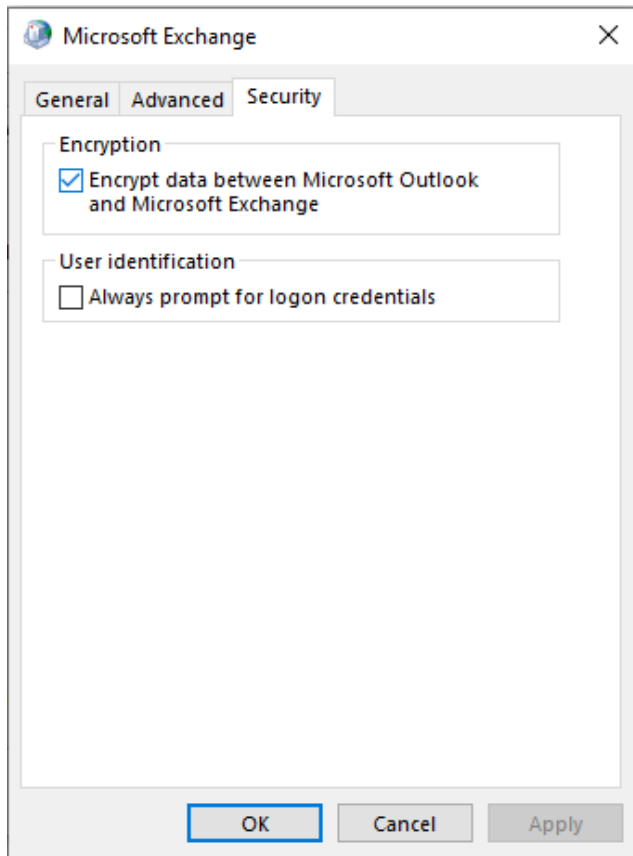
General Advanced Security

Mailbox:
Ving.Fung@brooklyn.cuny.edu

OK Cancel Apply

This will pop-up next.

15. Select **Security**.



This will pop-up.

16. Check Always prompt for logon credentials.

17. Click then .

Add Account ✕

Server Settings
Enter the Microsoft Exchange Server settings for your account.

User Name:

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: All

Set up Outlook Mobile on my phone, too

You will go back to this pop-up.

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