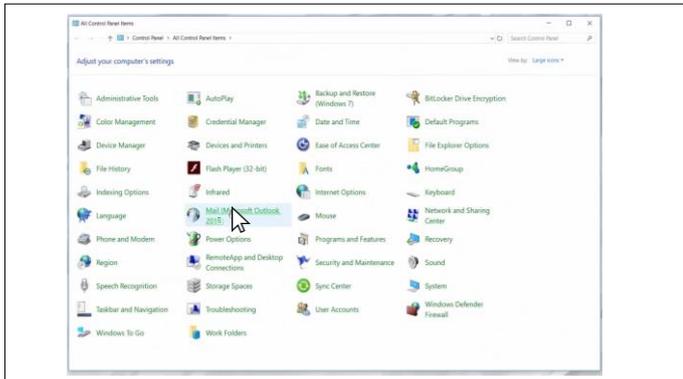
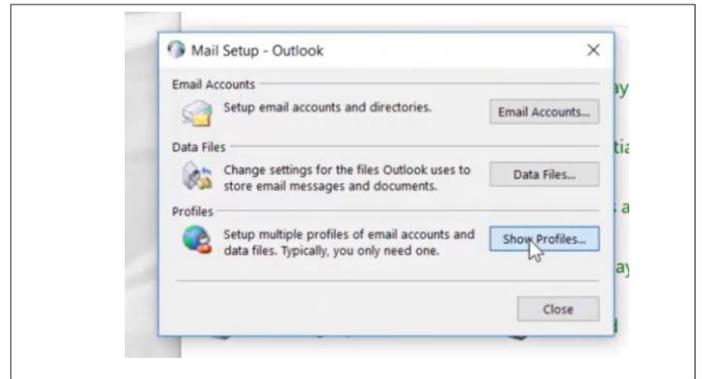


How to create new profile in Outlook 2019 (For staff only)

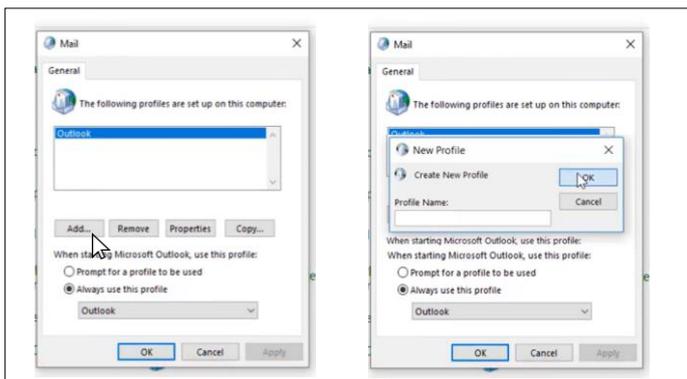
- You are recommended to create a new profile after confirming the switch-over from Google to O365.
- After the profile is created, please re-connect all local archives that are previously using.



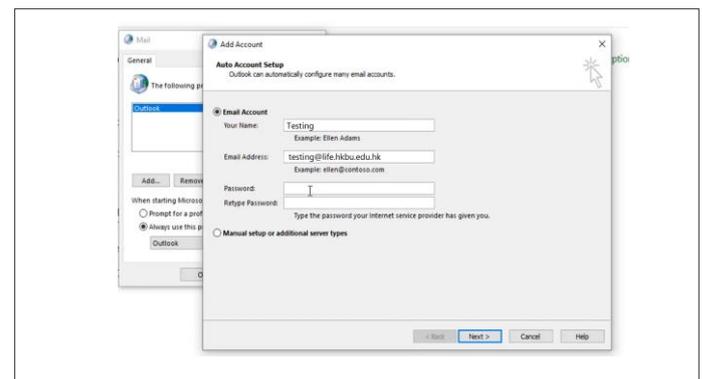
1 Go to **Control Panel**. Select **'Microsoft Outlook 2019'**.



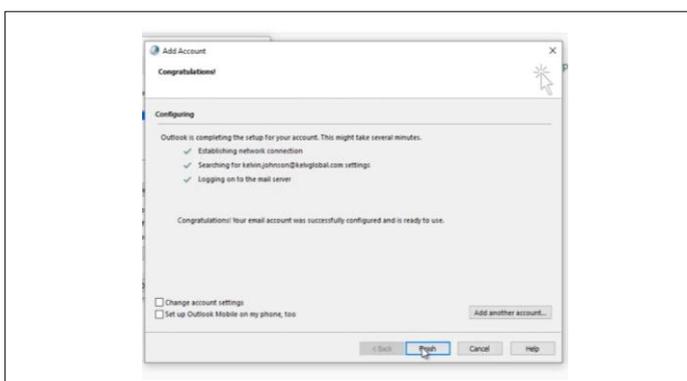
2 Click on **'Show Profiles'**.



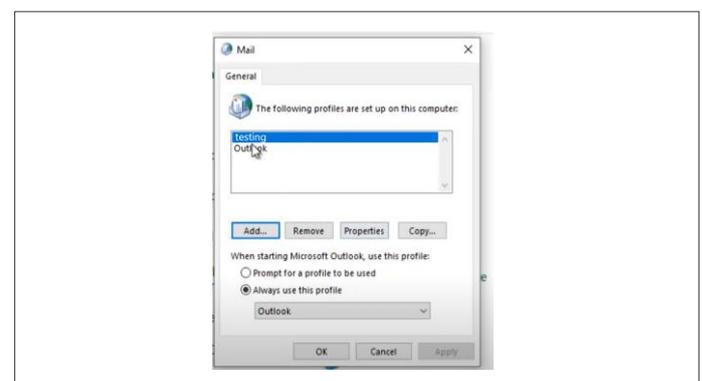
3 Click **'Add'** and enter profile name, then click **'OK'**.



4 Select **'Email Account'**, enter your password and retype password, click **'Next'**.



5 Wait until the configuring completed. Then click **'Finish'**.



6 The new profile is created, click **'OK'** to close the setup. (You can select **'Prompt for a profile to be used'** or **'Always use this profile'** to your own preference.)