



PO Box 983
Wilbraham, MA 01095-0983

www.Excell.Net (413) 599-0399 Sales@Excell.Net

Using Email Profiles in Outlook 2007

An e-mail profile is made up of e-mail accounts, data files, and information about where your e-mail is stored. Profiles in Microsoft Office Outlook are similar to identities in Outlook Express.

1. In Microsoft Windows, click the Start button, and then click Control Panel.
2. Do one of the following:
 - Windows Vista, Click User Accounts, and then click Mail.
 - Microsoft Windows XP, Click User Accounts, and then click Mail.

The Mail icon won't appear unless you have Outlook installed and have run the program at least once.

The Mail Setup dialog box opens.

3. Click Show Profiles.
4. Click Add.
5. Type a name for the profile, and then click OK.
6. Add an e-mail account to use in your profile by following the directions on your screen.

Using multiple profiles

If you use multiple profiles, you can configure Outlook either to always use the same profile or to prompt you to select a profile each time that you start the program. When you switch from one profile to another, you change the e-mail accounts and settings that are available to you in an Outlook session.

Configure Outlook to always use the same profile

1. In Microsoft Windows, click the Start button, and then click Control Panel.
2. Do one of the following:
 - Windows Vista, Click User Accounts, and then click Mail. (In Classic view, double-click Mail.)
 - Microsoft Windows XP, Click User Accounts, and then click Mail. (In Classic view, double-click Mail.)

The Mail icon won't appear unless you have Outlook installed and have run the program at least once.

The Mail Setup dialog box opens.

3. Click Show Profiles.
4. Under When starting Microsoft Office Outlook, use this profile, click Always use this profile, and then click the profile that you want to use in the list.

Configure Outlook to prompt you to choose a profile when started

1. In Microsoft Windows, click the Start button, and then click Control Panel.
2. Do one of the following:
 - Windows Vista, Click User Accounts, and then click Mail.
 - Microsoft Windows XP, Click User Accounts, and then click Mail.

The Mail icon won't appear unless you have Outlook installed and have run the program at least once.

The Mail Setup dialog box opens.

3. Click Show Profiles.
4. Under When starting Microsoft Office Outlook, use this profile, click Prompt for a profile to be used.

5. When Outlook starts, click the profile that you want to use in the Profile Name list.

When you use multiple profiles, there is usually one that you use the most often. Using the Prompt for a profile to be used option, you can configure Outlook to always select that profile in the Profile Name box. Then all you have to do to use that profile is click OK:

1. In the Choose Profile dialog box, in the Profile Name list, click the profile that you want to be automatically selected.
2. Click Options and then, under Options, select the Set as default profile check box