What are email profiles in MS Outlook ?

- E-mail profiles are what Outlook uses to remember which e-mail accounts you use and where the data for each account is stored. Each profile provides Outlook with the following information:
 - a. What account information to use This information includes the user name, display name, e-mail server name, and Internet service provider (ISP) account password.
 - b. Where the e-mail data is delivered and stored In Outlook, data is delivered and stored either on the e-mail server or a in .pst file on your computer. This data includes rules, messages, contacts, calendars, notes, tasks, journals, Search Folders, and other settings.

Why use multiple profiles in MS Outlook ?

- 1. You may need more than one profile in either of the following situations:
 - a. If you use Outlook on a single computer that you share with other people whom you trust For example, if you and your spouse have separate e-mail accounts, each of you can also have a separate profile, each with the appropriate accounts and settings.
 - b. **If you maintain multiple Exchange accounts** If you need more than one profile, you can create an additional profile at any time, and add to it the accounts and settings that you want. 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.

How do you view profiles in MS Outlook?

- 1. In Microsoft Windows, click the Start button, and then click Control Panel.
- 2. Double click Mail
- 3. The Mail Setup dialog box opens

Mail Setup - Default Outlook Profile	
E-mail Accounts	
	E-mail Accounts
Data Files	
Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles	
Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
	Close

4. Click Show Profiles

Mail 🛛 🔀				
General				
The following profiles are set up on this computer:				
Default Outlook Profile				
Home Profile with POP3 and Hotmail				
Add Remove Properties Copy				
When starting Microsoft Office Outlook, use this profile:				
Prompt for a profile to be used				
 Always use this profile 				
Home Profile with POP3 and Hotmail				
OK Cancel Apply				

NOTE: The **Mail** dialogue box will appear displaying all profiles.

Setting up MS Outlook to always use the same profile

- 1. In Microsoft Windows, click the **Start** button, and then click **Control Panel**.
- 2. Click Mail.

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

3. The Mail Setup dialog box opens.

Mail Setu	ıp - Default Outlook Profile	
E-mail Acc	counts Setup e-mail accounts and directories.	E-mail Accounts
Data Files	; Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles —	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

5. Click **Show Profiles**.

4.

6. 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.

Mail	×			
General				
The following profiles are set up on this computer:				
Default Outlook Profile				
Home Profile with POP3 and Hotmail				
Add Remove Properties Copy				
When starting Microsoft Office Outlook, use this profile:				
Prompt for a profile to be used				
 Always use this profile 				
Home Profile with POP3 and Hotmail				
OK Cancel Apply				

Setting up MS Outlook to prompt you when using multiple profiles

- 1. In Microsoft Windows, click the **Start** button, and then click **Control Panel**.
- 2. Click Mail.

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

3. The Mail Setup dialog box opens.

Mail Setup - Default Outlook Profile	
E-mail Accounts Setup e-mail accounts and directories.	E-mail Accounts
Data Files Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
	Close

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

Mail 🛛 🗙		
General		
The following profiles are set up on this computer:		
Default Outlook Profile		
Home Profile with POP3 and Hotmail		
Add Remove Properties Copy		
When starting Microsoft Office Outlook, use this profile:		
Prompt for a profile to be used		
O Always use this profile		
Home Profile with POP3 and Hotmail		
OK Cancel Apply		

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



7. Click OK