

Using Multiple Profiles in MS Outlook

What are email profiles in MS Outlook ?

1. 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

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4. Click **Show Profiles**



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

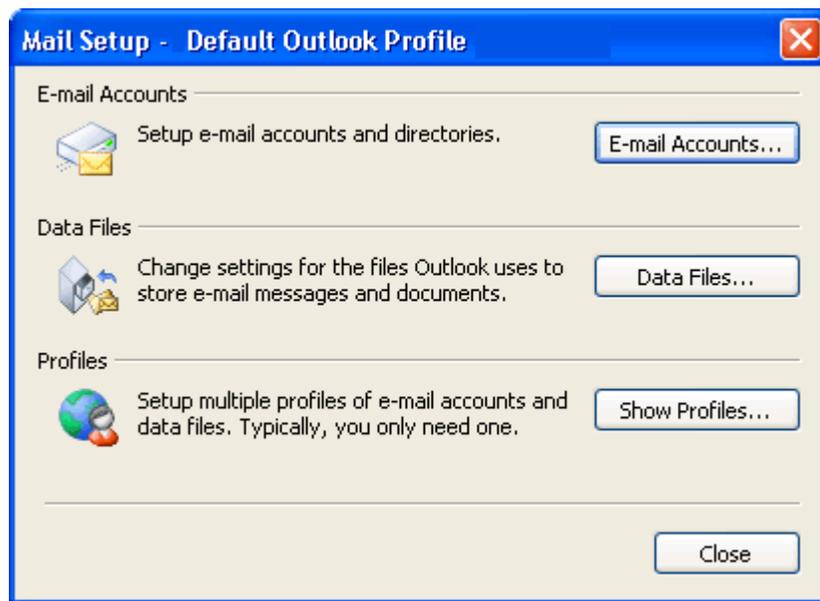
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Setting up MS Outlook to always use the same profile

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.



- 4.
5. Click **Show Profiles**.
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.

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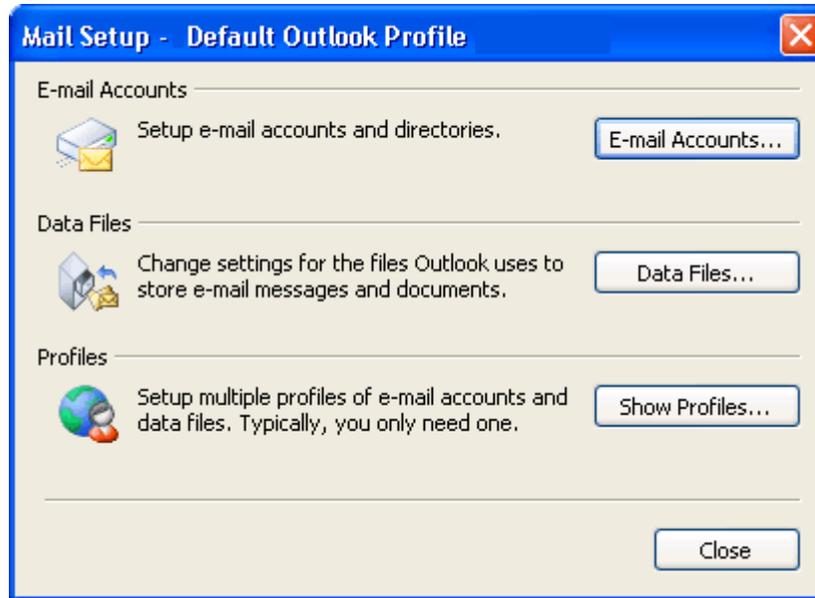
Setting up MS Outlook to prompt you when using multiple profiles

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.

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



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

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7. Click **OK**