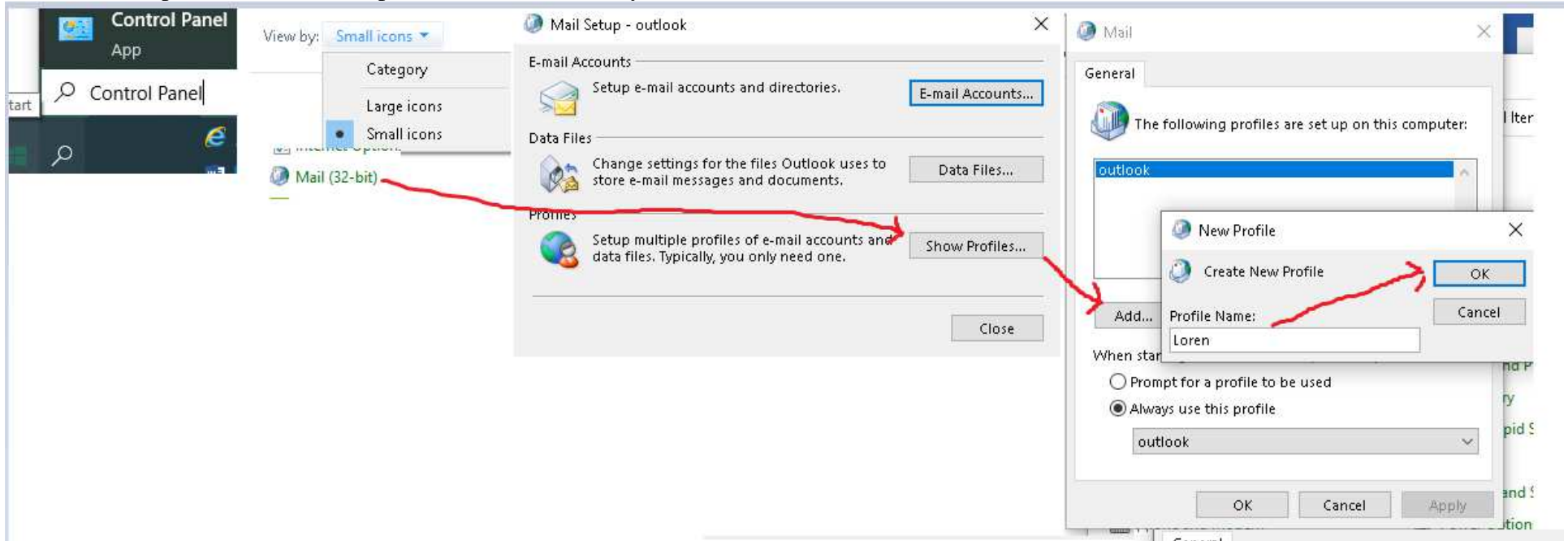In the search box type "**Control Panel**" and open the app: **Choose** "Small icons" then "**Mail 32 bit**" Click "**Show Profiles**" then "**Add**" - Type your name (this is a private name for the profile and isn't used anywhere else) then click **OK**.

Fill in your name, email address & password, click "**Next**" Outlook should verify the connection & credentials; click "**Finish**". Lastly, use the drop down by "always use this profile" and **select the new profile** that you created. Click **OK** & close any open windows; Open outlook, supply your credentials again if prompted.