



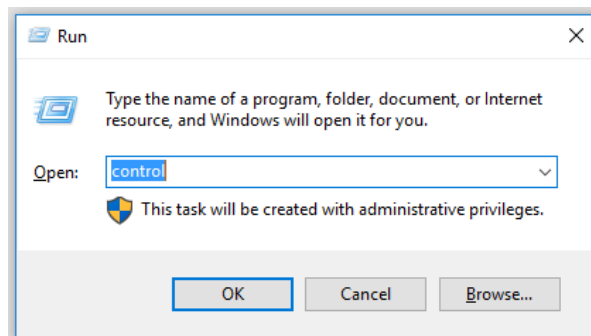
How to Modify email account in Outlook

1. Open Windows Control Panel

Press the Win+R Keys.

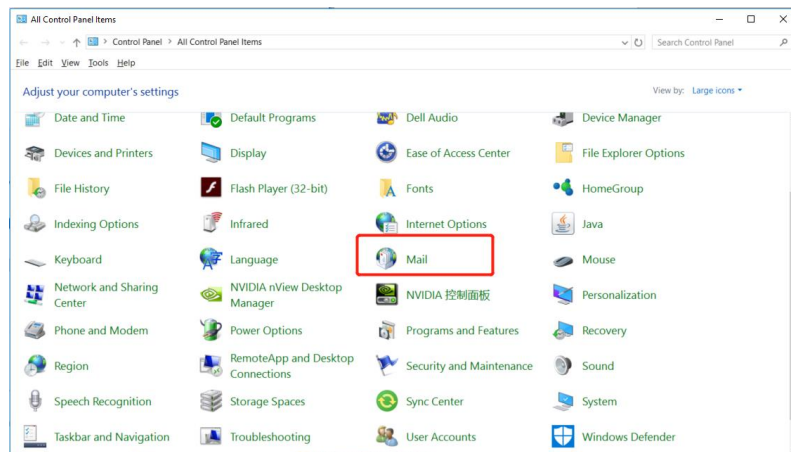
Type '**Control**' into the text box of the Run window.

Press the Enter Key to execute the app.

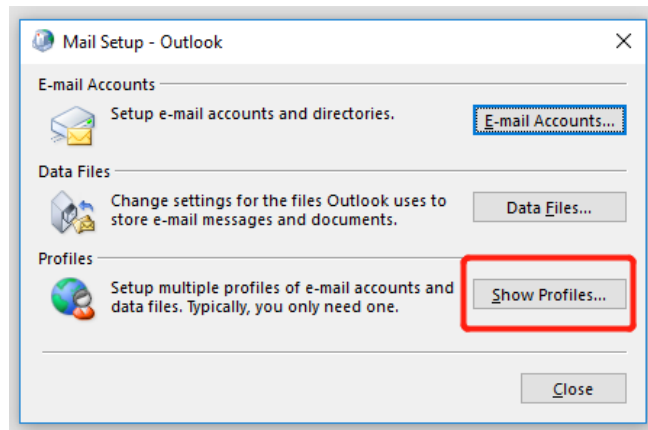


2. Create an Outlook profile

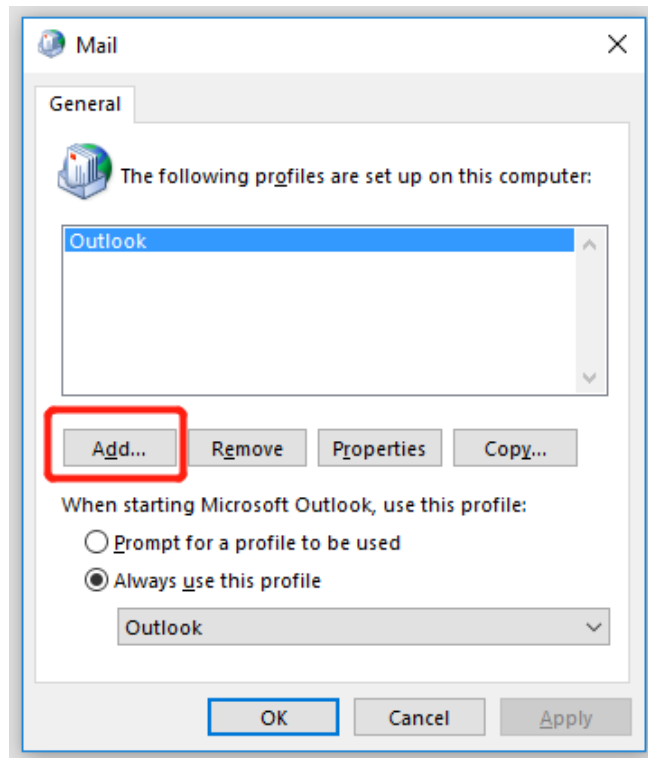
Open '**Mail**' from Windows Control Panel.



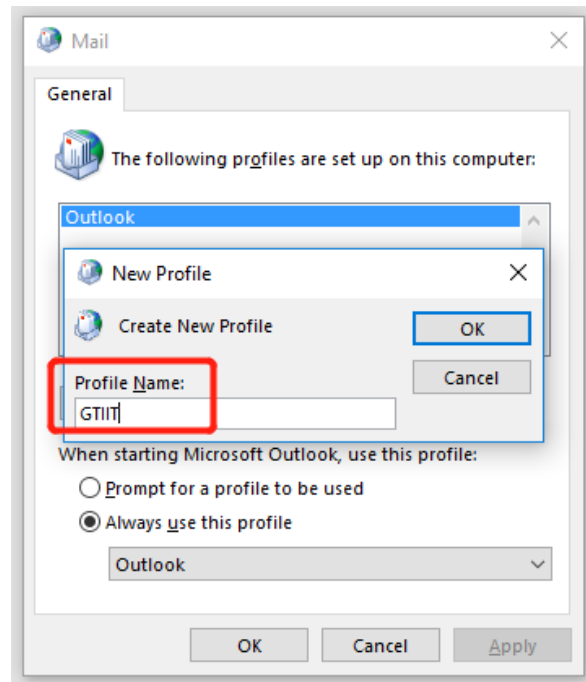
Click on '**Show Profiles**'. Here you will see all your profiles – the default one including.



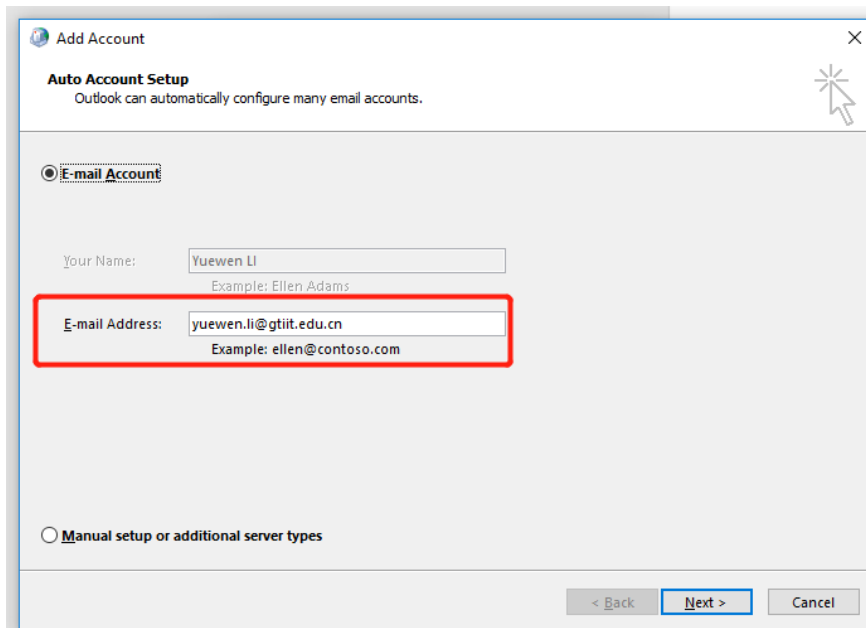
To add a profile, click on '**Add**'.

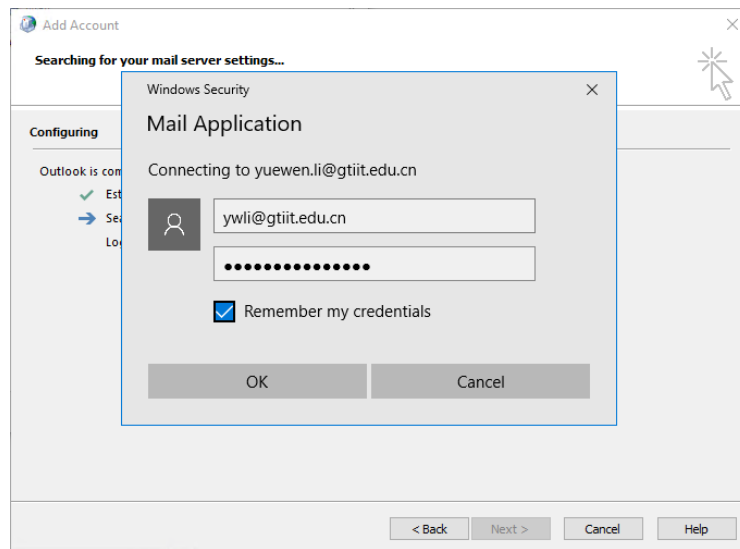


Type a name (eg. **GTIIT**) and click on '**OK**'.

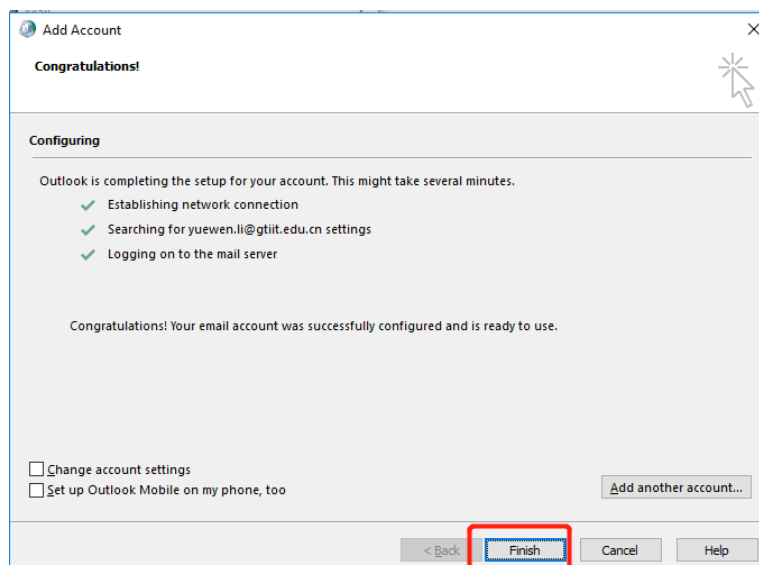


Setup an email account for that profile, from the pop-up window

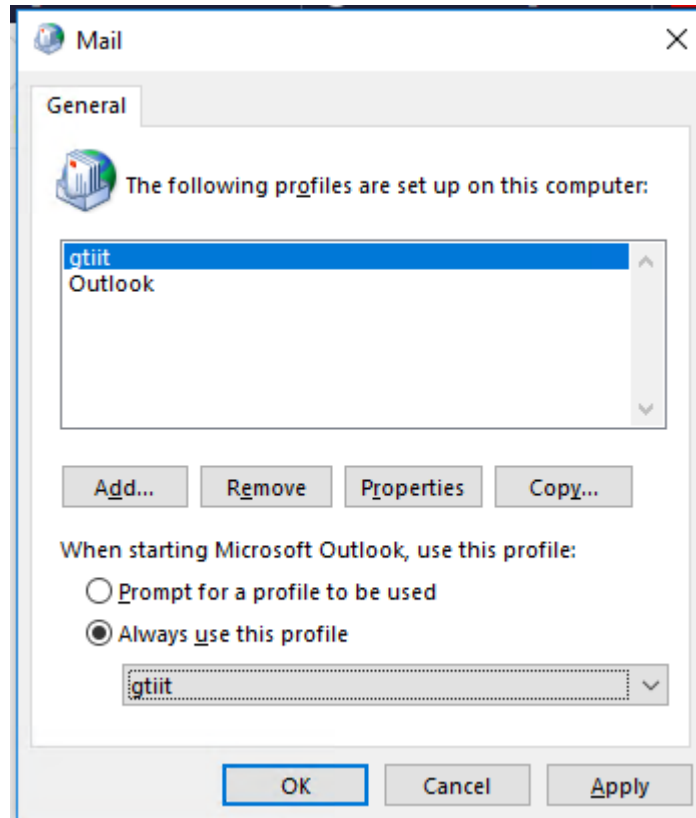
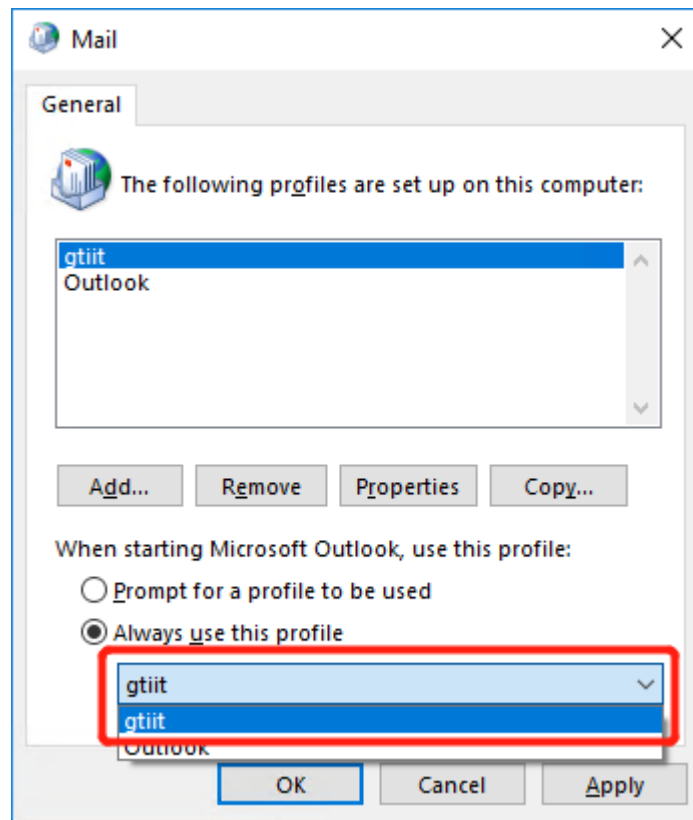




When you have finished, click on **'Finish'**.



Choose the option 'Prompt for a profile to be used' or change the profile you are using by default from the dropdown menu. Click on **'OK'**.





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Start your Outlook app for Windows.

