Recreate Outlook Profile

Open Control Panel, then open Mail (32-bit).



Select Show Profiles...



Select Add...





Name the profile something unused (O365 is suggested). Select OK.

If prompted, begin authenticating for account. (If this does not happen here, skip to setting the current profile, use these steps next time you open Outlook.) Verify your email address and select Next.

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. 0	Mail	×			
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	E-mail Account				
¥ŋ	Your Name:	Michael W. Pruitt Example: Ellen Adams			
	E-mail Address:	michael.pruitt@uncp.edu			
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Outlook will search for your account, this may take a few minutes to complete.

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Authenticate using your <u>username@uncp.edu</u> and UNCP password. Select OK.

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All three lines should be checked if successful.

