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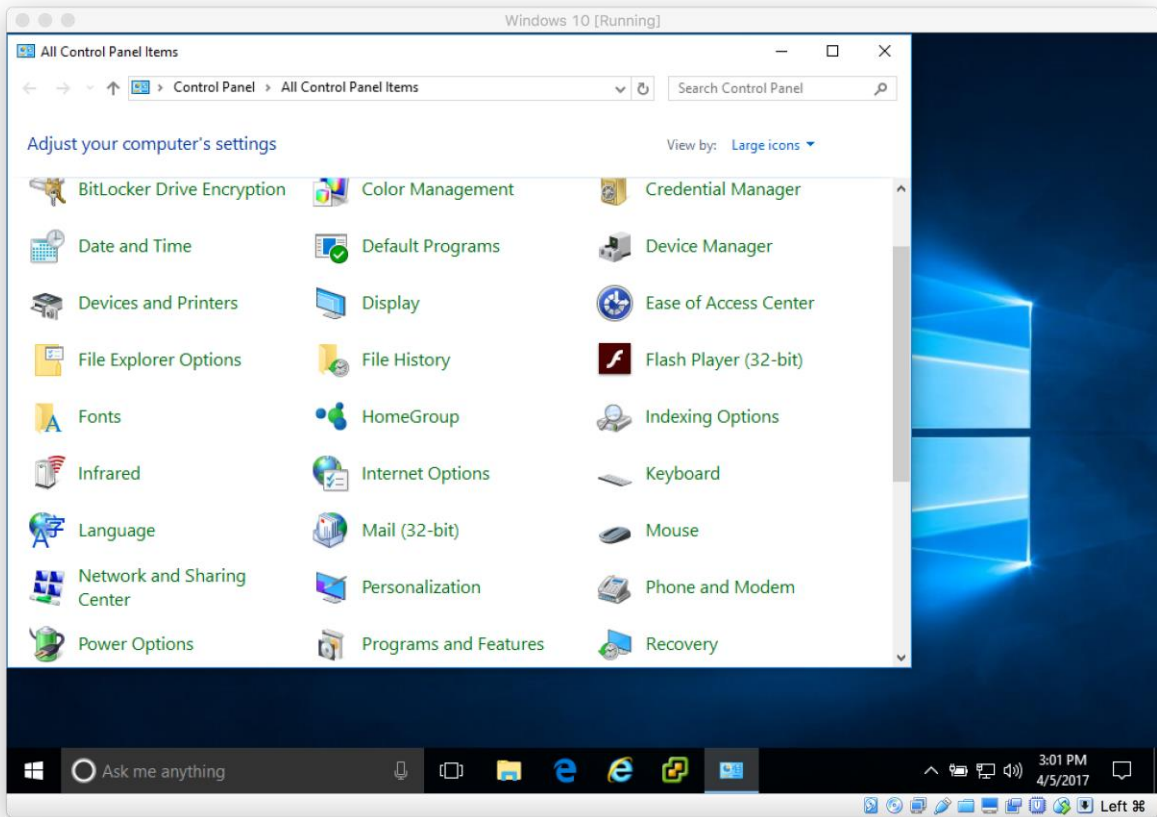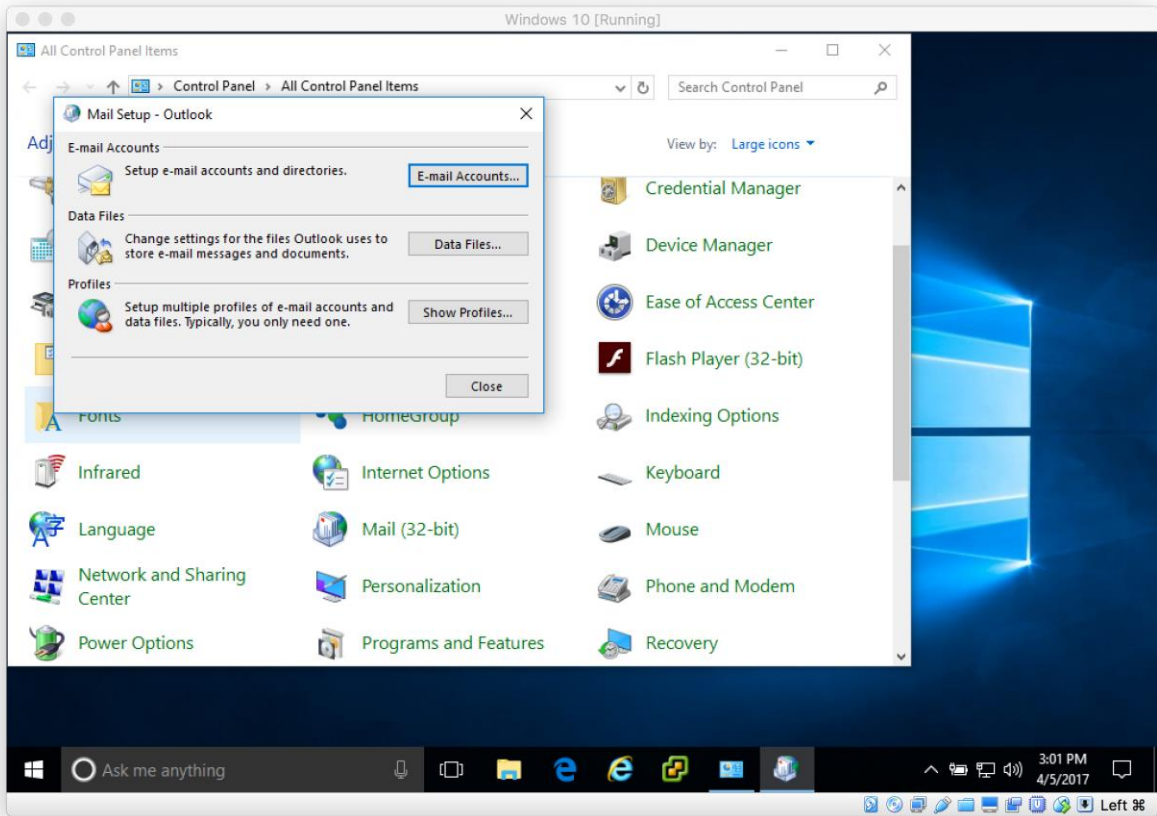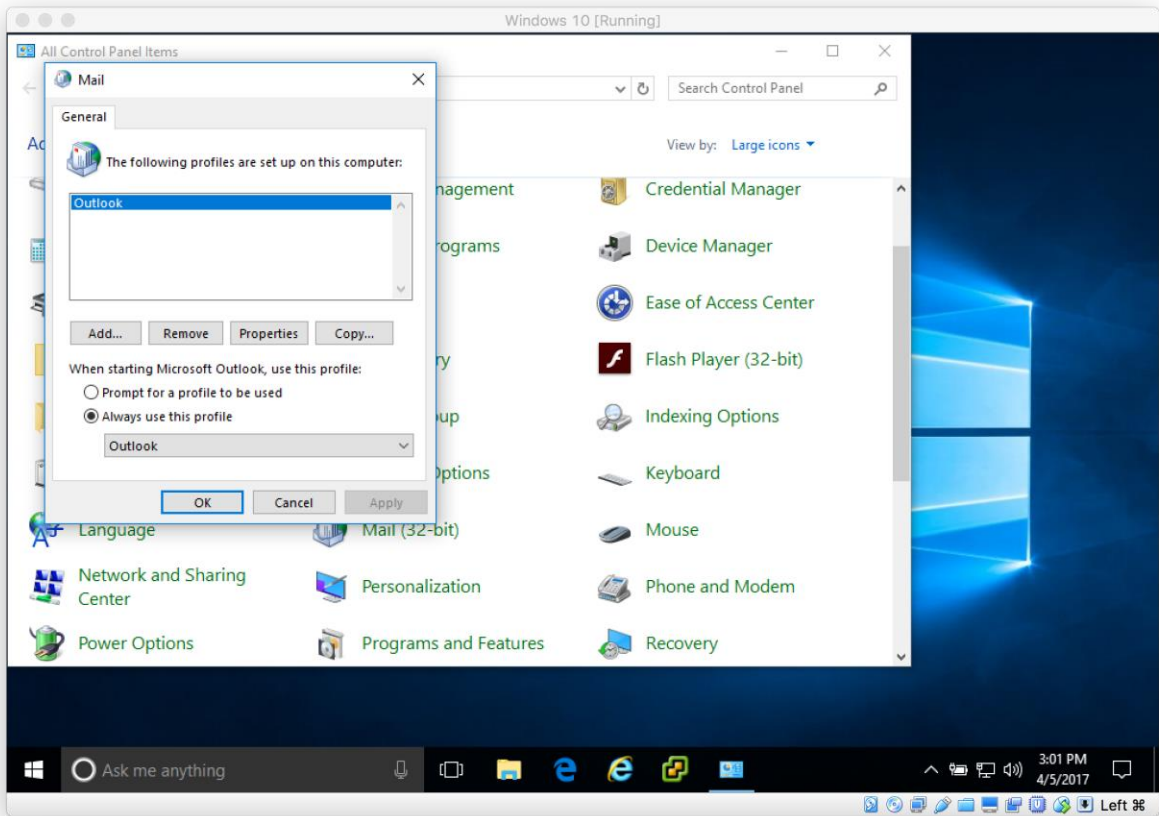
Open Control Panel, then open Mail (32-bit).

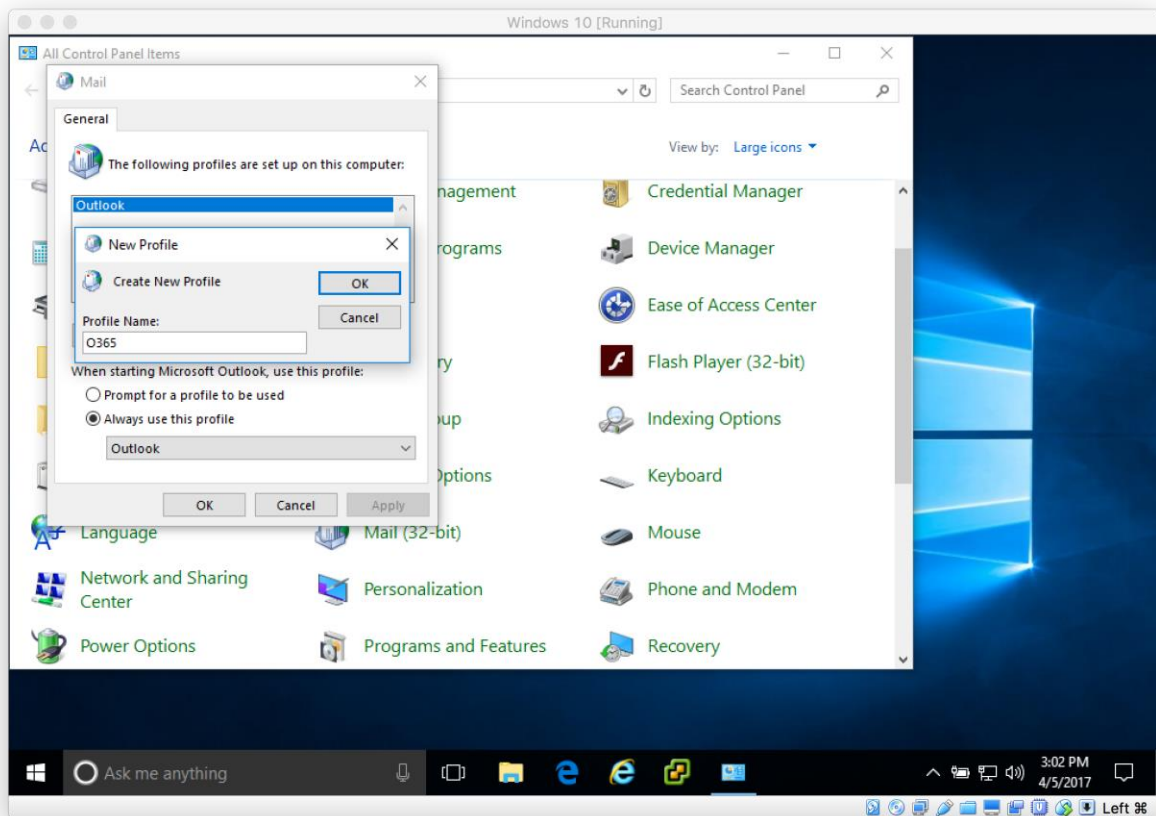Select Show Profiles…

Select Add…

Windows 10 [Running]

All Control Panel Items

Mail ×

General

The following profiles are set up on this computer:

Outlook

Add... Remove Properties Copy...

When starting Microsoft Outlook, use this profile:
○ Prompt for a profile to be used
● Always use this profile
Outlook

OK Cancel Apply

Search Control Panel

View by: Large icons ▾

Credential Manager

Device Manager

Ease of Access Center

Flash Player (32-bit)

Indexing Options

Keyboard

Mouse

Language

Mail (32-bit)

Network and Sharing Center

Personalization

Phone and Modem

Power Options

Programs and Features

Recovery

Ask me anything

3:01 PM
4/5/2017
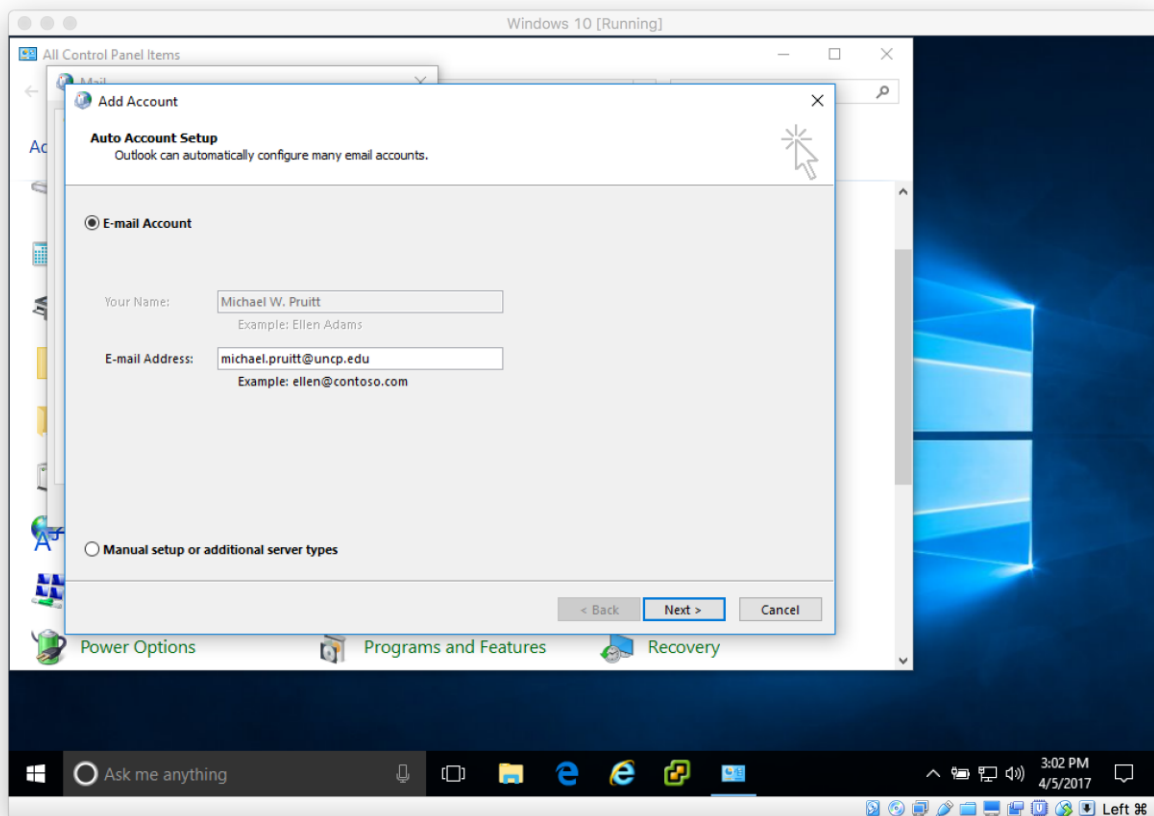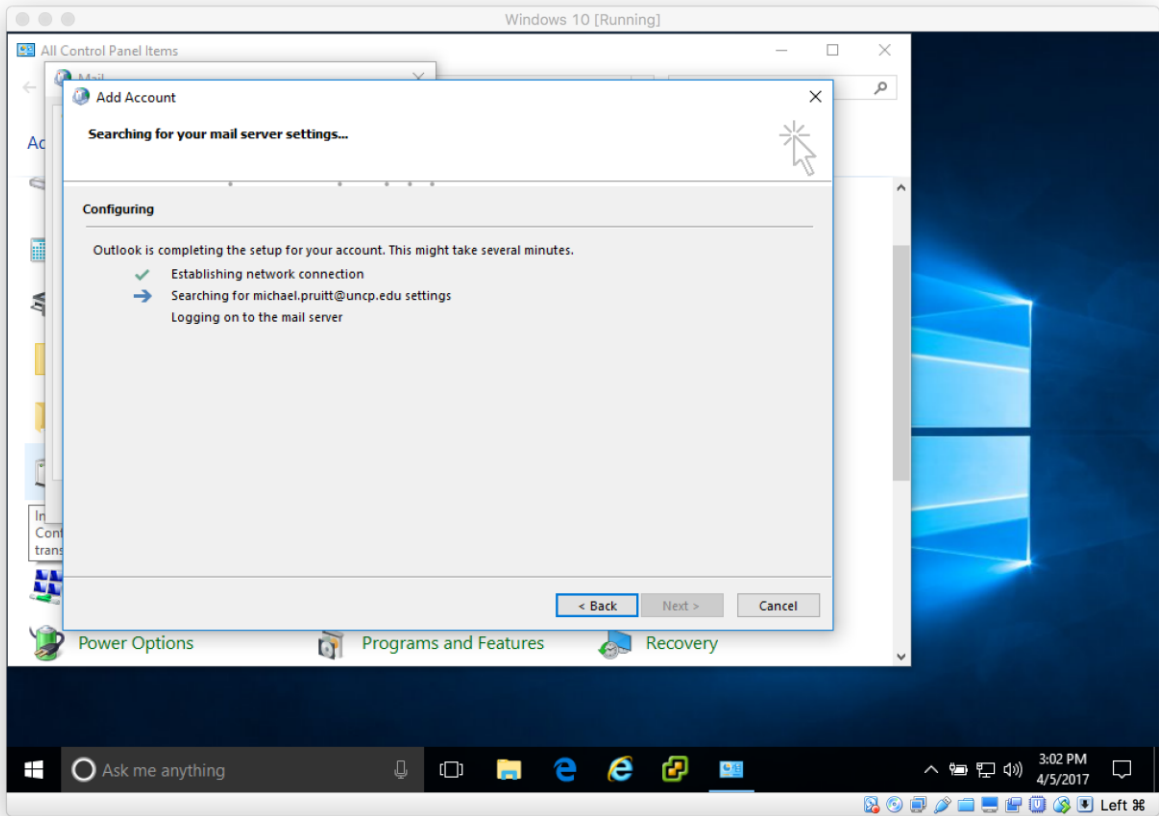
Left ⌘

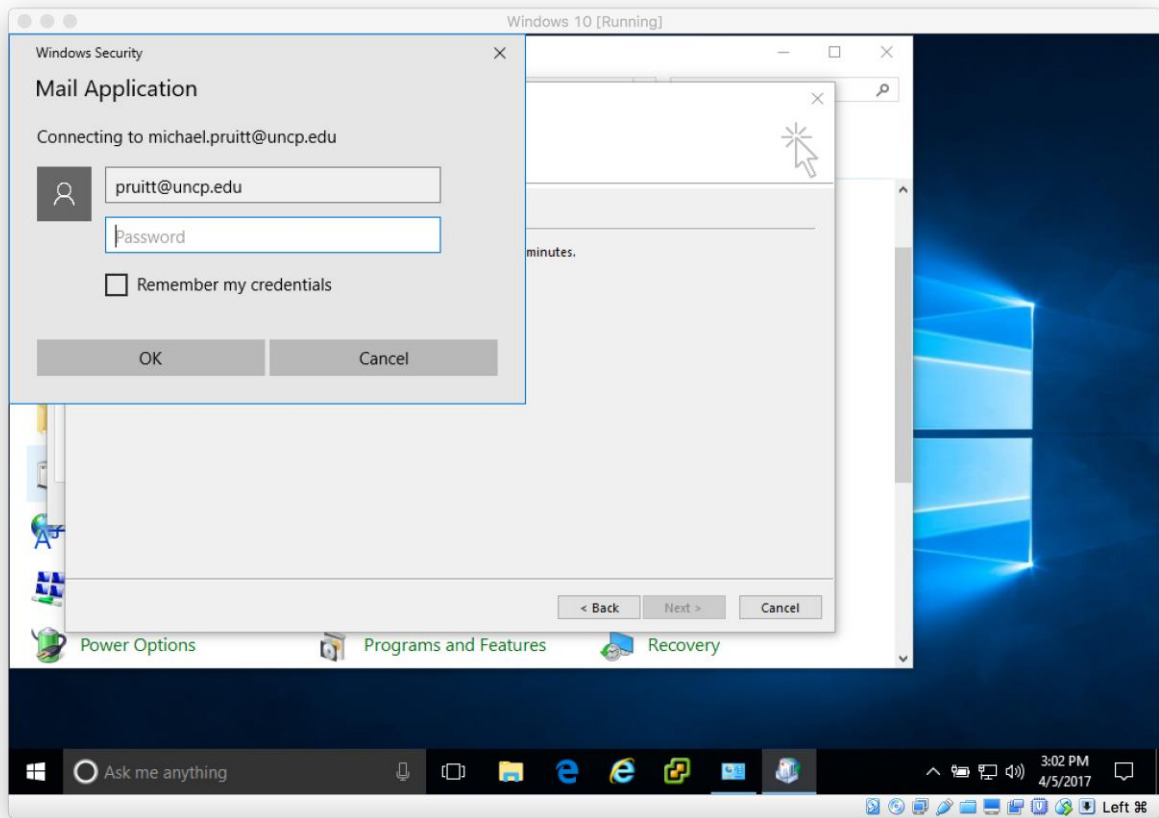Name the profile something unused (O365 is suggested). Select OK.

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.
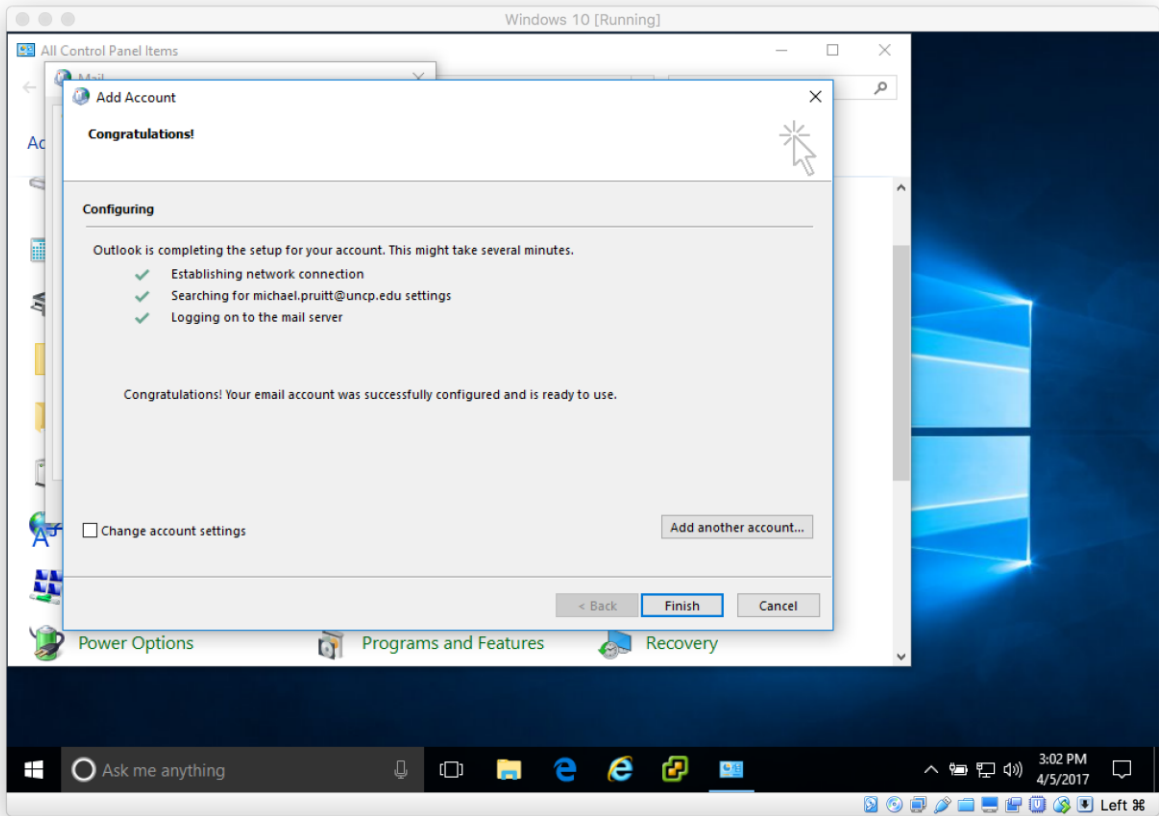
Outlook will search for your account, this may take a few minutes to complete.

Authenticate using your username@uncp.edu and UNCP password. Select OK.

All three lines should be checked if successful.

Select your new profile under "Always use this profile." Select OK.