

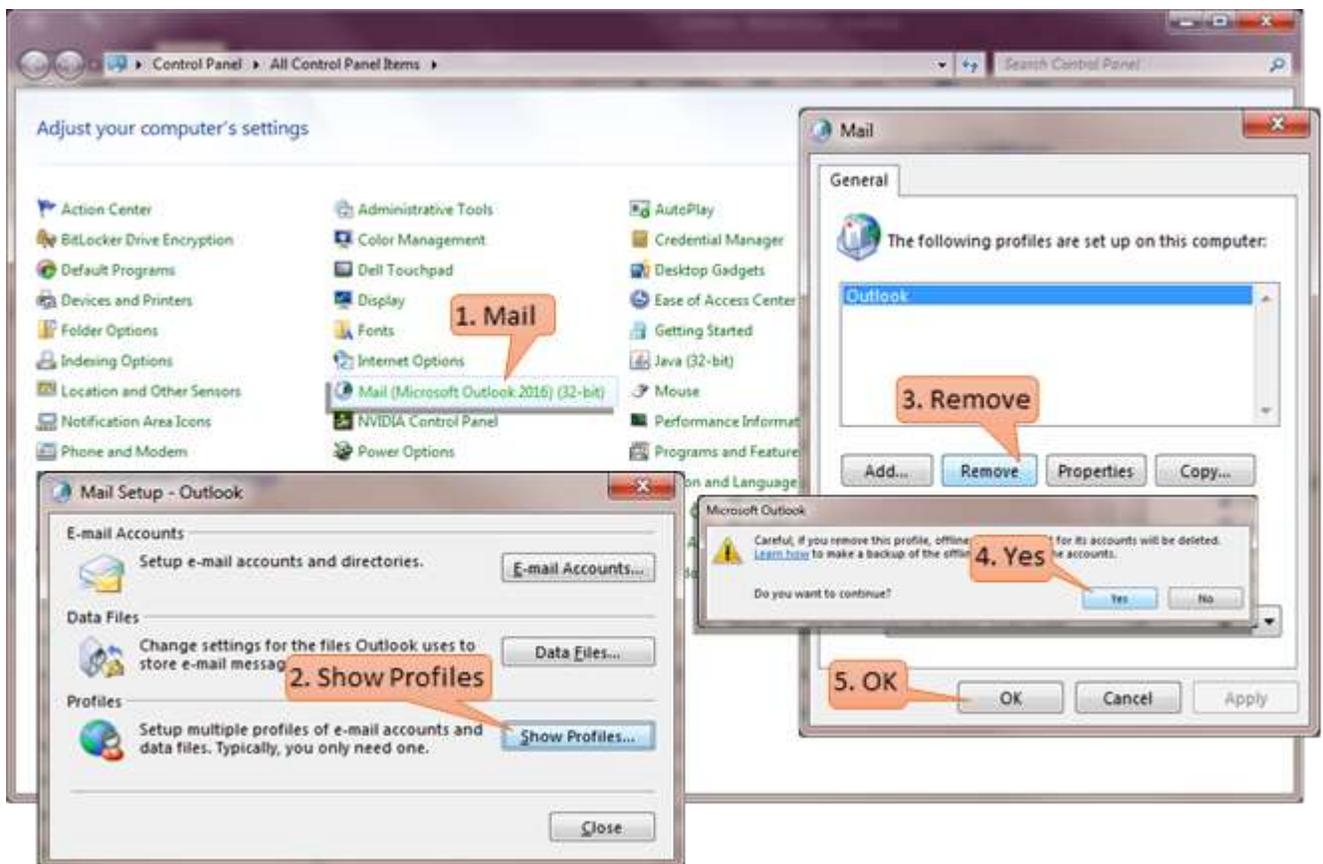
## Re-creating Outlook Profile

**\*\*NOTE:** If you create a new profile, please make note of all of your current profile settings – names of shared mailboxes, shared calendars, delegations, PST files, etc. By re-creating your profile, all of these will be lost and will need to be re-added.

Close Outlook

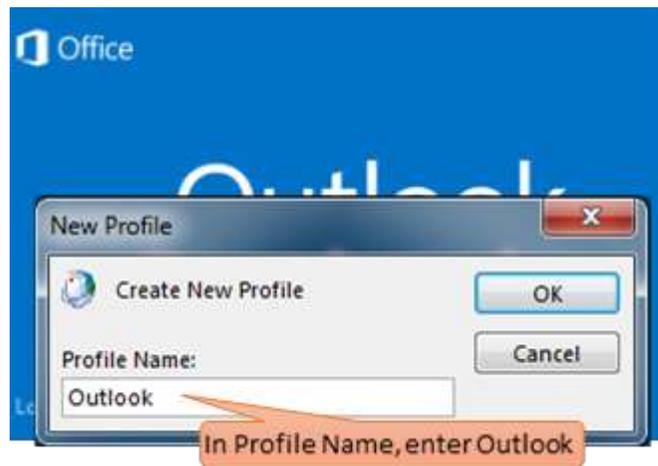
Go to Start > Control Panel

1. Mail
2. Show Profiles
3. Make sure your profile is highlighted, then choose “Remove”
4. Yes, to the warning
5. OK to close the Mail dialog box
6. Close the Control Panel

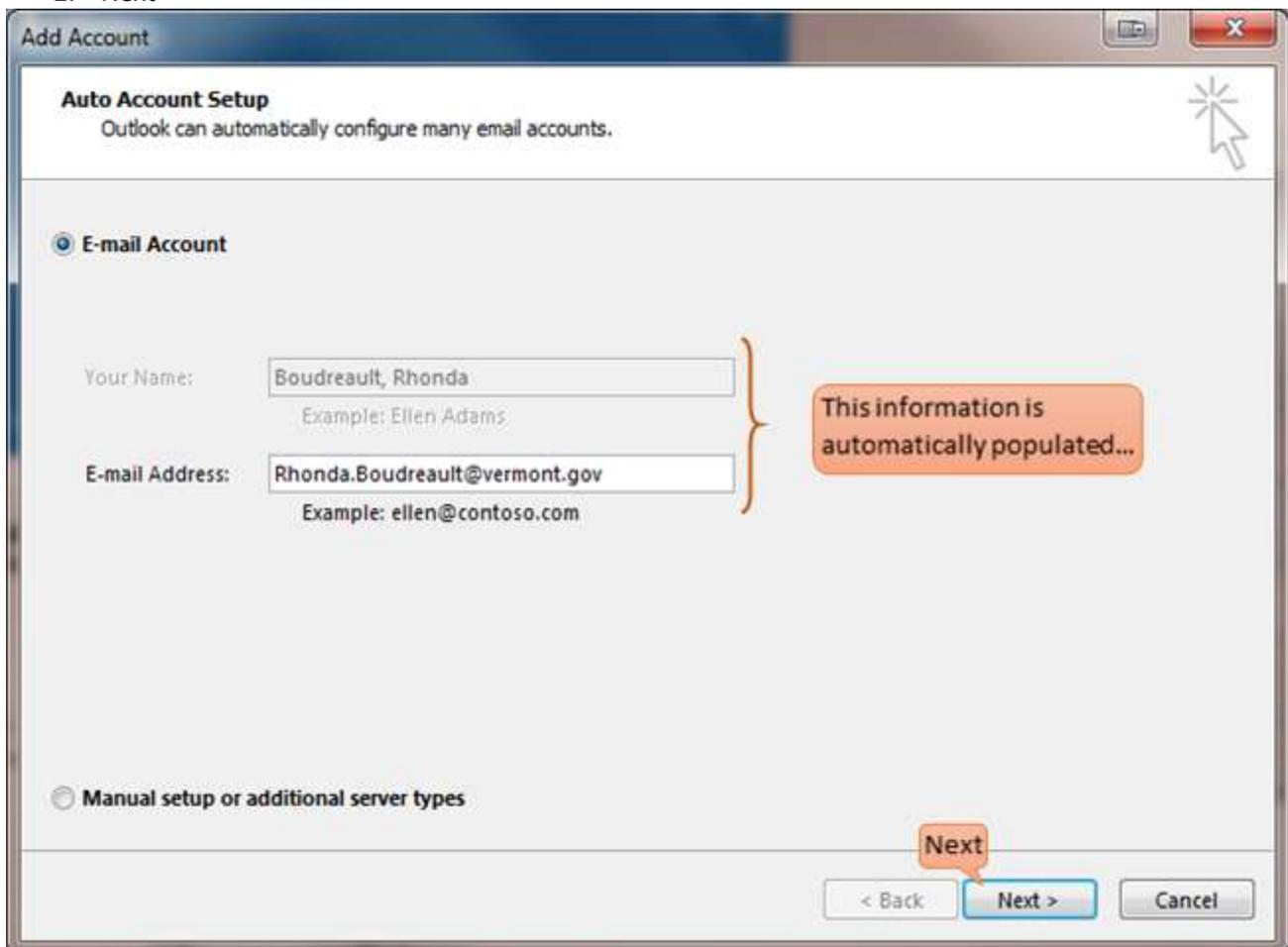


Open Outlook

Enter "Outlook" in the "Profile Name" box

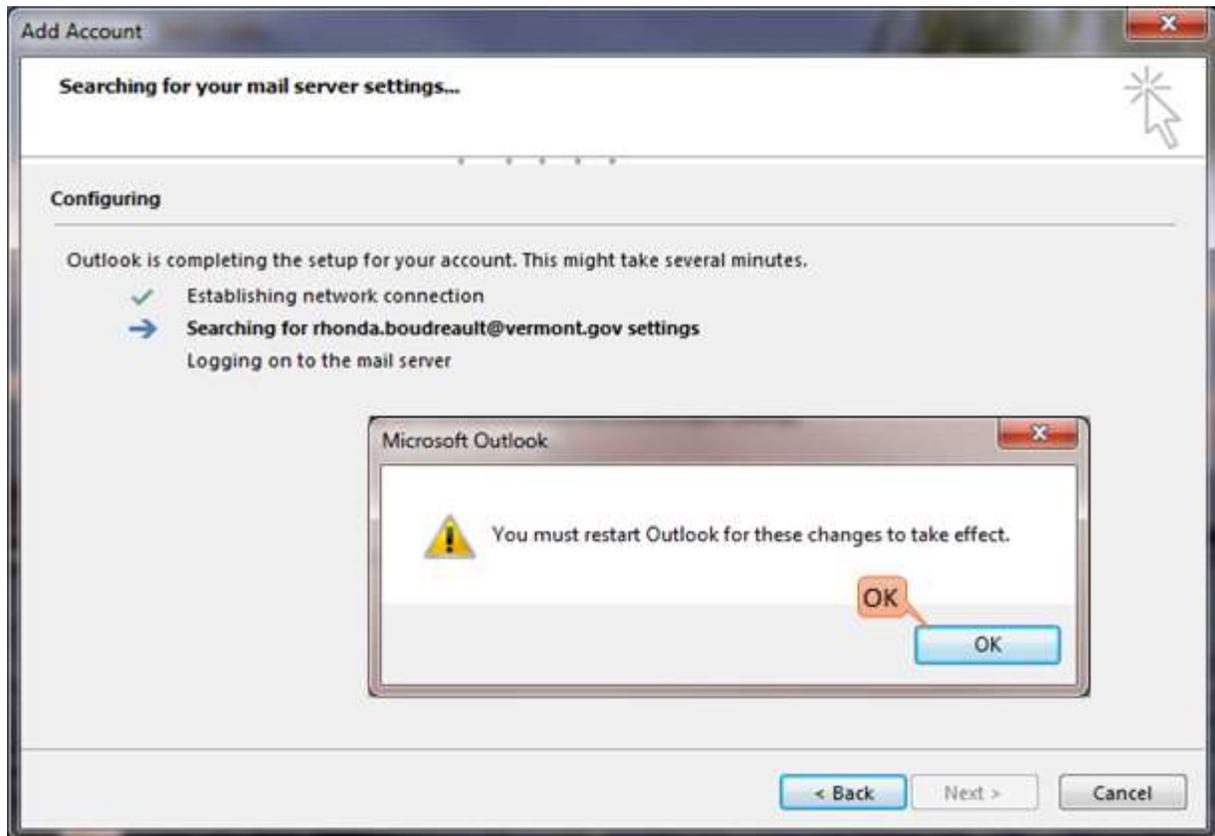


1. Your name and email address will populate automatically
2. Next

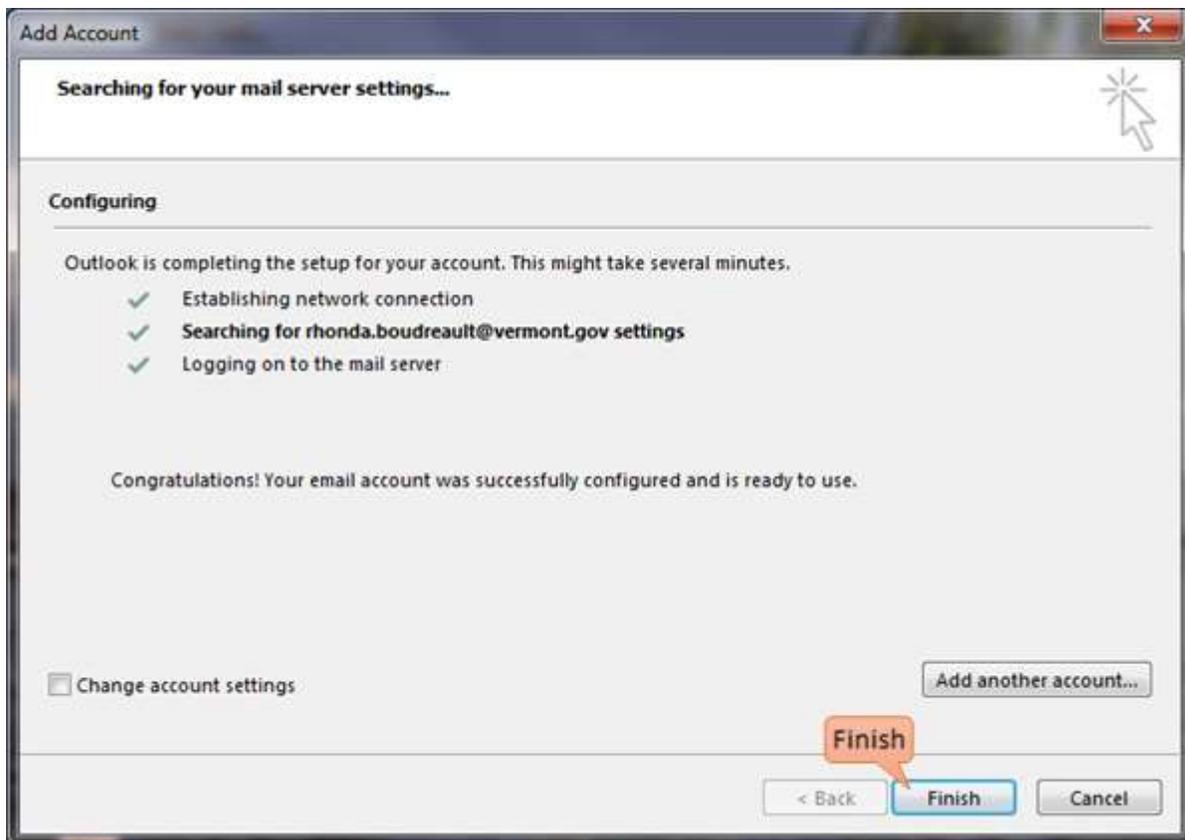


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OK to the “Must restart Outlook” warning...



Finish...



Re-add Shared Mailbox Instructions: [http://dii.vermont.gov/sites/dii/files/PDF/Application/Open\\_shared\\_mailbox.pdf](http://dii.vermont.gov/sites/dii/files/PDF/Application/Open_shared_mailbox.pdf)

Re-add PST files:  
<http://dii.vermont.gov/sites/dii/files/PDF/Application/PST%20Import%20Directions.pdf>

Re-add Shared Calendar:  
<http://dii.vermont.gov/sites/dii/files/PDF/Application/Open%20shared%20calendar.pdf>