

How to recreate an Outlook profile

Article Number: 110 | Rating: 3/5 from 9 votes | Last Updated: Oct 7, 2014 at 12:13 PM

ISSUE

How to recreate an Outlook profile

ENVIRONMENT

Windows 7

Outlook 2013

Outlook 2010

RESOLUTION

Remove the existing Outlook profile

- Close the Outlook client
- Open the **Control panel**
- Select **Large icons** from the **View by:** list
- Select the **Mail (32-bit) Icon**
- Click the **Show Profiles...** button in the **Mail Setup - Outlook Window**
- Highlight the profile and click **Remove**
- Click the **Yes** button in the Dialog Box
- Click the **OK** button

Create new Outlook profile

- Launch Outlook
- When prompted for a profile name type Outlook or any desired name
- Make sure the proper user name and email address is populated and click **next**
- When prompted for credentials, type the current password
- Click **Finish**
- If prompted, shut down and restart Outlook

CAUSE

N/A

METADATA

Author: Christopher Bunner

Create Date: 09:00 October 6, 2014

Modified Date: 09:00 October 6, 2014

Please contact the IT Support Center with additional questions. 614-287-5050 helpdesk@csc.edu

Posted by: [E-Rob Ream](#) - Apr 16, 2014 at 3:57 PM. This article has been viewed 64619 times.

Online URL: <https://kb.csc.edu/article/how-to-recreate-an-outlook-profile-110.html>