Create an Outlook profile

Applies To: Outlook 2016 Outlook 2013 Outlook 2010

A profile is a critical part of your Outlook experience. The profile consists of the accounts, data files, and settings that specify where your email messages are saved.

**NOTE:** To create a new profile, you'll use your Windows Control Panel. There are different paths you can take to get to Mail settings in the Windows Control Panel. The path you take might depend on which Windows operating system—Windows 7, Windows 8, or Windows 10—you're using, and which version of Outlook is installed.

1. Exit Outlook, and then do one of the following:
   - Choose Start > Control Panel > Mail.
   - or
   - Choose Start and in the Search programs and files box, type Control Panel, and then choose Mail.
   - or
Open the Control Panel, and in the Search box at the top of window, type Mail.

2. Choose Show Profiles > Add.
3. In the Profile Name box, type a name for the profile, and then choose OK.

Edit an Outlook profile

Applies To: Outlook 2016 Outlook 2013 Outlook 2010

A profile contains configuration information for email accounts, data files, and information about where your email items are saved. Unlike other commands and
settings for Microsoft Outlook 2013, profiles are edited in Control Panel in Windows, not within Outlook.

You can change the accounts that are contained, their settings, and data storage options for each profile.

1. Exit Outlook.
2. In Control Panel, click or double-click **Mail**.

**Where is Mail in Control Panel?**

**Mail** appears in different Control Panel locations depending on the version of the Microsoft Windows operating system, Control Panel view selected, and whether a 32- or 64-bit operating system or version of Outlook is installed.

The easiest way to locate **Mail** is to open Control Panel in Windows, and then in the Search box at the top of window, type **Mail**.

**NOTE:** The Mail icon appears after Outlook starts for the first time.

3. Do any of the following:
4. To add another email account, click **E-mail Accounts**.
5. To change Outlook data storage options, click **Data Files**.
6. To see a list of the current profiles, click **Show Profiles**.