
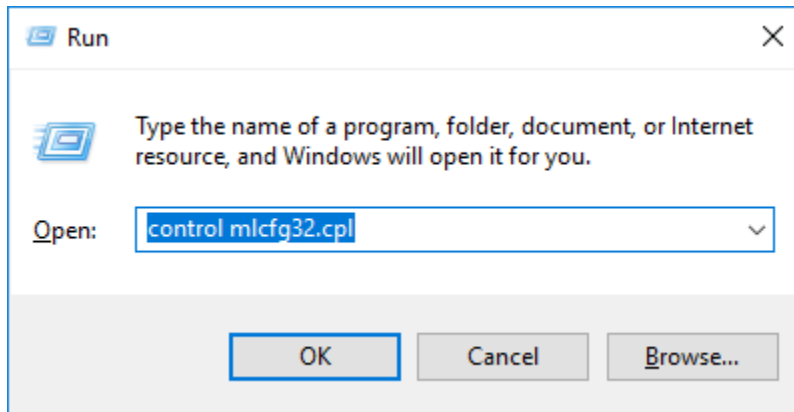


Instructions to recreate your Outlook Profile:

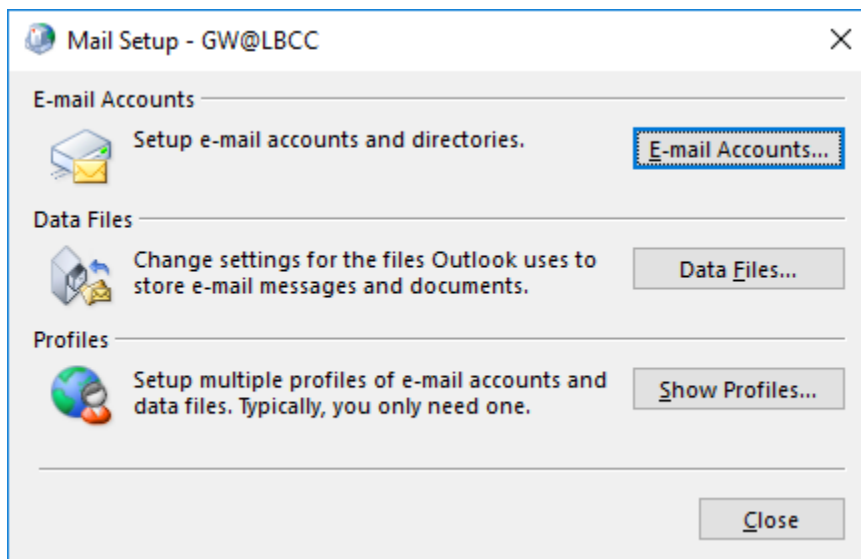
On your keyboard, press the Windows key  and the “R” button at the same time to bring up the Run dialog box.

Copy and paste the command below in to the Run dialog box, and click OK.

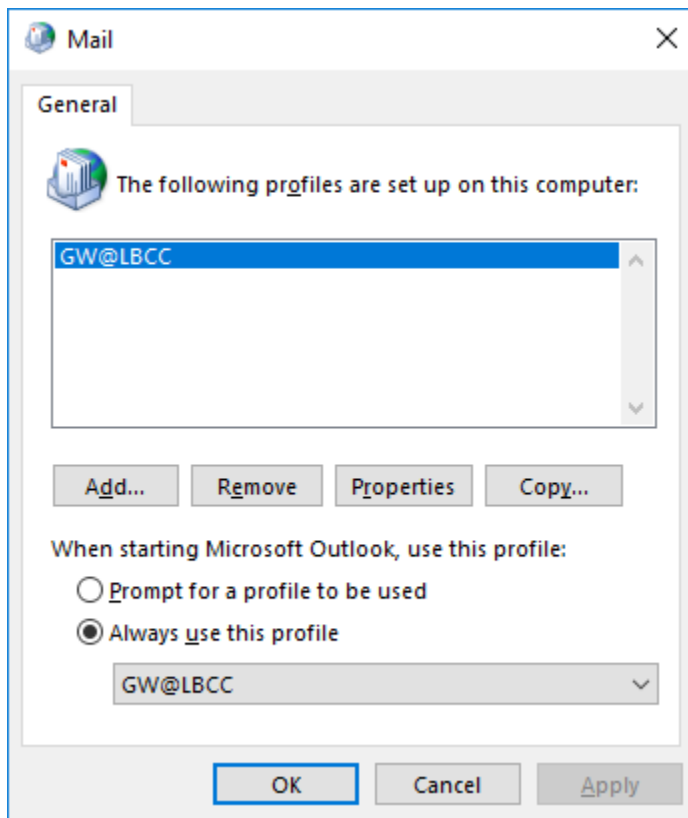
control mlcfg32.cpl



It will bring up the Mail Setup dialog box

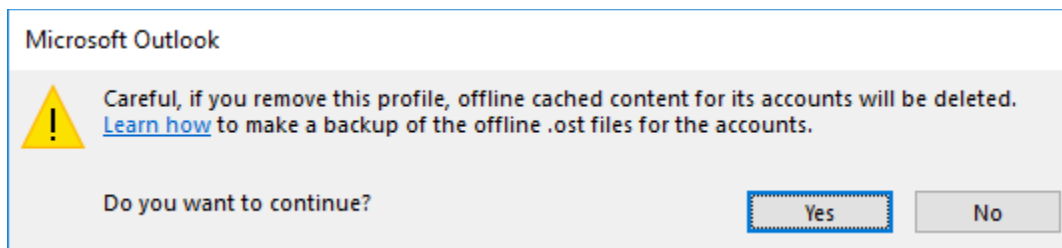


Click: Show Profiles.

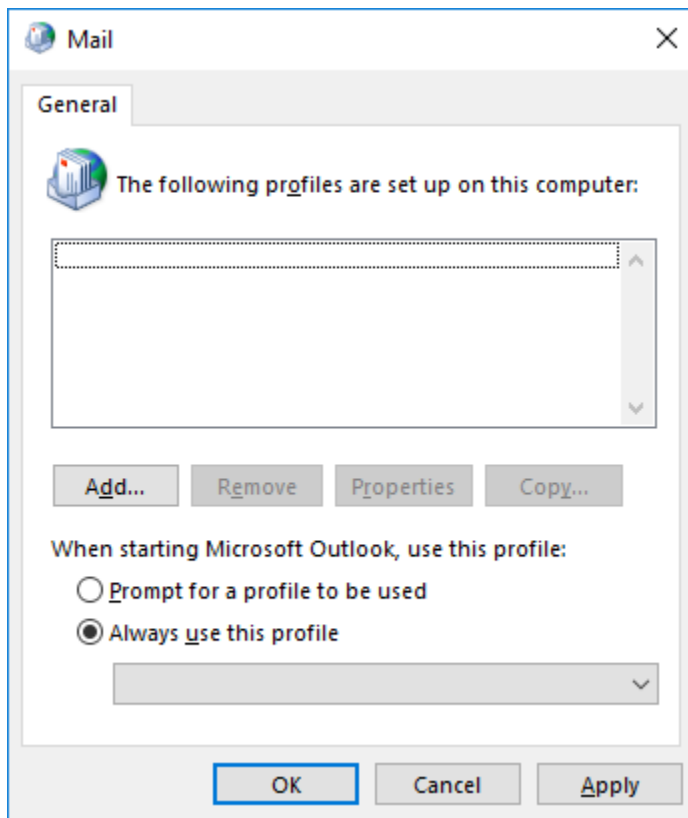


To reset a problematic profile, select Remove and then Apply.

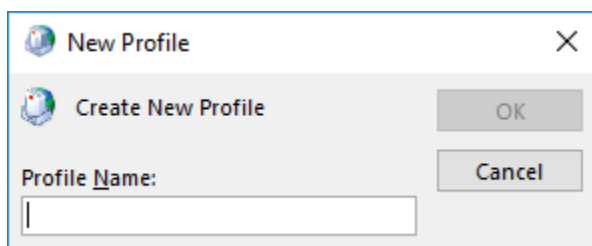
If you see the following message, click "Yes".



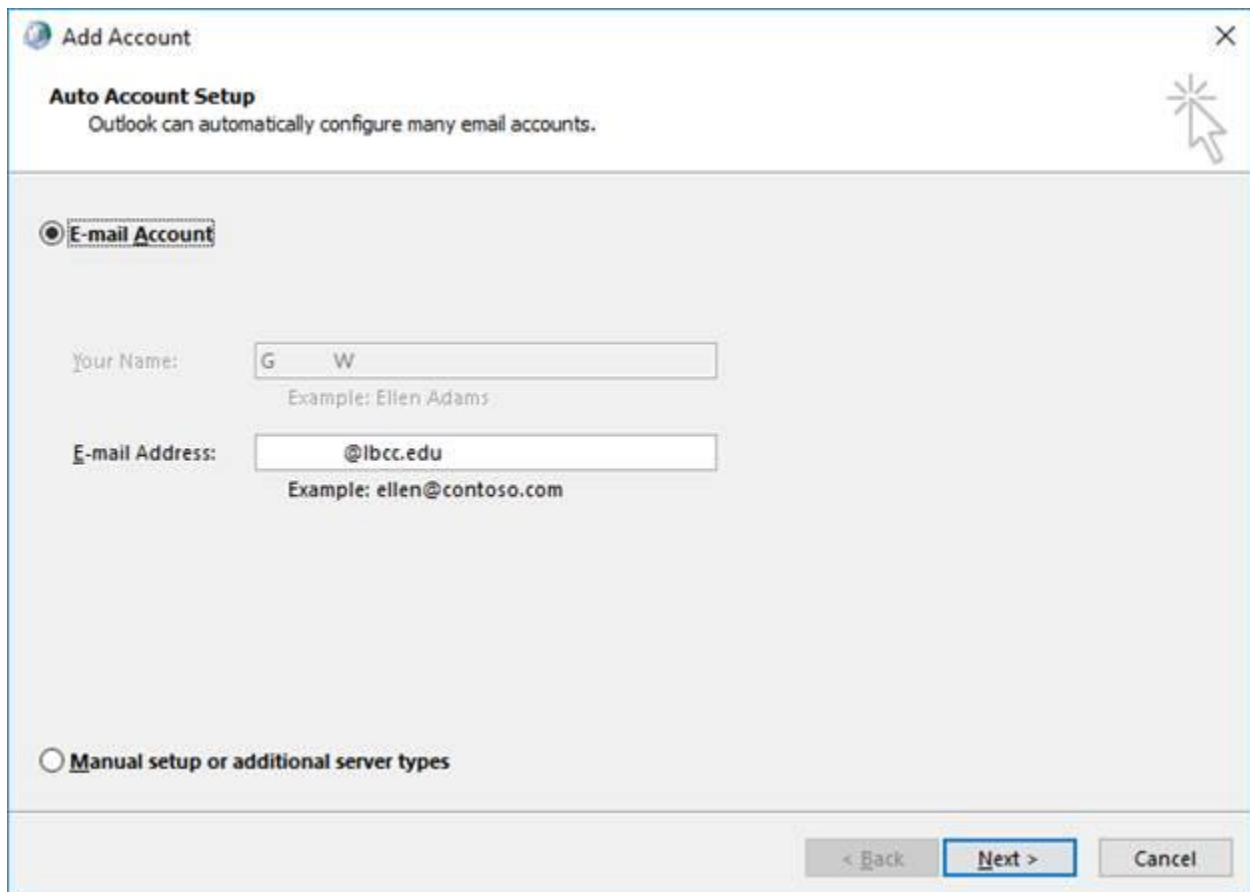
In the Mail window, click Add...



In the New Profile window, type a profile name like YourName@LBCC and then click OK.



In the Add Account – Auto Account Setup window, your email address should appear. Click Next.



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

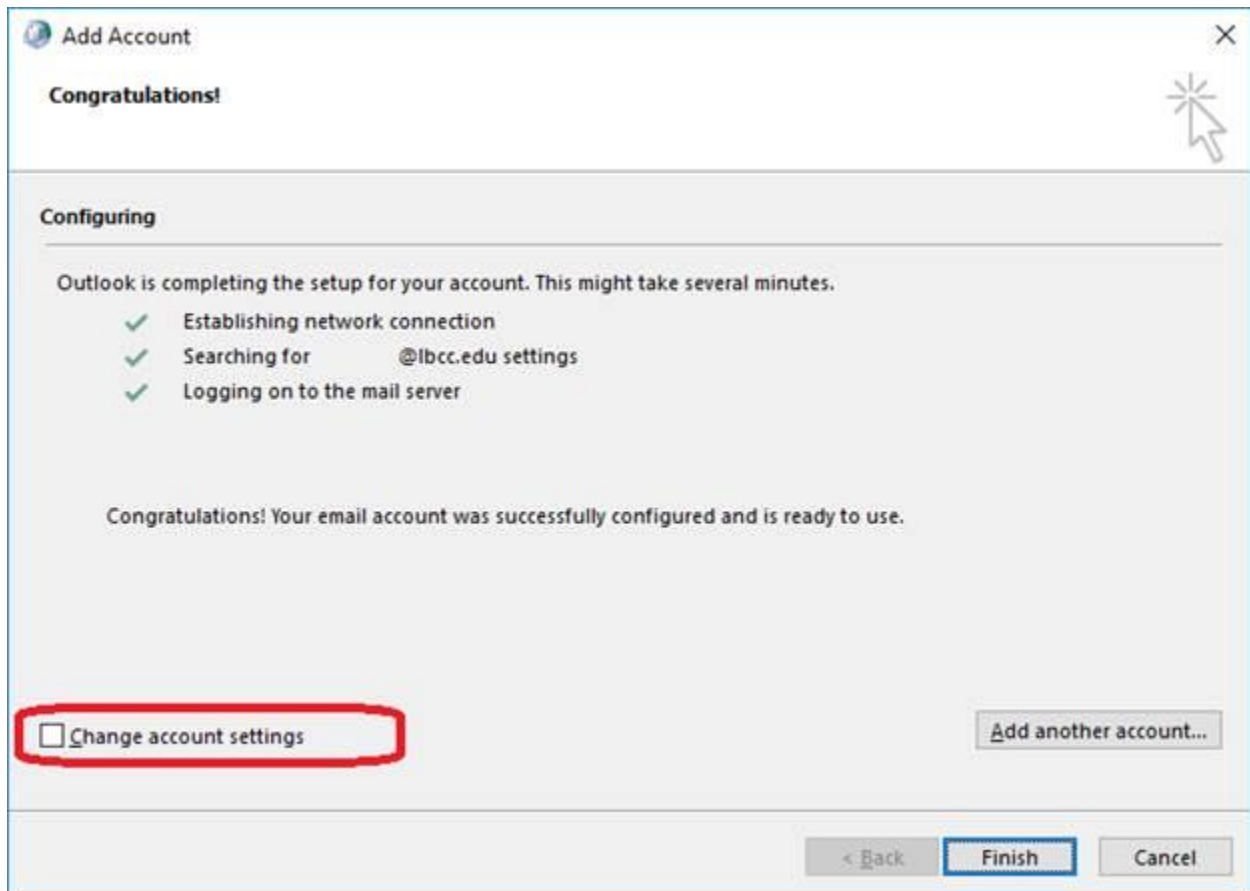
Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back **Next >** Cancel

Outlook will attempt to connect to the correct server and configure your account. When it completes please select the Change account settings box



Uncheck the Use Cached Exchange Mode box and then click Finish.

Add Account [Close]

Server Settings
Enter the Microsoft Exchange Server settings for your account.

User Name: [@lbcc.edu]

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: [Slider] 1 year

[More Settings ...]

[< Back] [Finish] [Cancel]