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”.

Microsoft Outlook

Careful, if you remove this profile, offline cached content for its accounts will be deleted. Learn how to make a backup of the offline .ost files for the accounts.

Do you want to continue? [Yes] [No]
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.
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.