

Updating Outlook Accounts

If you previously used Outlook with your Gmail, this guide will provide guidance for creating a new Outlook profile that will replace your existing account.

1. Type **Control Panel** in the start menu and hit enter.
2. When the window opens click on **Mail**.
 - a. Change your **View By** from **Category** to **Large Icons** if you do not see **Mail**.
3. Click **Show Profiles**.
4. Click **Add** and enter a profile name such as Office 365 then click **OK**.
5. Enter the Microsoft 365 account username and password. Click **Next** and **Finish**.
 - a. If prompted, uncheck the "**Allow my organization...**" checkbox and click "**This App Only**".
6. Once entered, select the Microsoft 365 profile under the **Always Use this Profile** dropdown box.
7. Select the account labeled Outlook and click **Remove**.
8. Click **OK** to close the window. The Microsoft account will now be linked to Outlook and is ready for use!

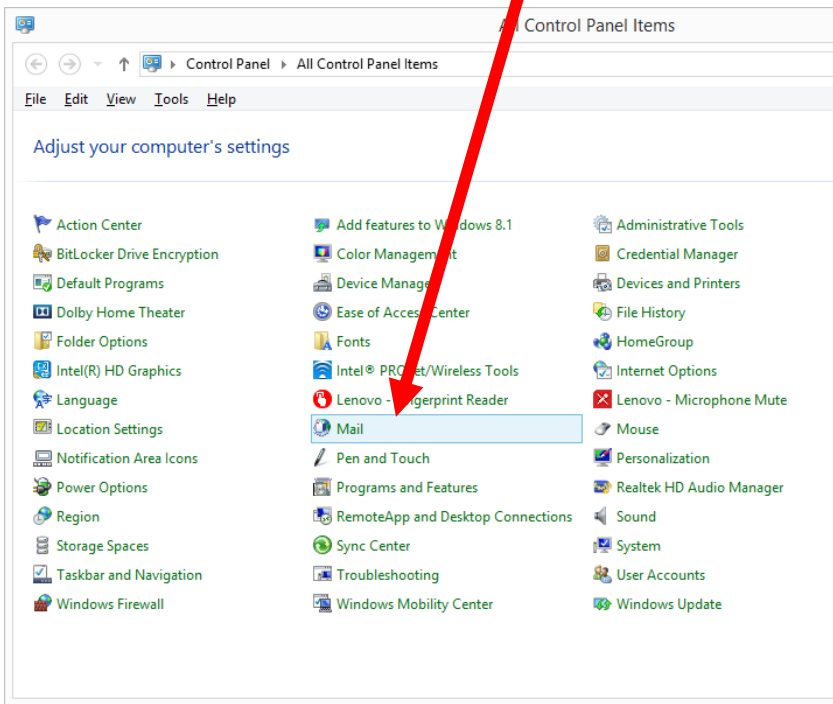
Please see detail instructions with photos below

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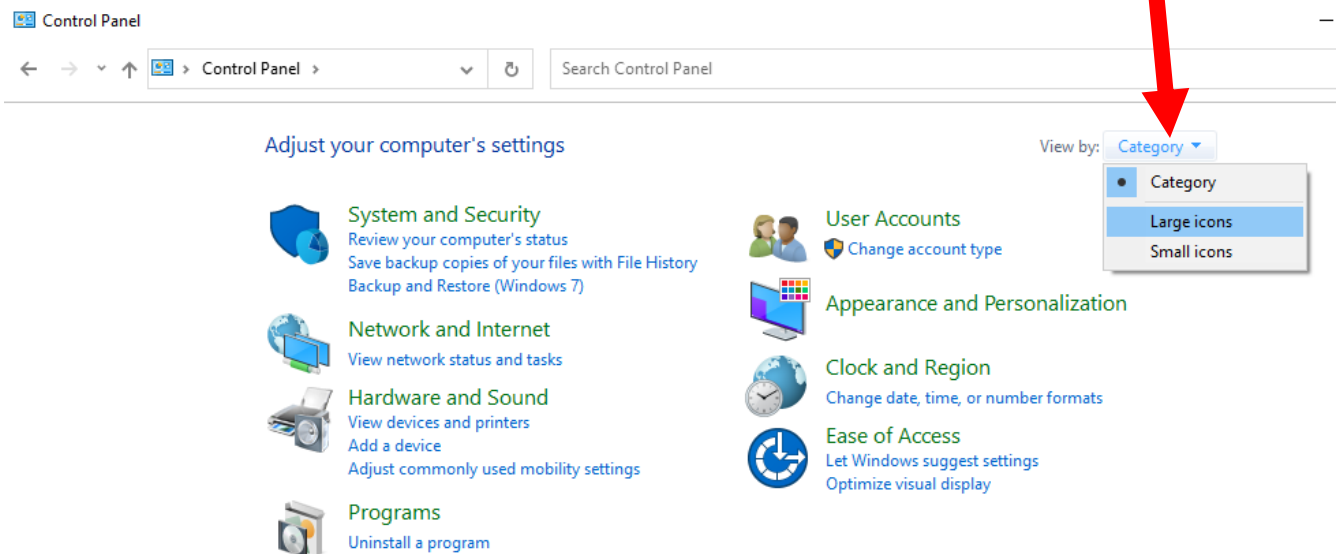
Type **Control Panel** in the start menu and hit enter.



When the window opens click on **Mail**.

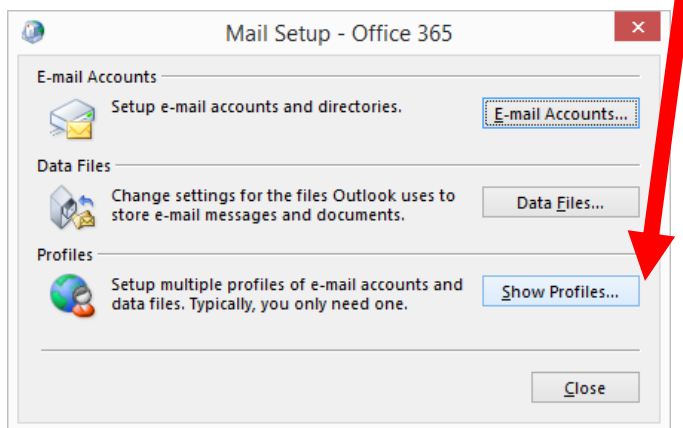


Side note: If your window does not look like the one above, can your **View By** from **Category** to **Large Icons**.

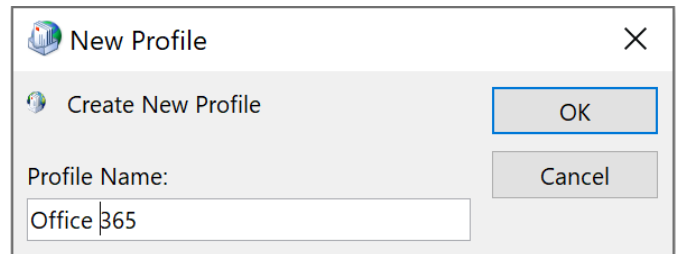
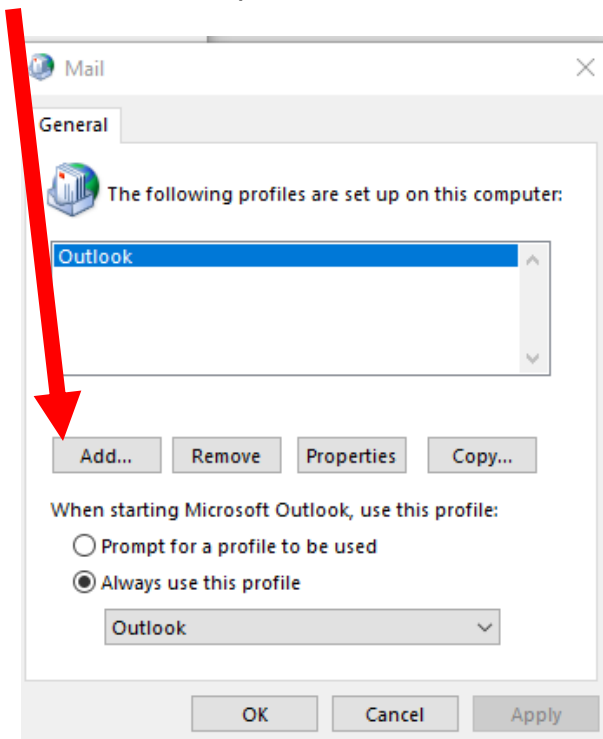


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Once you've clicked on **Mail**, click **Show Profiles**.



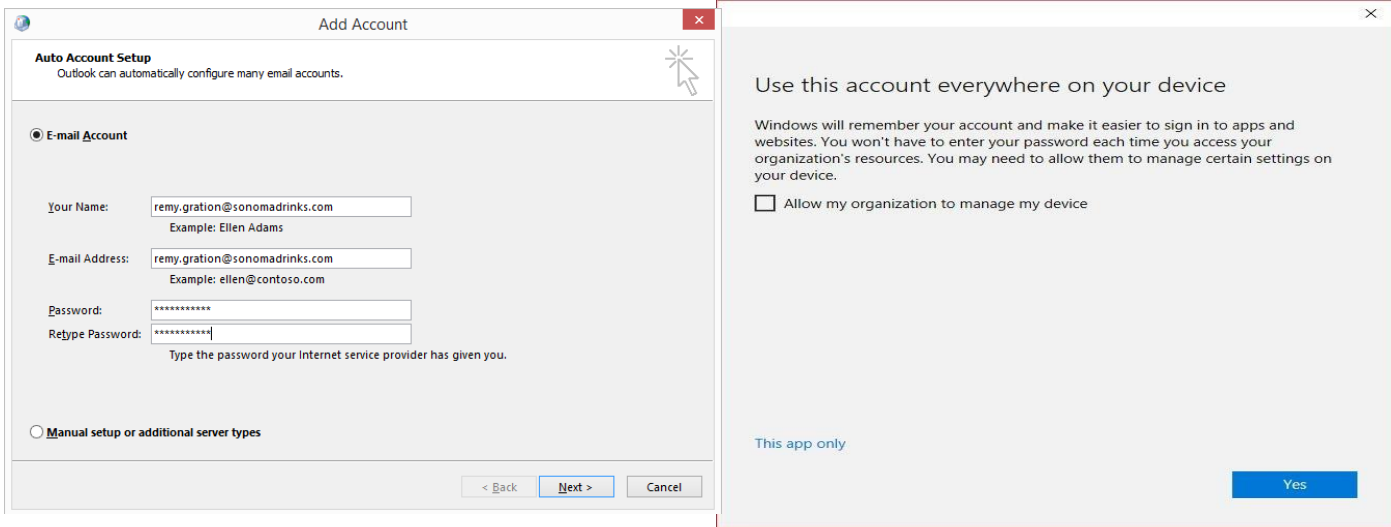
Click **Add** and enter a profile name such as Office 365 then click **OK**.



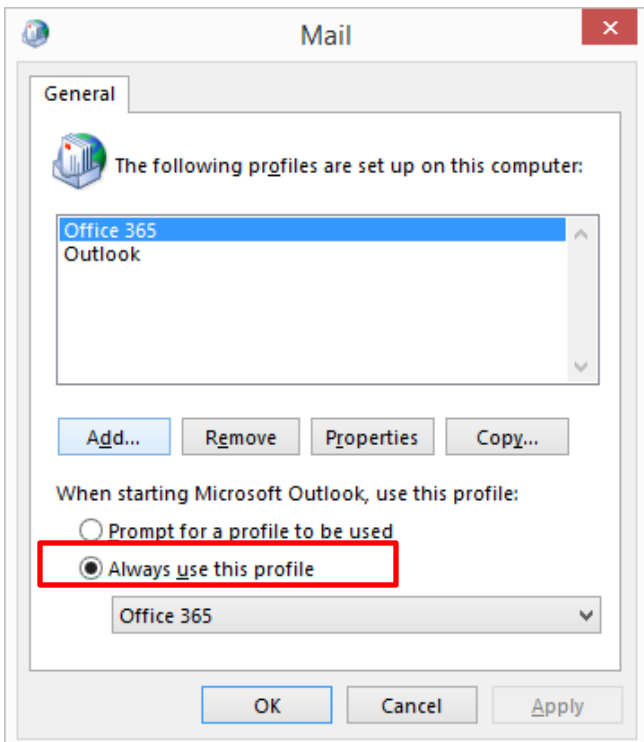
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Enter the Microsoft 365 account username and password. Click "Next" and "Finish".

Note: If prompted, uncheck the "Allow my organization..." checkbox and click "**This App Only**".



Once entered, select the Microsoft 365 profile under the **Always Use this Profile** dropdown box and click **OK**.



Select the account labeled Outlook and click **Remove**.

Click **OK** to close the window. The Microsoft account will now be linked to Outlook and is ready for use!