How to set up Microsoft Outlook 2019 Profiles on Windows 10

1. Open start menu

2. Type “Control Panel”.

3. Open Control Panel.
   
   This is the program that opens up.
If this shows up, select Category and choose either “Large icons” or “Small icons.”

5. Select **Show Profiles**.

6. Select **Add**.
7. Enter a Profile Name. You can just put your name.

8. In this menu, enter your name, your Brooklyn College E-Mail and corresponding password.
This is the next menu.

Windows Security

Mail Application

Connecting to john.smith@brooklyn.cuny.edu

john.smith@brooklyn.cuny.edu

Password

☐ Remember my credentials

More choices

OK  Cancel

This will pop up after.

10. Select

This will pop-up.

11. Type “brooklyncollege\”, your username then enter your password.

If connected successfully this will pop up.
12. Select **Change account settings**.

This will change.
13. Click **Next >**.

14. Uncheck **Use Cached Exchange Mode** then click **More Settings ...**.

*This will pop-up next.*

This will pop-up.

16. Check .

Apply then OK.

17. Click
You will go back to this pop-up.

18. Now click the **Finish** button.

19. You can now open Outlook and select your profile.