Delete an Outlook profile

VANDERBILT VUNIVERSITY MEDICAL CENTER

Information Technology

- Click "Start" then "Control Panel"
- Click "Category" and "Small Icons"



• Double Click "Mail (Microsoft Outlook 2016) (32-Bit) if available. If not available double click "Mail (32-Bit)



Click "Show Profiles



- Step 3
 - Click "Show Profiles

👀 Mail Setup - outlook		
Email Ac	counts Setup email accounts and directories.	Email Accounts
Data File	25	
(¢2)	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

• Ensure that the current profile is selected and click Remove

🚯 Mail		
General		
The following profiles are set up on this computer:		
outlook		
Add Remove Properties Copy		
When starting Microsoft Outlook, use this profile:		
Prompt for a profile to be used		
Always use this profile		
outlook		
OK Cancel Apply		

• Click "Yes" to confirm removal



• Click "Add" to create a new profile

