Delete an Outlook profile
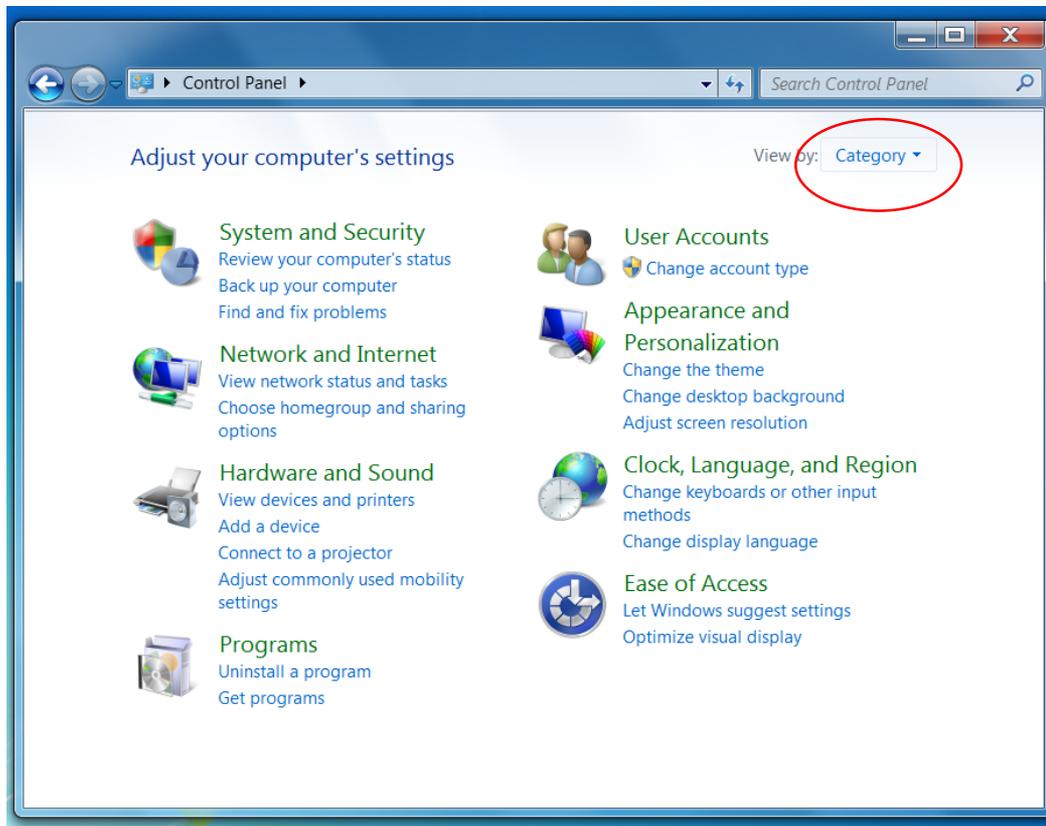
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Information Technology
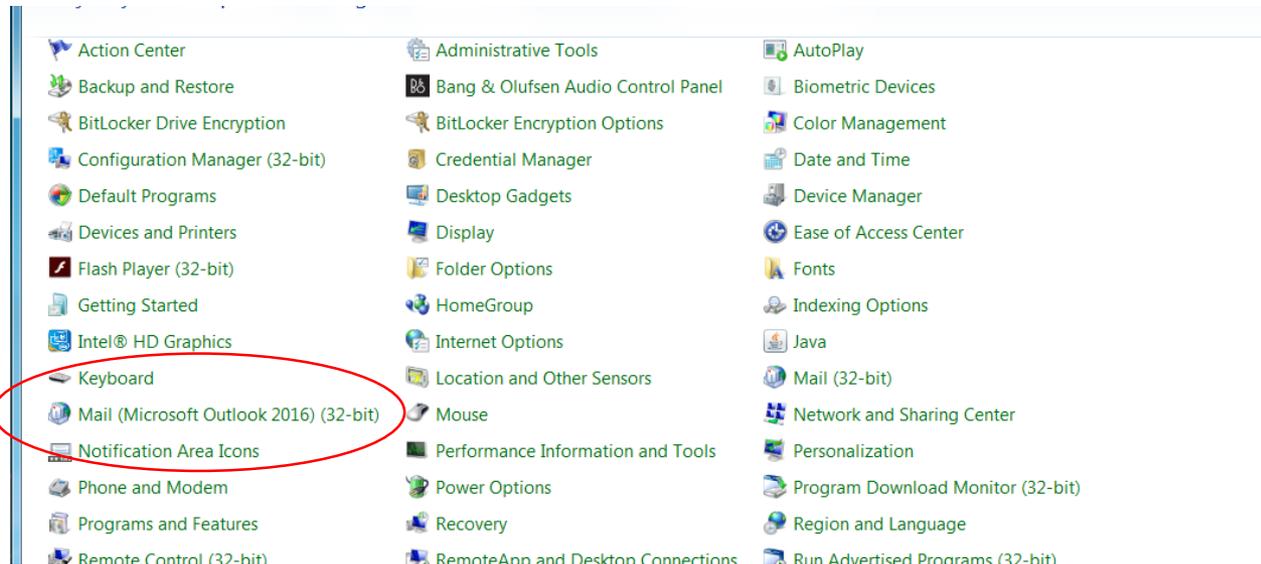
Step 1

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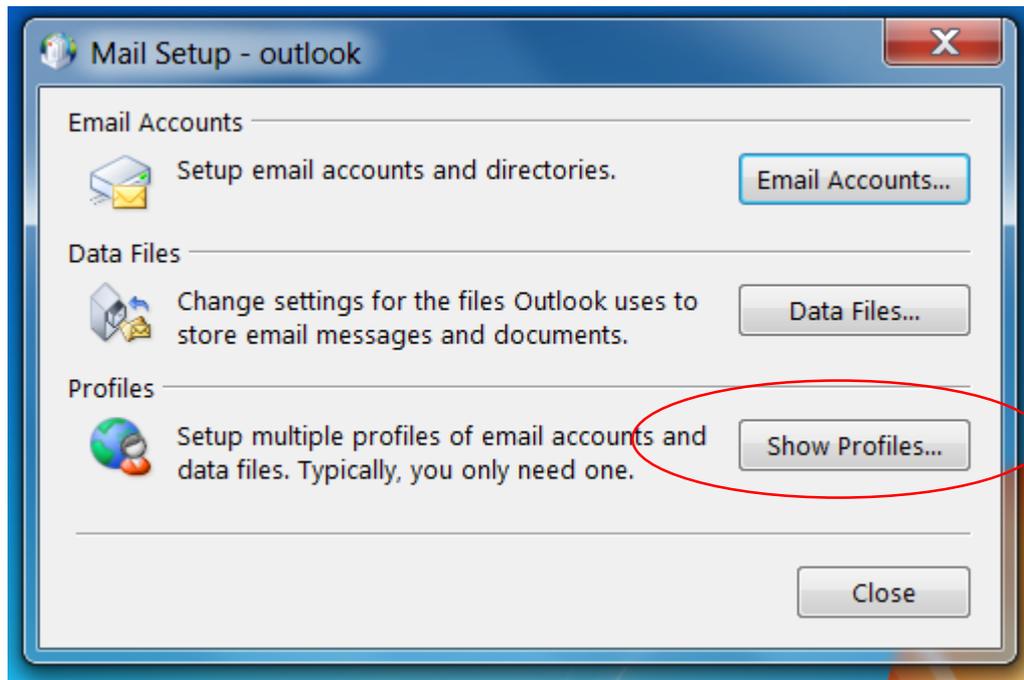- Click "Category" and "Small Icons"

Step 2

- Double Click "Mail (Microsoft Outlook 2016) (32-Bit) if available. If not available double click "Mail (32-Bit)
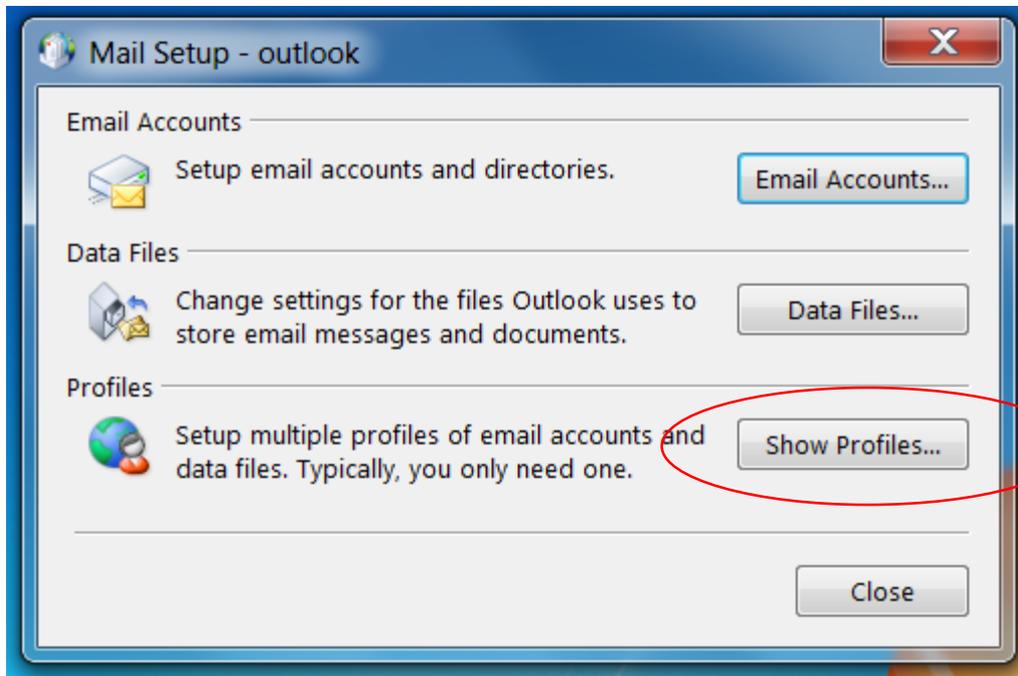
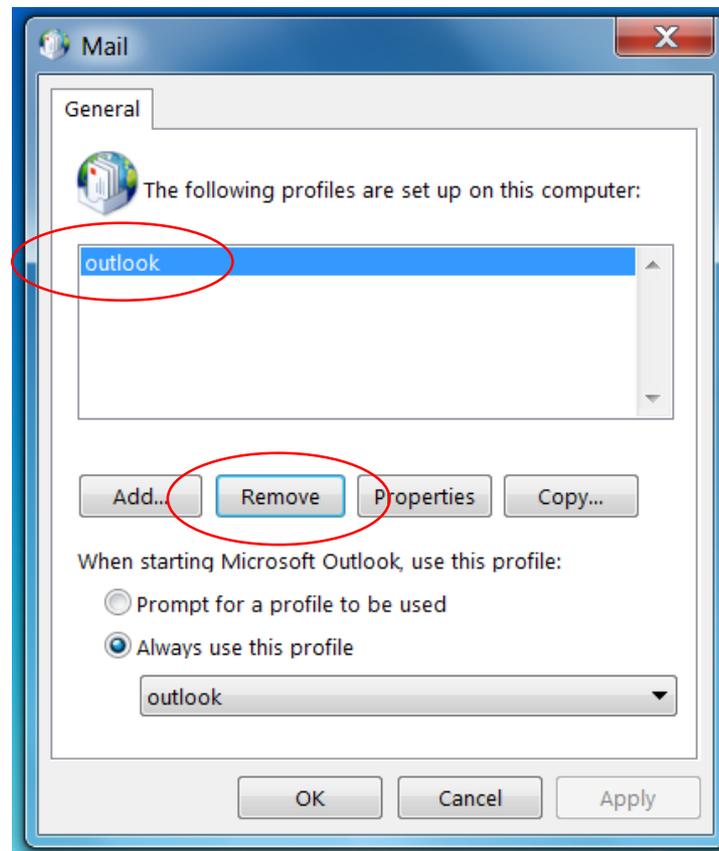# Step 3

- Click "Show Profiles
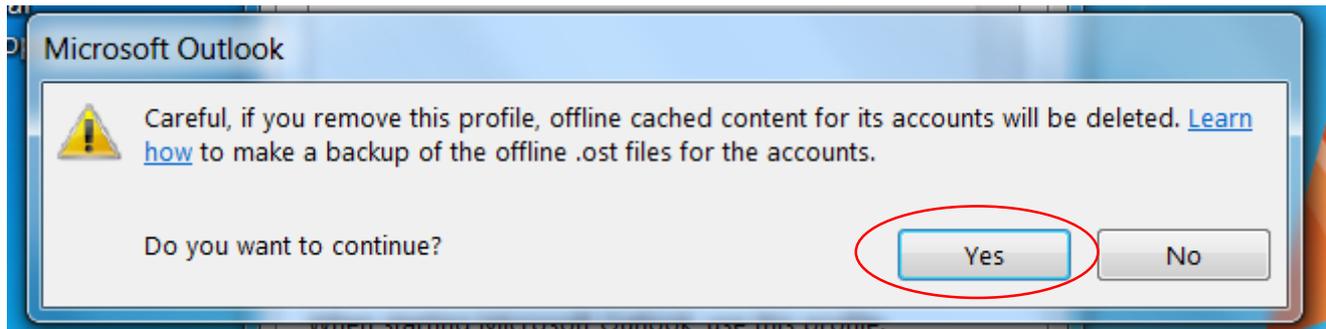
- Step 3
  - Click "Show Profiles

Step 4

- Ensure that the current profile is selected and click Remove

Step 5

- Click "Yes" to confirm removal

Step 6

- Click "Add" to create a new profile