Office 365: Creating a New Outlook Profile with Auto-DNS
On-Campus Instructions

If you are using Windows XP, click on the green "Start" and then Control Panel along the right pane.

If you are using Windows 7, click on the "Windows" icon on the bottom left side of your screen and click Control Panel.

Your Control Panel will populate in alphabetical order. Go to Mail. If your Control Panel displays by category, go to the upper right hand corner under “View By” to select Large or Small icons.
Your **Mail Setup** window will appear; click on **Show Profiles**.

The **Mail** screen opens and shows existing profiles. **I suggest that you keep your old profile until the new profile has been successfully setup.** Click “Add” to begin the setup.

For the purpose of retaining your old profile, give your new profile a different name than the current profiles listed above.
For Auto-DNS on campus, you only need to enter the information below (Name, E-mail address, Password and Password again to verify). If you are not on campus, or are experiencing difficulty connecting to the server, attempt the Manual Setup/Off-Campus Instructions.

The following screens will appear as the auto-search continues:
Your new profile will now appear in the Mail Window below. If you would like Outlook to prompt you for a profile, select the radio button for **Prompt for a profile to be used** (Left image below). When you log into Outlook, the prompt will provide you with a drop-down menu of the profiles on your machine. If you would like **only one profile** to open when you launch Outlook, select the **Always Use this Profile** (Right Image below) radio button and select the preferred option from the drop-down list. Click **Apply**, then **OK**.

Congratulations! Your new profile is now complete. Open the Outlook program and enter your credentials when prompted. It will look like the left image in Office 2007 and the right image in Office 2010. Give your program a few minutes to setup the new profile and now you only have to reimport your .pst files to access your old files.