

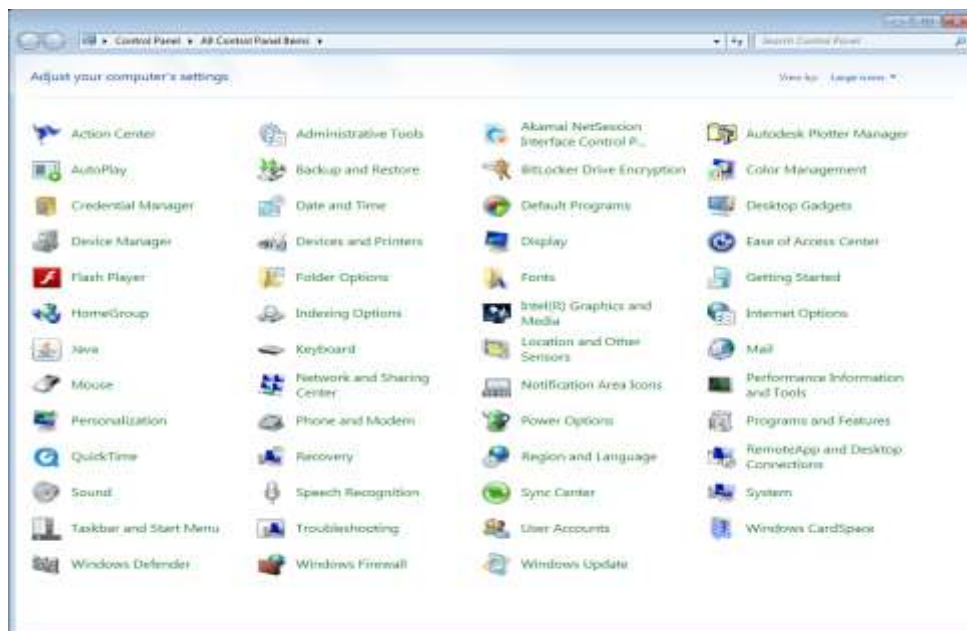
# Office 365: Creating a New Outlook Profile with Auto-DNS On-Campus Instructions

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**.



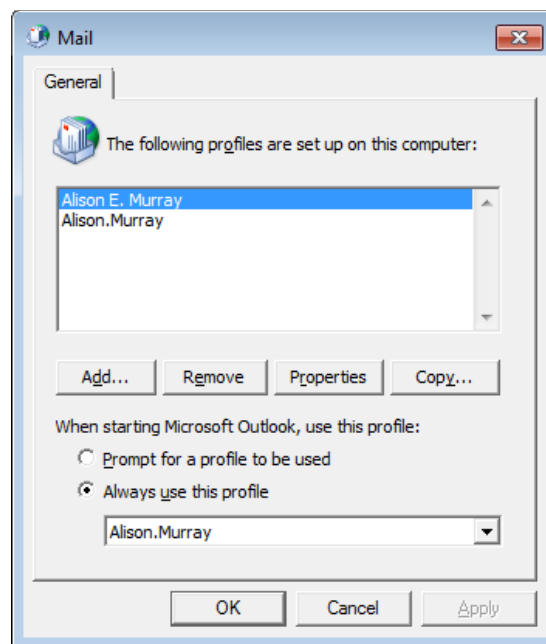
Your **Control Panel** will populate in alphabetical order. Go to **Mail**. If your **Control Panel** displays by category, go to the upper right hand corner under “**View By**” to select **Large** or **Small** icons.



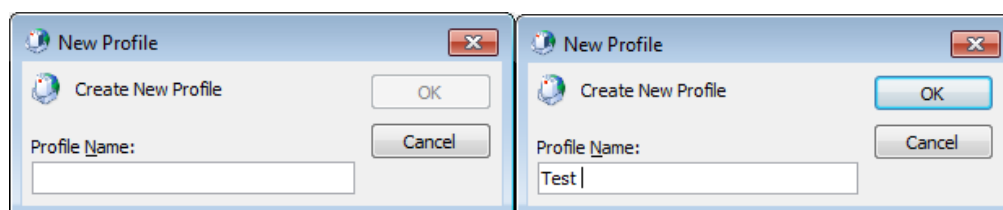
Your **Mail Setup** window will appear; click on **Show Profiles**.



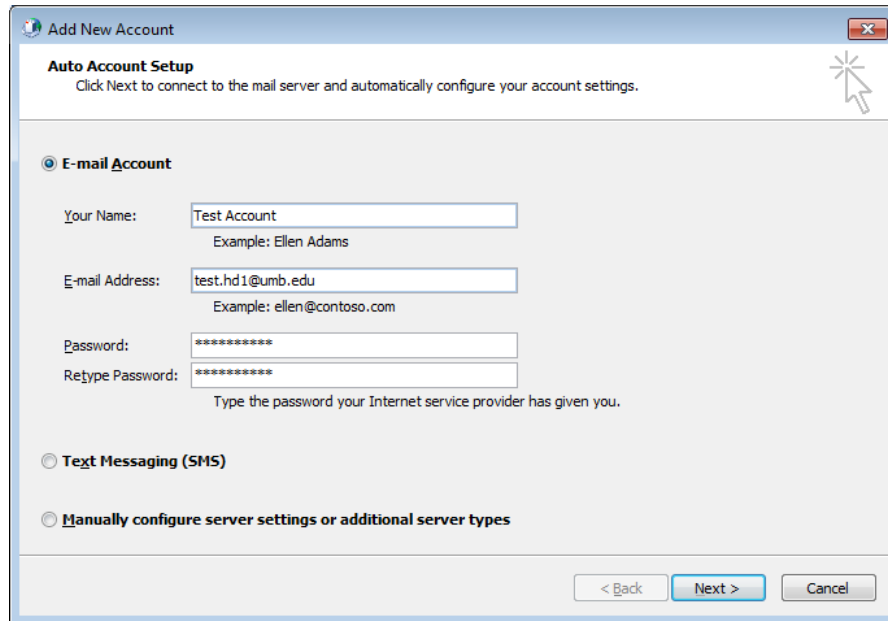
The **Mail** screen opens and shows existing profiles. **I suggest that you keep your old profile until the new profile has been successfully setup.** Click **“Add”** to begin the setup.



For the purpose of retaining your old profile, give your new profile a different name than the current profiles listed above.

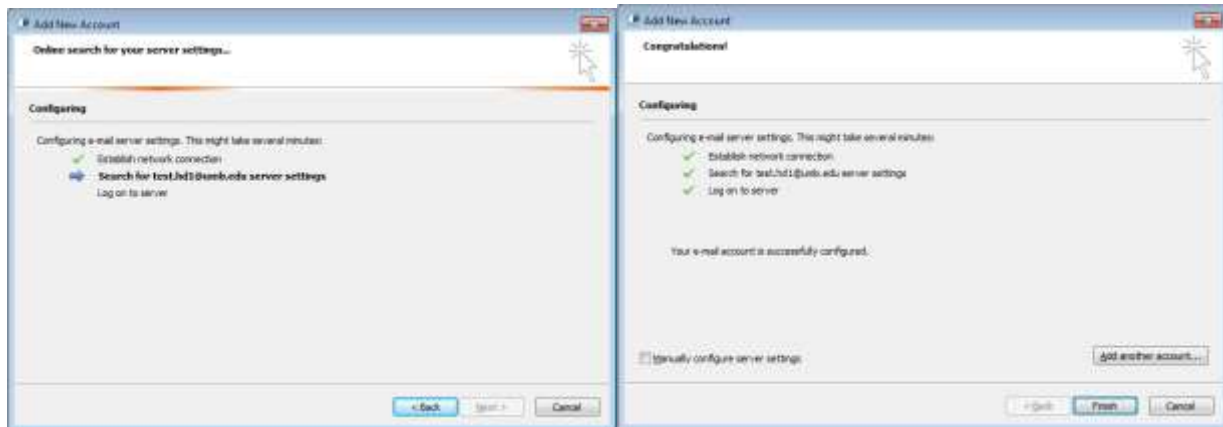


For Auto-DNS on campus, you only need to enter the information below (**Name**, **E-mail address**, **Password** and **Password** again to verify). **If you are not on campus, or are experiencing difficulty connecting to the server, attempt the Manual Setup/Off-Campus Instructions.**

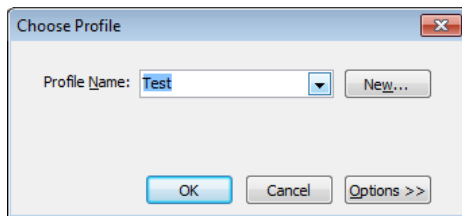
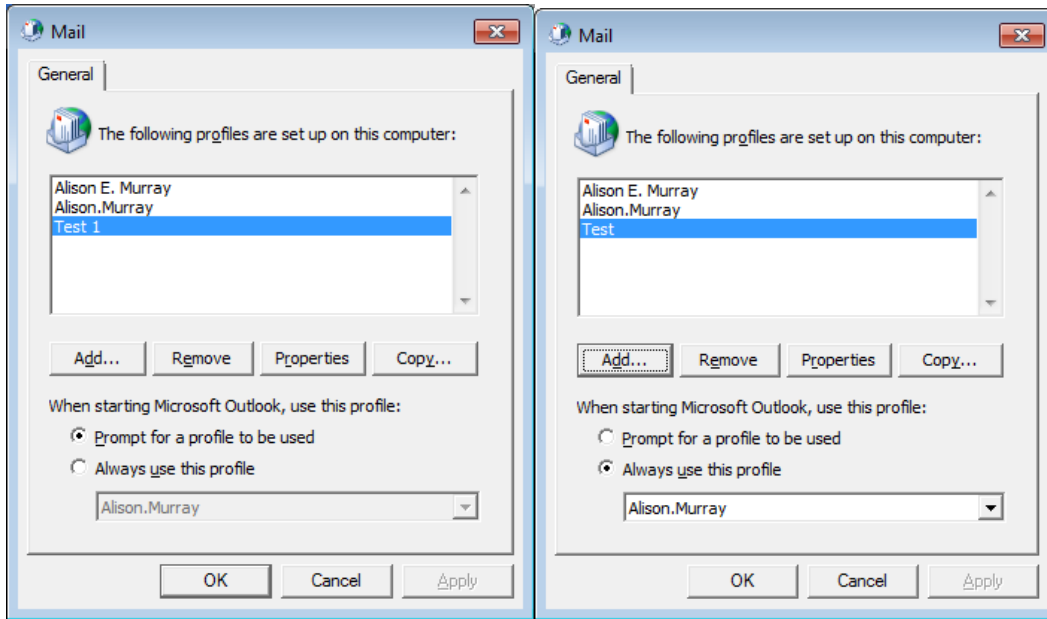


The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section selected. The 'E-mail Account' radio button is checked. The 'Your Name' field contains 'Test Account' with the example 'Ellen Adams' below it. The 'E-mail Address' field contains 'test.hd1@umb.edu' with the example 'ellen@contoso.com' below it. The 'Password' and 'Retype Password' fields both contain '\*\*\*\*\*'. A note below these fields says 'Type the password your Internet service provider has given you.' The 'Text Messaging (SMS)' and 'Manually configure server settings or additional server types' radio buttons are unselected. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

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**.



This image appears when Outlook prompts you for a profile.

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.

