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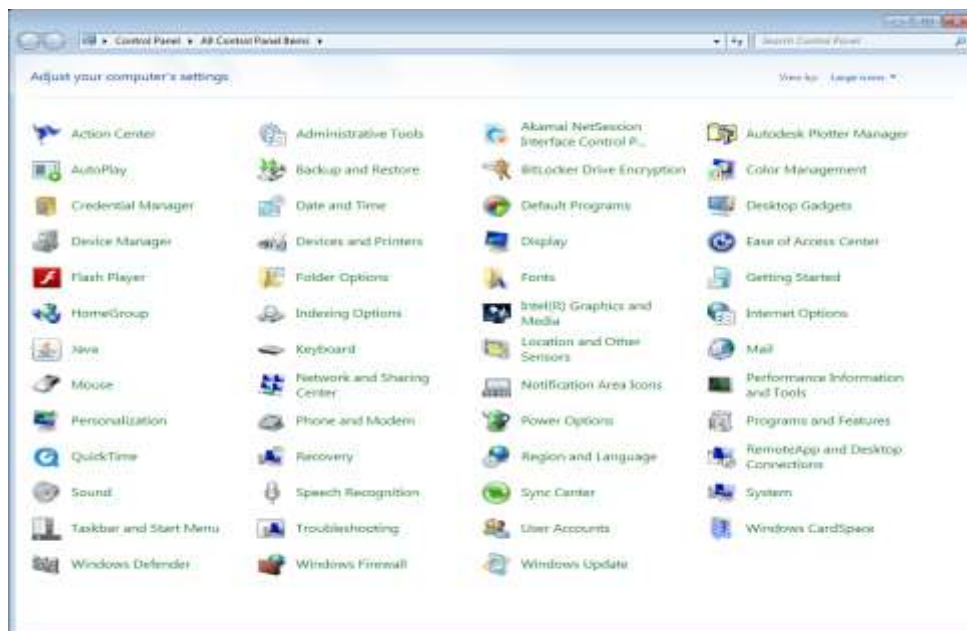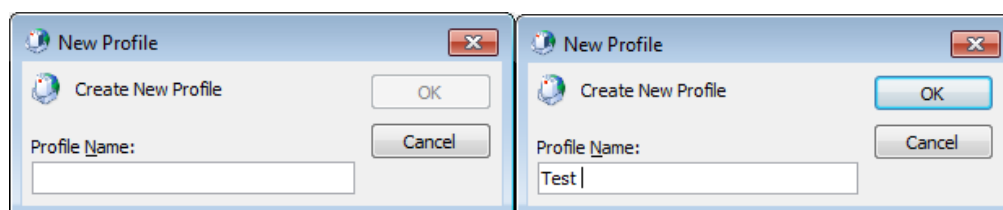
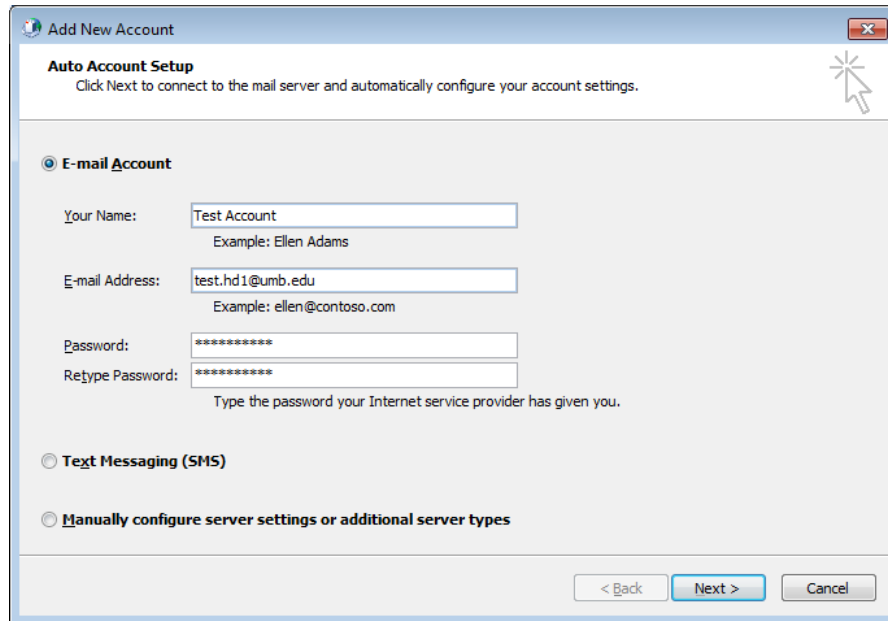Your **Mail Setup** window will appear; click on **Show Profiles**.

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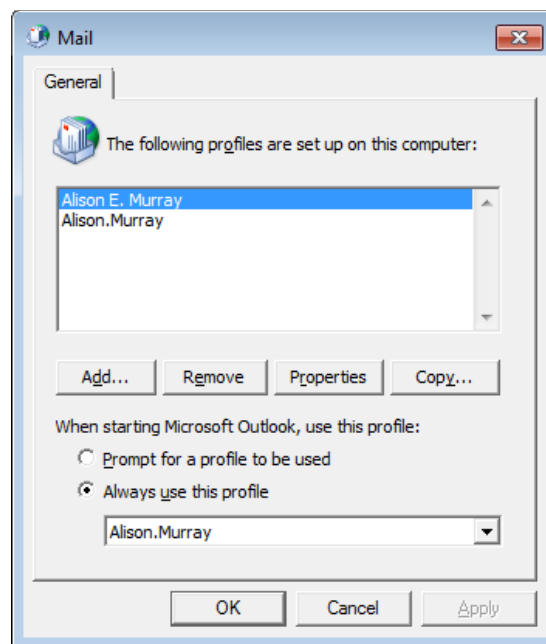
For the purpose of retaining your old profile, give your new profile a different name than the current profiles listed above.
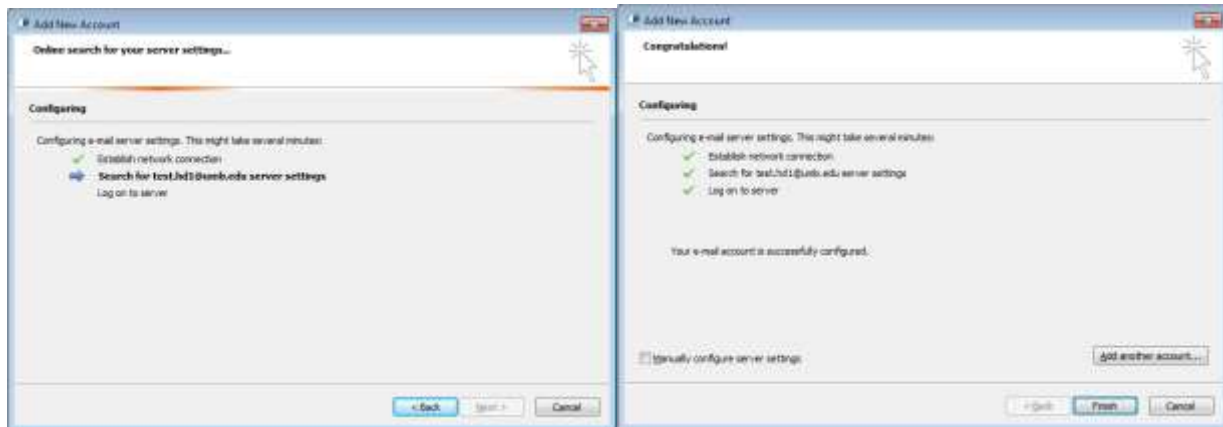
For Auto-DNS on campus, you only need to enter the information below (**Name**, **E-mail address**, **Password** and **Password** again to verify). **If you are not on campus, or are experiencing difficulty connecting to the server, attempt the Manual Setup/Off-Campus Instructions.**


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**.
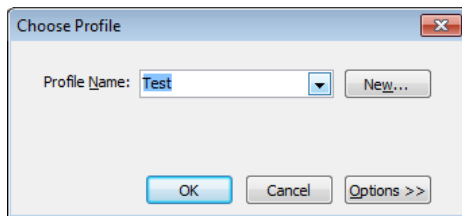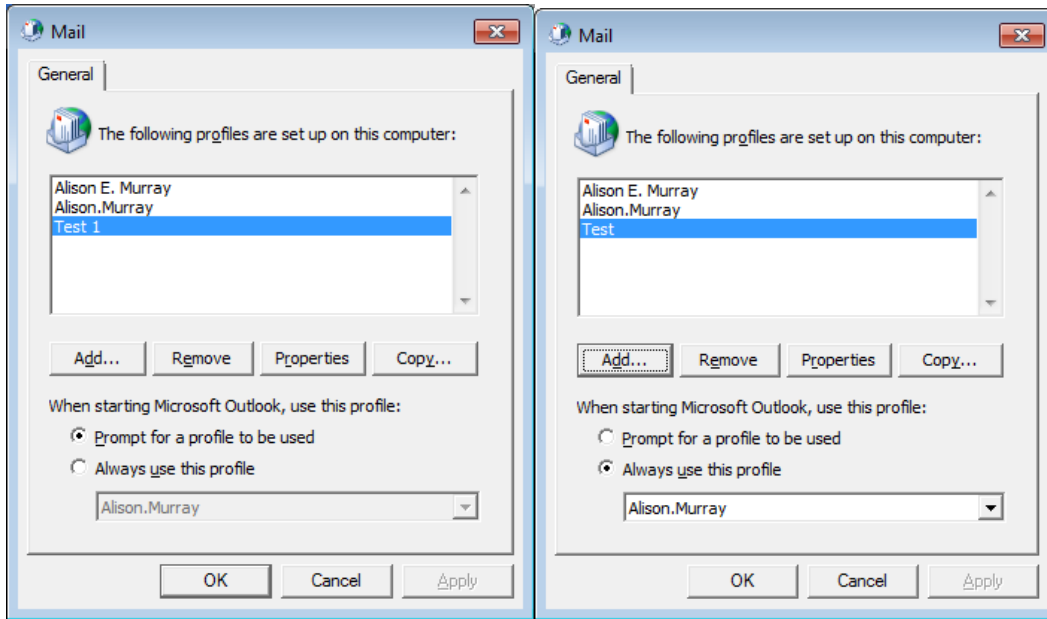
This image appears when Outlook prompts you for a profile.

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.