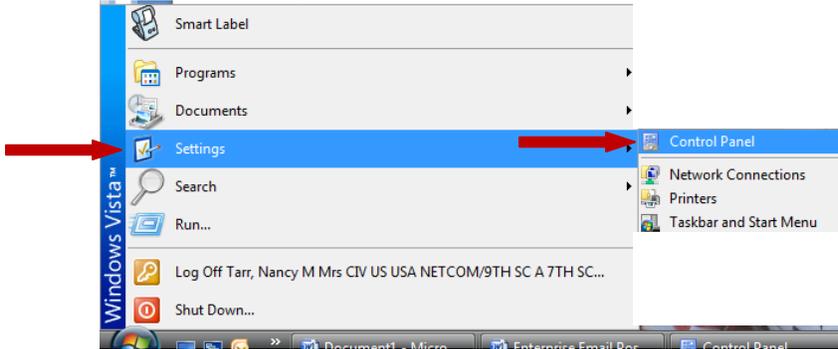


How to Create your New Outlook Profile

1. Click on the **“Start button”**



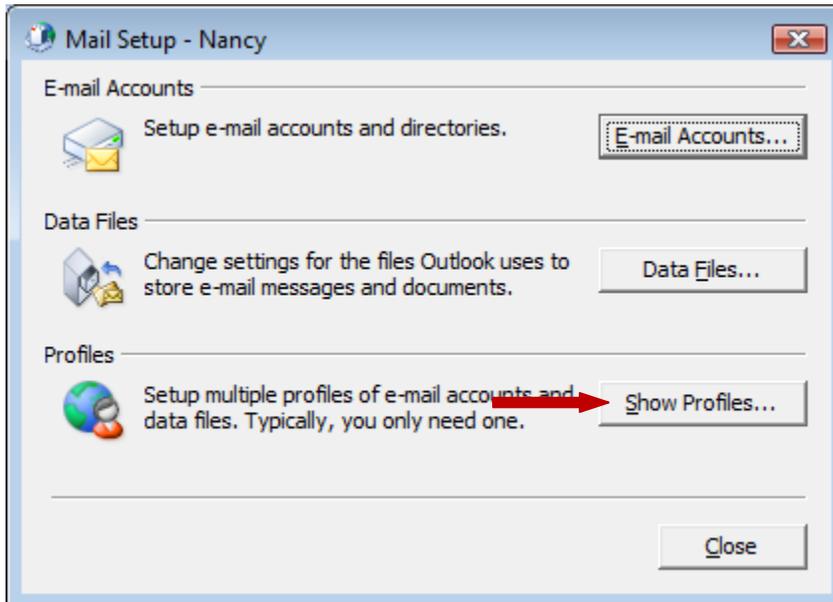
2. Click on **“Settings”** and then click on **“Control Panel”**



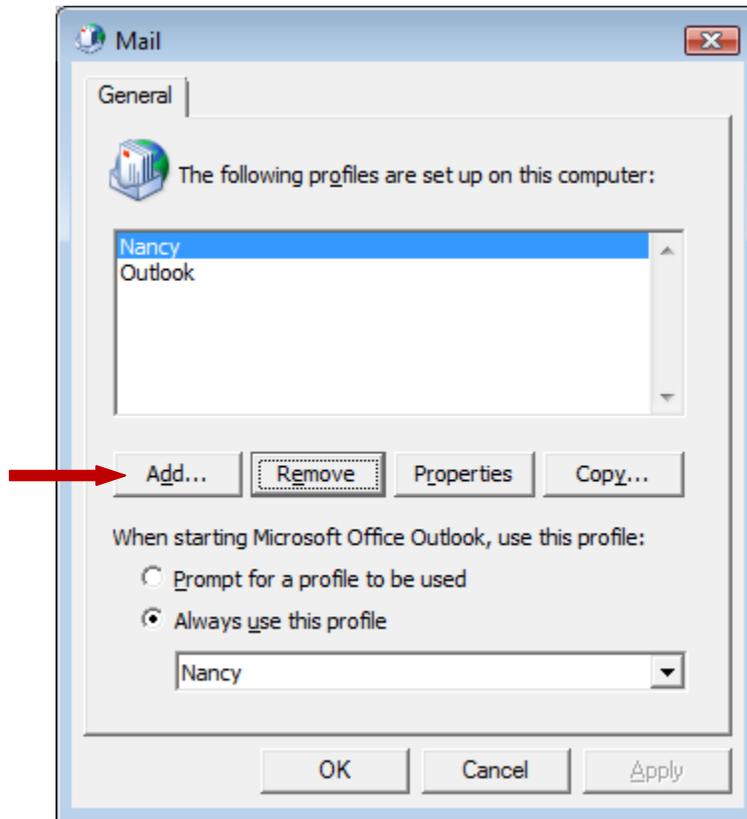
3. Double click on **“Mail”**



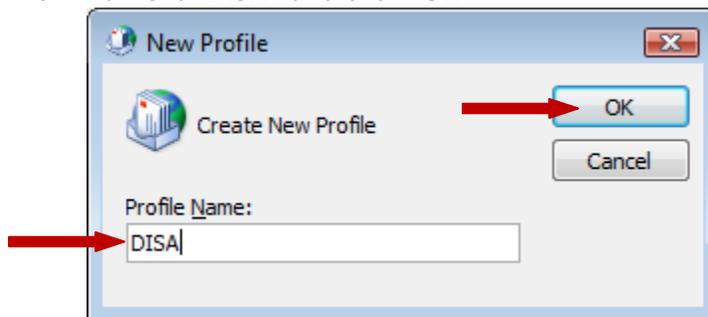
4. Click on **“Show Profiles”**



5. Click on **“Add”**



6. Name it **“DISA”** and click **“OK”**



7. In the Add New E-mail account dialog box do the following:
 - a. Type your name for example: jane.doe
 - b. Type your E-mail Address:
 - a. [Jane.doe.civ@mail.mil](mailto:jane.doe.civ@mail.mil) for civilians
 - b. [Jane.doe.ctr@mail.mil](mailto:jane.doe.ctr@mail.mil) for contractors
 - c. [Jane.doe.mil@mail.mil](mailto:jane.doe.mil@mail.mil) for military
 - c. Click on “Next”

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: jane.doe
Example: Barbara Sankovic

E-mail Address: jane.doe.civ@mail.mil
Example: barbara@contoso.com

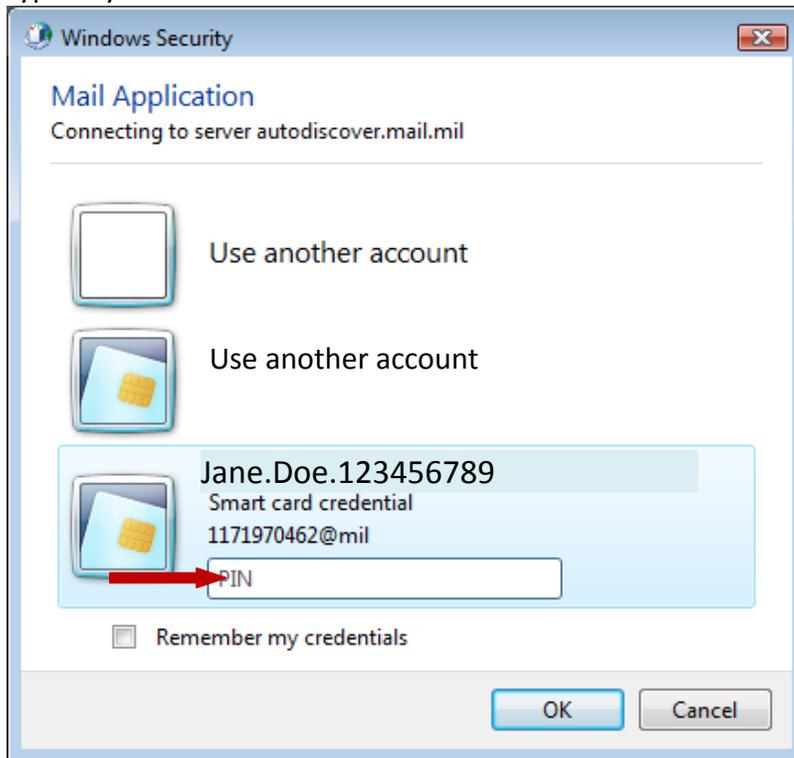
Password:

Retype Password:
Type the password your Internet service provider has given you.

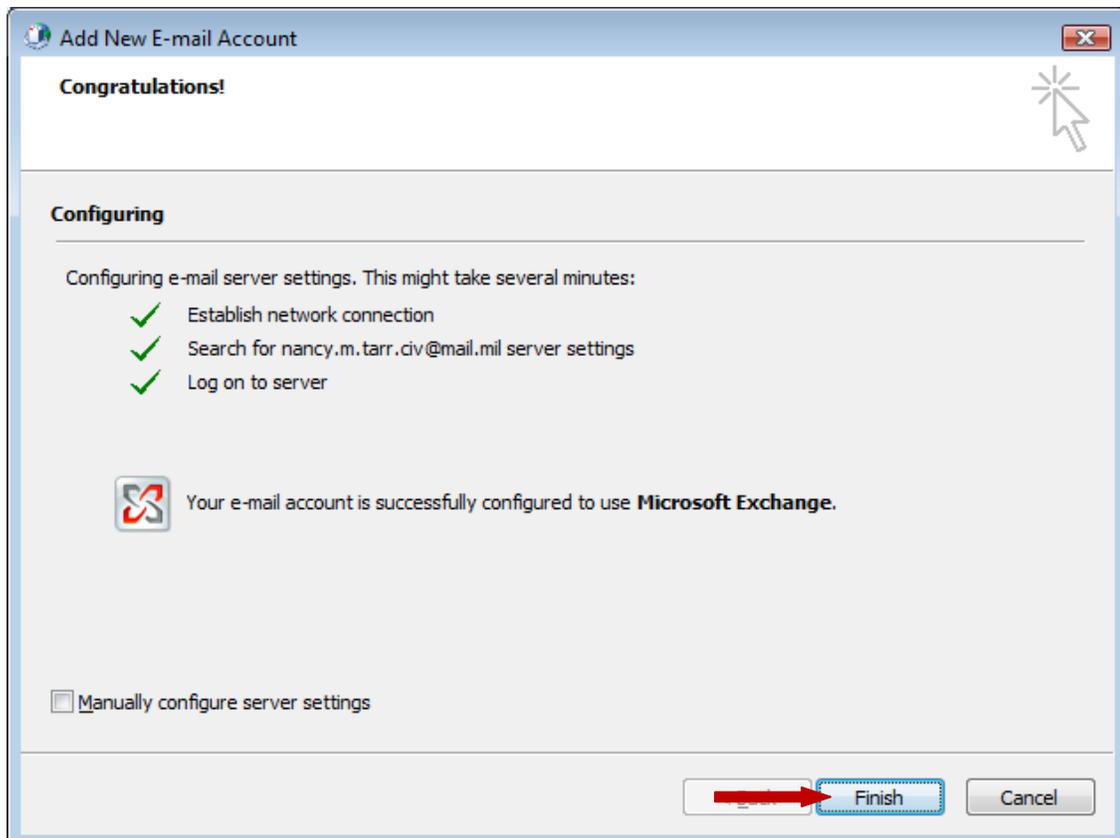
Manually configure server settings or additional server types

< Back **Next >** Cancel

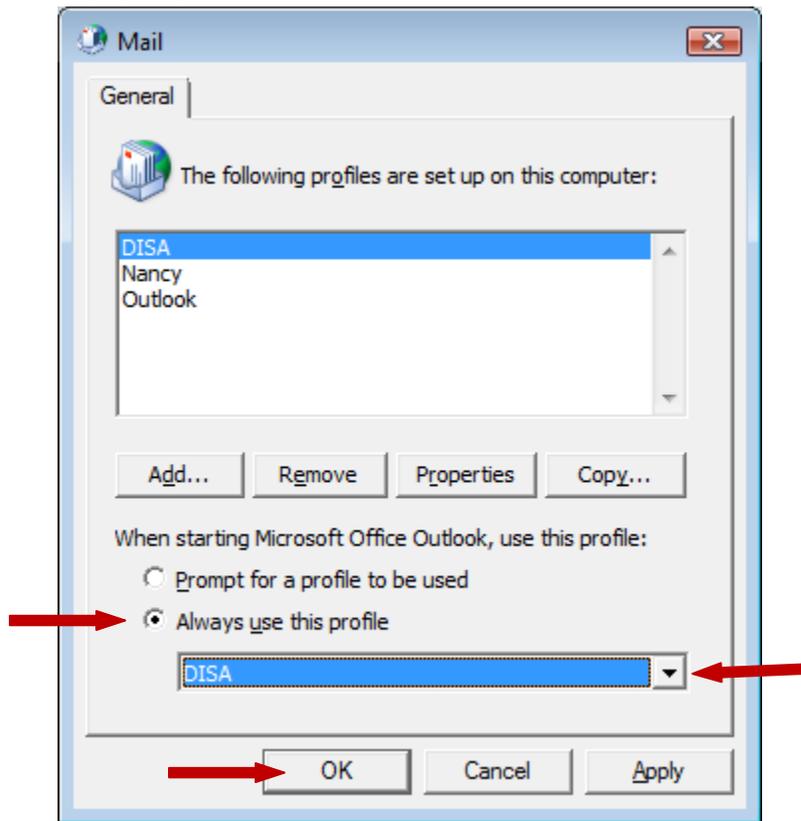
8. Type in your “PIN” and then click on “OK”



9. Click on “Finish”

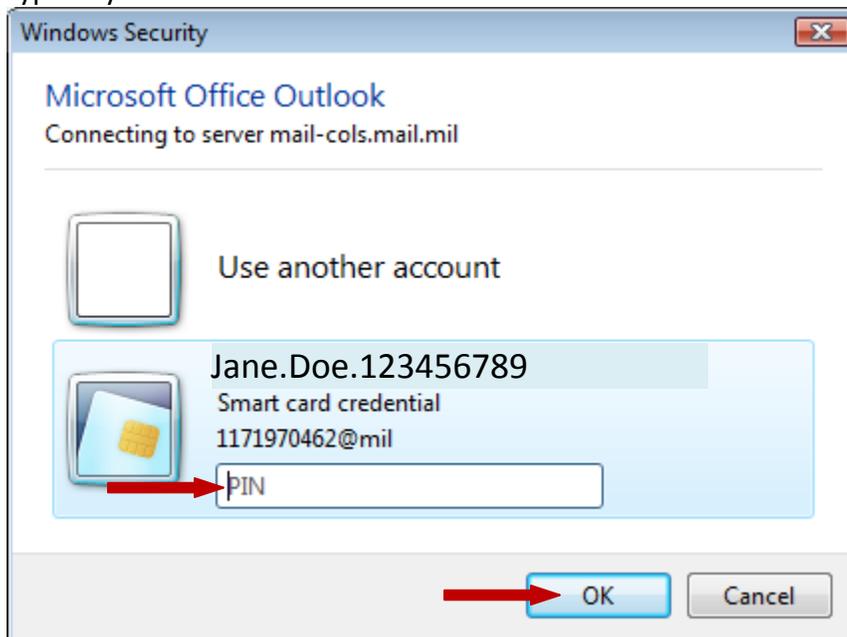


10. Click on **“Always use this profile”** and click on the down arrow to select **“DISA”** and then click on **“OK”**

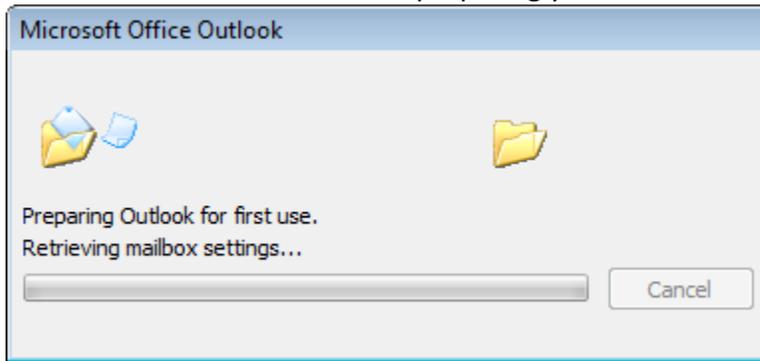


11. Open Outlook

12. Type in your **“PIN”** and then click on **“OK”**



13. Microsoft Office outlook is now preparing your outlook



14. Your new outlook profile is now configured.

