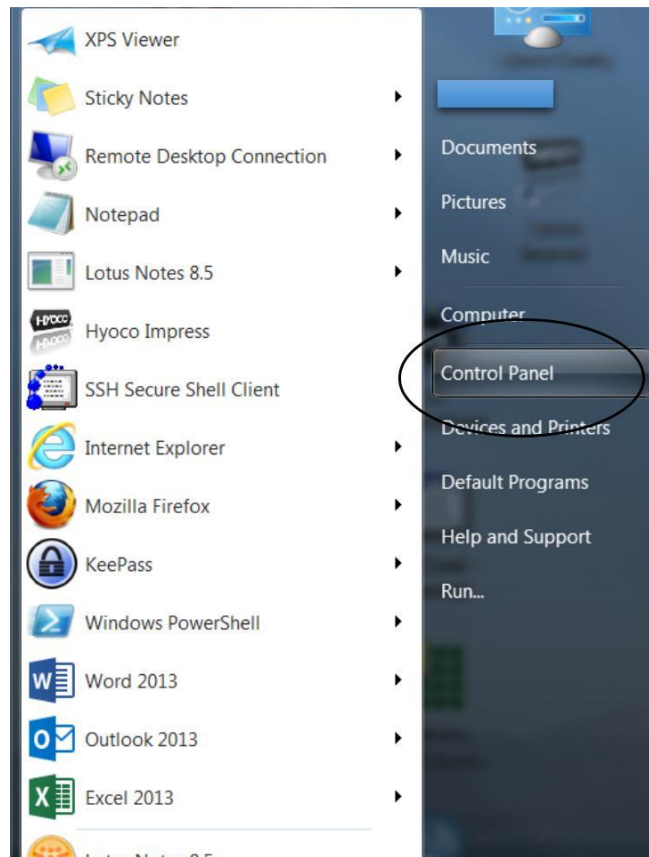




## Remove an existing profile

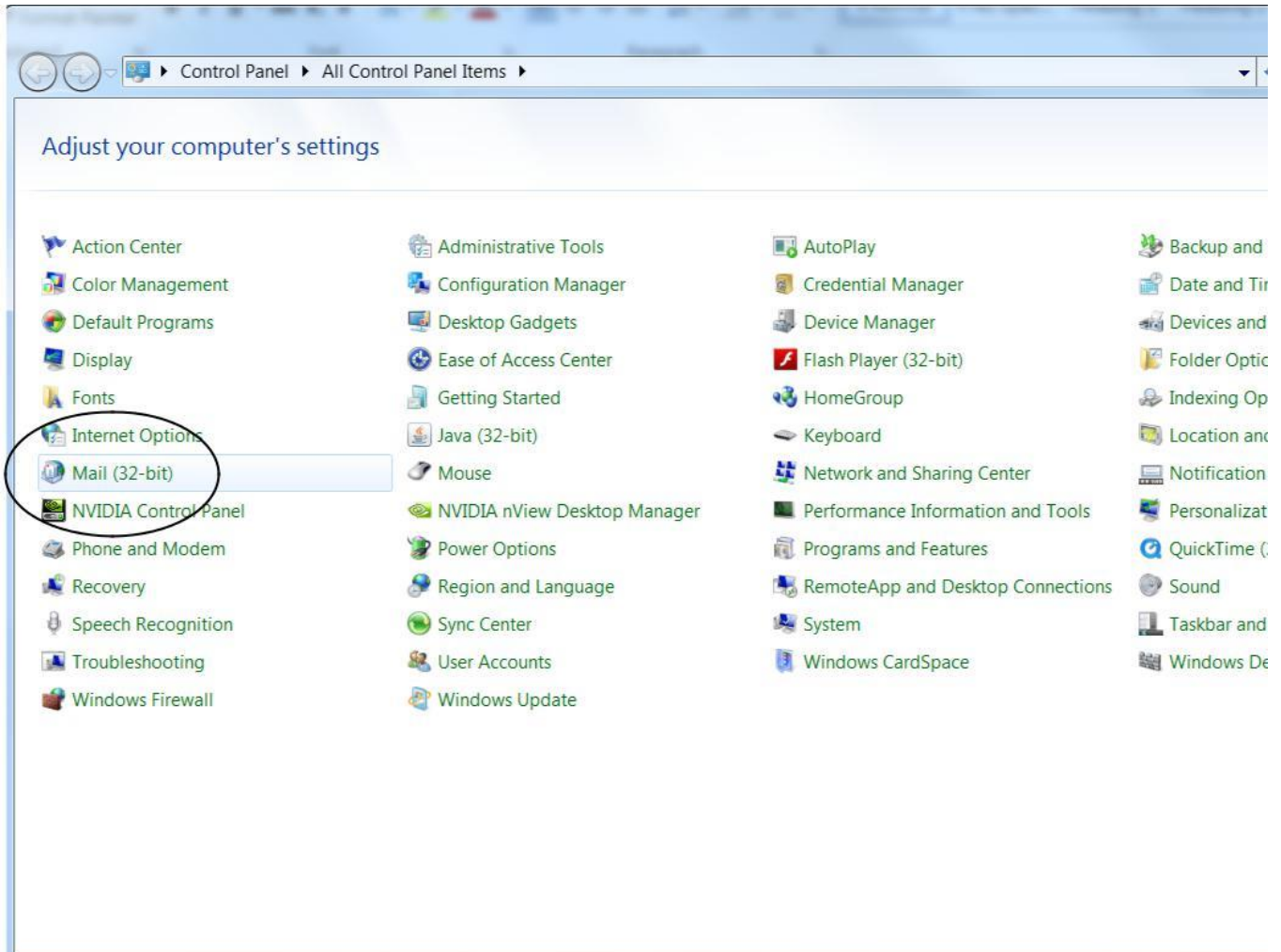
There have been some cases where an old profile needs to be removed from outlook, or there are more than one profile and the password for an old account is still being asked for when signed into another profile. Below are the directions for removing the old profile.

- 1) Select "Start" on windows and then select "Control Panel"



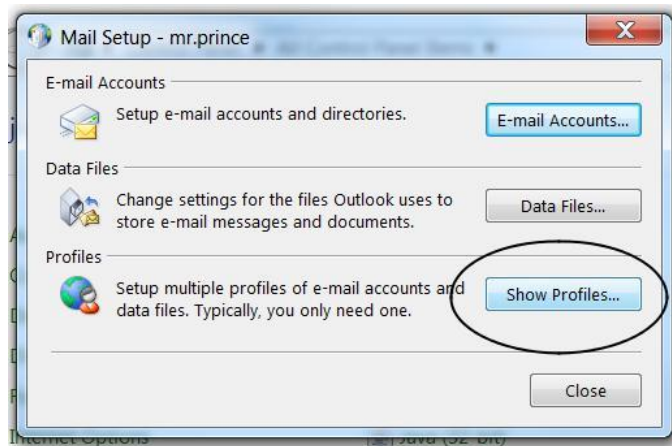


- 2) The following screen will appear(set to “View by: small icons”), search for the “Mail” settings and select it





3) Select "Show Profiles"



4) Select the profile to be removed; select the "Remove" button and then select "OK".

