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Create New Profile:.

Give the name of the  
profile in which an  
outlook will ask for  
the profile name  
when opening. I

have... Add Account:.

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...

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documents, and data  
Capture and organize  
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libraries Automate  
business processes  
with built-in  
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features to  
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create and edit files, and Outlook to organize email, contacts, and appointments. The content of the book is designed to be useful for people who

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On the Mail page, in the Compose

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messages section, do either of the following: To display the E-mail Signature tab, click the Signatures button. To display the Personal Stationery tab, click the Stationery and Fonts button. To change the default font for outgoing messages 1.

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Quit any Office programs that are running. In Control Panel, choose Programs and Features. In the list of installed programs, right-click Microsoft Office 2016 or Microsoft Office 2013,



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and then choose  
Change. If repairing  
your Office programs  
didn't resolve your  
issue, move on to the  
next step.

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Click File. Step 3

Under Account

Information, click the  
Add Account button.

Step 4 In the  
following window,  
enter Your Name,  
your Email Address,  
the Password, and  
the Retyped  
Password. Click Next.

Step 5 If ...

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Automatically Set Up  
an Email Account in  
Microsoft Outlook ...

In Mail, select Home.  
In the Quick Steps  
group, in the Quick  
Steps gallery, select  
the Create New Quick  
Step. In the Name  
box, type a name for  
the new Quick Step.  
Select the icon  
button next to the  
Name box, select an

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icon, and then select  
OK.

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Outlook Before you connect your Gmail account and Outlook, you need to prepare your Gmail account : turn on 2-step verification for Gmail and then create an app password that Outlook/Microsoft 365 will use with your Gmail address to make the connection.

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