Re-create Outlook Profile in Outlook 2016

Procedures

1. Make sure Outlook is closed.
2. Open ‘Mail’ setting in Control Panel.
3. Show Profiles.
4. Change to ‘Prompt for a profile to be used’, then click ‘Add…’.
5. Provide name for the new profile.

6. When prompted for new account information, click ‘Cancel’.
7. Click ‘OK’ to confirm create a empty profile.

8. New profile added, click ‘OK’ to close Mail setting.
9. Open Outlook, select the newly created profile.

10. Profile email address for account setup.
11. Provide credentials.

13. Click ‘OK’ to continue.

Adding @cuhk.edu.hk

Account setup is complete

OK

Set up Outlook Mobile on my phone, too